

OVERVIEW OF AN RFP PROCESS

There are 5 primary steps that are taken when soliciting for services

- 1) Identifying specification or scope of work
- 2) Facilitating the solicitation process
- 3) Evaluating responses
- 4) Recommendation for award
- 5) Execution of the contract

OVERVIEW OF AN RFP EVALUATION PROCESS

When RFP are evaluated, they are evaluated on pre-determined criteria. The criteria can range from one to several different factors. The criteria is associated w/ the referenced service and helps with the review process to determine the best fit for an organization based upon the responses received.

- Examples of evaluation criteria can be:
 - Years of experience
 - Relevant skills/project experience
 - Pricing/compensation
 - Delivery timeframes
 - Ability to meet contractual terms and conditions
 - References
 - Other requirements (i.e., license requirements)

PRE-PROPOSAL MEETING

Pre-proposals meetings are meetings where interested proposers have the opportunity to come learn, listen, and ask questions about the services advertised. This is also an opportunity for companies of various sizes to network and create partnerships.



MAIN TERMINAL BAGROOM CONVEYOR UPGRADES RFP AVIA 21-26

Pre-Proposal Conference
Tuesday, March 30, 2021 at
10:00 AM

- ✓ Please mute your mic unless you are speaking.
- ✓ There will be an opportunity for Q&A at the end of the presentation; however, all questions are to be logged in e-bidding portal.

AGENDA

- Introductions and Attendance List
- Submission and Opening
- Addenda and Bidder Questions
- Project Scope
- Scheduled Site Visit
- Instructions to Bidders/Proposers
- Bid/Proposal Form and Supplements
- Charlotte Business Inclusion Program
- E-Builder Bidding Portal
- Airport Security Requirements
- Additional Questions and Comments

INTRODUCTIONS

CLT Staff

- RFP Project Manager
 - CLT Project Manager
 - Charlotte Business INClusion Program Specialist
-
- Please post your name and company's name in the chat to record your company's attendance for today's pre-proposal meeting.
 - You may also utilize e-Builder's Q&A section to enter your name and company's name in the portal.

RFP SUBMISSION

- Date: Tuesday, April 20, 2021
- Time: 1:00 PM EST
- Accepting electronic submissions only via eBuilder eBidding portal
- Public opening will be held via Webex and details are included in the solicitation
- Award the contract to the lowest responsible proposer/bidder taking into consideration quality, performance and the time specified in the proposals for the performance of the contract.

EVALUATION CRITERIA

Experience	CLT will evaluate the Proposer based on its ability to meet the experience requirements as set forth in the Specifications based upon demonstrated experience.
Operations Plan	CLT will evaluate the Proposers ability to meet the requirements set forth in the Specifications as detailed in the Proposer's Operation Plan.
Staffing Plan	CLT will consider the plan to provide necessary staffing and the experience of the individual team members proposed to provide the Work.
Compensation	CLT will evaluate the Proposer on the overall compensation proposed related to the provision of the Work.

ADDENDA AND BIDDER QUESTIONS

- Addenda will be issued, if needed
- Questions must be submitted and addressed in written form through the eBuilder Portal
- Deadline for submitting questions is on Tuesday, April 6, 2021.
- For your RFP checklist, please check eBuilder to confirm the number of addendums issued.


ELECTRONIC SUBMISSION PROCESS

- While posted on City of Charlotte's contract opportunity page, Aviation utilizes an electronic submission process
- We operate in a paperless environment and accept electronic submissions only via e-Builder, e-Bidding portal. Registration is required in order to utilize the system.
- Pricing has to be entered via the eBuilder portal
- Upload of all documents via the eBuilder portal
- Pull the RFP in order to obtain, required to register and download documents from eBuilder

ADDENDA AND BIDDER QUESTIONS

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ Main Terminal Bagroom Conveyor Upgrades

 **Status**

Bid Package

Open

Bidding

Pending


Response Submitted

No

29 Days 0 Hours 39 Minutes Left

Due on 04.20.2021 at 1:00 PM

(GMT-05:00) Eastern Time (US & Canada)

 **Summary** **0.00**

Base Bid Total

0.00


Preferred Alternate Equipment Pricing Total


0.00

Package Invitation

Response Form

Q&A Board

 **Submit Question**

 **Export**

View List

|

View All

View	Subject	Questionee	Date & Time
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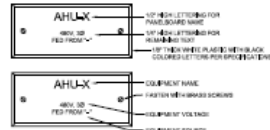
Note: The date and time are shown in the bid time zone.



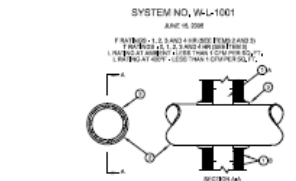
CONTRACT SCOPE

- This contract will be to provide the design, engineering, fabrication, transportation to/from the site, installation, removal, replacement, demolition, modifications, testing, and turning over in working order the baggage handling system conveyor equipment upgrades in compliance with specifications and drawings.

ELECTRICAL RISER DIAGRAM



1 EQUIPMENT NAMEPLATE DETAIL
REVISED

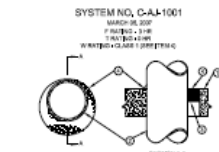


2 FIRE STOPPING DETAIL
SYSTEM NO. W-1-1001
REVISED



3 FIRE STOPPING DETAIL
SYSTEM NO. W-1-1001
REVISED

4 ELECTRICAL - PARTIAL POWER RISER DIAGRAM
REVISED

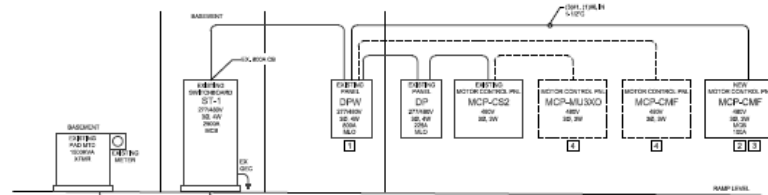


5 FIRE STOPPING DETAIL
SYSTEM NO. C-AJ-1001
REVISED



6 FIRE STOPPING DETAIL
SYSTEM NO. C-AJ-1001
REVISED

7 ELECTRICAL - PARTIAL POWER RISER DIAGRAM
REVISED



8 ELECTRICAL - PARTIAL POWER RISER DIAGRAM
REVISED

RISER DIAGRAM LEGEND:

- SOLID LINE WITH ARROW: NEW WORK, NEW
- DASHED LINE: EXISTING WORK, NEW
- DOTTED LINE: EXISTING WORK, NEW

KEY NOTES - RISER DIAGRAM - RENOVATION:

- COORDINATE WITH ARCHITECT AND ELECTRICAL CONTRACTOR AND OBTAIN APPROVAL FOR ANY CHANGES TO THE RISER DIAGRAM.
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LOAD SUMMARY	
PANEL DESCRIPTION	BT
PANEL LOCATION	BT
PANEL TYPE	BT
PANEL VOLTAGE	BT
PANEL CURRENT	BT
PANEL LOAD	BT
PANEL TYPE	BT
PANEL VOLTAGE	BT
PANEL CURRENT	BT
PANEL LOAD	BT
PANEL TYPE	BT
PANEL VOLTAGE	BT
PANEL CURRENT	BT
PANEL LOAD	BT

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PANEL LOAD	BT
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PANEL LOAD	BT
PANEL TYPE	BT
PANEL VOLTAGE	BT
PANEL CURRENT	BT
PANEL LOAD	BT



CHARLOTTE DOUGLAS
INTERNATIONAL AIRPORT
5501 JOSH BIRNEY
PARKWAY
CHARLOTTE, NC 28208

100% PROGRESS PRINT
(NOT FOR CONSTRUCTION)

Project

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TO SCHEDULE A SITE VISIT

Site visits for this solicitation must be scheduled and must comply with social distance requirements.

1. Will have to schedule times to visit, as project location(s) are behind a secured area.
2. Personal information is required three (3) days in advance (not including weekends and holidays) for a visitor's badge.

Crystal Bailey

Crystal.bailey@cltairport.com

TO SCHEDULE A SITE VISIT

- At least 3 days prior to the site visit, Procurement must be provided with the following information for all visitors planning to attend the visit:
 - Full name (First, Middle (if applicable), Last)
 - Gender
 - Date of Birth
 - Purpose of Visit: Site visit for bid submission
- All non-badged visitors will need to present a valid form of ID in order to receive their visitor's pass on the day of arrival. If they do not have ID, we cannot issue a visitor pass, and they will not be able to go through screening.
- Reminder for all visitors:
 - You will be going through TSA screening. **ALL STANDARD SECURITY RULES APPLY.** No liquids, gels, tools, etc. Easier to just leave all bags in their cars.
 - **NO WEAPONS!!!!!!** This includes pepper spray, knives (**To include pocket knives!**), guns, anything you would not take on a plane cannot be brought to this site visit. No exceptions, this is the warning we will give during the pre-bid (feel free to forward this email). Violators will receive a Police citation, be prohibited from getting a badge here (so, they won't be able to work on the project), and will be investigated by TSA, which could include additional fines up to \$13,669.
 - Once through screening, that is the 1 visitor pass the visitors will receive. If someone leaves the Sterile Area to the public side, that's it for the day.
 - There is not a smoking area past screening, so please take care of that before the visit.
- Please note that if an individual has not returned an expired badge and/or holds an active or suspended badge at CLT, we will **NOT** issue a visitor pass unless the badges are returned to us. The badgeholder agreement signed by Security Identification Display Area (SIDA) badge holders at CLT when you are issued a SIDA badge states that you agree to return the badge to Credentialing within 48 hours of the badge expiring, termination from employment, or temporary suspension of the badge.
- Please plan accordingly based on these policies.

INSTRUCTIONS TO PROPOSERS

- Contract Time – Project is estimated to be completed within six (6) months.
- Insurance Requirements are located in Section 7 and 8 of the contract.
 - However, if the Company has access to the Aircraft Operation Area (AOA), all automobile liability insurance limits shall increase to **\$5,000,000.00** per accident, combined single limit, each occurrence.
 - Commercial General Liability. Insurance with a limit not less than \$1,000,000 [**\$5,000,000 (inside the fence)**] per occurrence/aggregate including coverage for bodily injury, property damage, products and completed operations, personal/advertising injury liability and contractual liability.

FORMS AND SUPPLEMENTS

- Forms 1-6 are required submission forms that must be submitted with your response package located in Section 2.

FORM 1
PROPOSAL FORM

A. COVER LETTER

The Proposal must include a cover letter including the name, address and telephone number of the Proposer and the executive that has the authority to contract with CLT. It shall also include an Executive Summary outlining how the Company best meets the requirements set forth in this RFP.

B. NON-COLLUSION AFFIDAVIT

In submitting this Proposal, Proposer hereby declares that the only person or persons interested in this Proposal as principal or principals is or are named herein and that no person other than herein mentioned has any interest in this Proposal or in the contract to be entered into; that this Proposal is made without connection with any other person, company or parties submitting a Proposal in response to this RFP; and that it is in all respects fair and in good faith without collusion or fraud. Proposer represents to the City that, except as may be disclosed in an Addendum hereto, no officer, employee or agent of the City presently has any interest, either directly or indirectly, in the business of Proposer, and that any such officer, employee or agent of the City having a present interest in the business of Proposer shall not have any such interest at any time during the term of the Contract should it be awarded to the Proposer.

C. ACKNOWLEDGEMENT OF ADDENDA

Proposer further declares that it has examined the RFP including all Attachments, Exhibits and Addenda, as acknowledged below, and that it has satisfied itself relative to the requirements, procedures and rights of this RFP. Acknowledgment is hereby made of receipt of the following Addenda (identified by number) since issuance of the RFP. ***Failure to acknowledge all addenda may result in disqualification of the Proposer.***

Addendum Number	Date

FORM 1 – PROPOSAL FORM – A-E

D. EXCEPTIONS

See Section 1, C, 3 for information on how to submit exceptions to the Technical Specifications. All Work requested in the RFP must be provided for the prices(s) set forth/submitted in e-Builder in strict conformance with the terms, conditions and specifications set forth in the RFP (including any addenda or amendments), subject only to the exceptions previously approved by the City by way of addendum ("Approved Exceptions"). Approved Exceptions reflected in the Proposers base bid should be set forth in the below chart. Further, if Proposer would like to propose Exceptions to the Contract language for consideration by the City, they may also be listed below. For Contract Exceptions, the relevant provision and an explanation for the requested change should be included. Exceptions representing material changes to the RFP's terms or those included in the base bid which are not Approved Exceptions may be ground for rejection of the Proposal. If none, state "None".

Technical Specification Section Number	Section Title or Technical Specification Paragraph	Exception and Proposed Change to RFP Technical Specifications

FORM 1 – PROPOSAL FORM – A-E

E. VERIFICATION AND CERTIFICATION OF AUTHENTICITY OF PROPOSAL

The information contained in this Proposal or any part thereof, including its Forms, Attachments, Exhibits and other documents and instruments delivered or to be delivered to the City, is true, accurate, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts.

Submission of this Proposal is the duly authorized official act of the Proposer and the person(s) executing this Proposal and is in accordance with the terms and conditions as set forth in the RFP. The Proposer is duly authorized and designated to execute this Proposal on behalf of and as of the official act of Proposer, this ____ day of _____, 20__.

Company Name: _____

Address: _____

Signature: _____

Printed Name: _____

Title: _____

Phone Number: _____

E-Mail Address: _____

FORM 1 – PROPOSAL FORM – A-E

FORM 2
QUALIFICATIONS AND PROPOSER REQUIREMENTS

All statements contained herein must be true and correct. Any omissions or inaccuracies may result in the rejection of this Proposal by CLT. Proposers should note that some responses may require separate sheet(s) for response. Those responses should be appropriately marked corresponding to the question. Proposers should use as many additional sheets as necessary to completely answer the question.

The use of the term "Proposer" in this Form 2 applies to Proposer and all subcontractors of Proposer that will be involved in the performance of the Work pursuant to the Contract unless otherwise noted.

A. FINANCIAL CAPACITY

Proposer is expected to have the financial ability to move forward with the Work, however, Proposer's financial information will not be a required as part of the Proposal. Upon inspection of the Proposals, CLT reserves the right to request all financial information it deems relevant in assessing the validity of the Proposal. Such materials may include, without limitation, an official bank statement, copies of account records certified by a CPA or a letter of credit. If, after reviewing the Proposals, the City requests that Proposer submit financial information as part of its Proposal, Proposer may choose to mark it "CONFIDENTIAL." Financial information submitted in this manner may not be subject to disclosure under North Carolina's public records laws.

B. EXPERIENCE AND QUALIFICATIONS

Furnish a statement detailing Proposer's background, experience and qualifications which at a minimum includes:

- Corporation type;
- State of incorporation;
- Number of years in business;
- Summary of services provided substantially like the Work requested under this RFP;
- Organizational chart reflecting key personnel for the Work including descriptions of their duties under the Contract. Key personnel shall include at a minimum managers and supervisors or the implementation team (as applicable); and
- Names and addresses of at least three (3) companies, excluding CLT, for which the

FORM 2 – QUALIFICATION & PROPOSER REQUIREMENTS

- Proposer provided substantially similar Work within the previous 5 years, provided in the chart below.

	Client 1	Client 2	Client 3
Client Name:			
Description of the Work			
Dates Provided:			
Compensation:			
Point of Contact (POC):			
POC E-Mail Address:			
POC Telephone:			
Key Personnel Assigned to the Work:			

FORM 2 – QUALIFICATION & PROPOSER REQUIREMENTS

C. PROPOSER HISTORY

Question	Yes/No	If Yes, include an explanation
Has Proposer ever been subject to claims, actions, demands, suits or other litigation (collectively litigation) brought by any airport owner/operator or others over non-payment of rent or fees, or non-performance of similar Work as that requested under this RFP?		
Does the Proposer have any past due arrearages or is the Proposer in breach of any previous or existing contract with the City?		
Has Proposer declared bankruptcy in the past ten (10) years?		
During the past ten (10) years, have any of Proposer's contracts, leases or other agreements been terminated or cancelled, either voluntarily or non-voluntarily, by another Airport owner/operator?		

FORM 2 – QUALIFICATION & PROPOSER REQUIREMENTS

FORM 2 – QUALIFICATION & PROPOSER REQUIREMENTS

E. OPERATIONS PLAN

Proposer should attach an operations plan, clearly marked, that includes information on specific services provided by the Proposer as part of the Work. This could include, without limitation and as applicable, training plan, quality monitoring program, project schedule, implementation plan, transition plan or any other information related to how the Proposer intends to operate in providing the Work to CLT. Include project approach with operations plan.

F. STAFFING PLAN

Proposer should provide a staffing plan, which includes how staffing support will be provided to ensure the Work is provided in compliance with the Specifications. This could include, without limitation and as applicable, staffing numbers, schedules, types of positions, location of personnel or any other information that demonstrates how Proposer will provide staffing support for the Work. Include project team involved with the project, contractor's resources and subcontractors' qualifications with demonstrated project experience/qualifications.

D. REFERENCES

List three (3) clients, excluding the Aviation Department, for whom you have provided substantially similar work to that requested under this RFP for a reference check. Additional references, including the Aviation Department, may be included on a second form.

Name of Client	
Address	
Contact Person	
Telephone Number:	
E-Mail Address:	
Name of Client	
Address	
Contact Person	
Telephone Number:	
E-Mail Address:	
Name of Client	
Address	
Contact Person	
Telephone Number:	
E-Mail Address:	

FORM 2 – QUALIFICATION & PROPOSER REQUIREMENTS

FORM 3
NONDISCRIMINATION CERTIFICATION

The undersigned Proposer hereby certifies and agrees that the following information is correct:

1. In preparing the enclosed Proposal, the Proposer has considered all proposals submitted from qualified, potential subconsultants and suppliers and has not engaged in discrimination as defined in Section 2.
2. For purposes of this Section, *discrimination* means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor or supplier based on race, ethnicity, gender, age or disability or any otherwise unlawful form of discrimination. Without limiting the foregoing, *discrimination* also includes retaliating against any person or other entity for reporting any incident of *discrimination*.
3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the Proposal submitted with this certification and terminate any contract awarded based on such Proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Proposer to any remedies allowed thereunder, including possible disqualification from participating in City contracts or solicitation processes for up to two years.
4. As a condition of contracting with the City, the Proposer agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subconsultants regarding this solicitation process. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the Proposal submitted by the Proposer and terminate any contract awarded on such Proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Proposer to any remedies allowed thereunder.
5. As part of its Proposal, the Proposer shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against Proposer in a legal or administrative proceeding alleging that Proposer discriminated against its subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.
6. As a condition of submitting a Proposal to the City, the Proposer agrees to comply with the City's Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

Company Name: _____

Signature: _____

Printed Name: _____

Date: _____

FORM 3 – NON- DISCRIMINATION FORM

BUSINESS DIVERSITY PROGRAMS

- Charlotte Business INClusion (CBI) Program (SBE, MBE or WBE goal)
- Disadvantaged Business Enterprise (DBE) Program
- Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program
- Goals are typically negotiated for services
- 2 forms to sign:
 - Proposal Form 4 and (applicable program) Utilization Form #3

FORM 4
CHARLOTTE BUSINESS INCLUSION PROGRAM OR DISADVANTAGED ENTERPRISE
PROGRAM REQUIREMENTS

CBI Program- Negotiated Goal

A. Overview

For this project, the City will negotiate an MSBE participation goal ("Contract Goal") with the Company. The Contract Goal will be made part of the Company's Contract.

B. Submission Requirements

Although the CBI Program allows CLT to negotiate a goal with the Company, CLT would like to see how the Proposer expects to utilize MWSBEs throughout the course of the Work. Therefore, Proposers are required to complete and attach CBI Form #3 – Utilization Commitment to their Proposal.

CBI Form # 3 should be submitted for this section, stating the MWSBE company(s) that the Proposer intends to use, and a description of the scope of work for each MWSBE company identified, EXCLUDING % or dollar values.

****CBI Form #3 is the ONLY CBI form that should be attached to the Proposer. CBI Form #3 can be found on CLT's website at www.cltairport.com under "Business with CLT – Business Diversity Programs".**

To search the database of certified vendors, please go to <https://charlotte.diversitycompliance.com> and click on "Search Certified Directory". The Directory will allow a search of all certified firms by certification and commodity code or scope of work description.

Additionally, a complete list of registered MWSBEs as well as a copy of the CBI Policy is available on the City's website at www.charlottebusinessinclusion.com.

C. Additional Information

The Company will also be required to submit CBI Form #4 – Letter of Intent for each MWSBE the Company commits to use to meet the Contract Goal. These forms are due no later than three (3) business days from the time they are requested by CLT, unless otherwise agreed by the parties. During the term of the Contract, the Company shall be required to submit CBI Form #6 – Payment Affidavit with each invoice submitted to CLT for payment.

FORM 4 REQUIREMENTS- DBE/ACDBE/CBI PROGRAMS

CBI FORM 3: Subcontractor / Supplier Utilization Commitment

This form **MUST** be submitted within 24 hours after the time of Bid Opening.

Failure to properly complete and submit Form 3 within 24 hours after the time of Bid Opening constitutes grounds for rejection of the Bid.

Copy this CBI Form 3 as needed.

Per Part B, Section 3 and Part C, Section 3 of the CBI Policy, the Subcontractor/Supplier Utilization Commitment (**CBI Form 3**), captures information regarding MBEs, WBEs, SBEs, and other subcontractors and suppliers that the Bidder intends to use on the Contract ***FOR ALL TIERS***.

For Construction Contracts under \$500,000, MWSBEs must satisfy the requirements of Part B, Section 3 of the CBI Policy in order to count the work they intend to perform on the contract with its own current workforces towards the established Subcontracting Goal and must list themselves below along with their projected utilization amount.

Bidder Name:			
Project Name:			
Project Number:			
Established MBE Goal:	Established WBE Goal:	Established SBE Goal:	

List below all **MBEs, WBEs, and/or SBEs (Non-Hauling Services)** that you intend to use on this Contract. **NOTE: You will only receive credit for SBEs that are currently certified with the City as of the Bid Opening Date. Furthermore, you will only receive credit for MBEs and WBEs that are registered with the City as of Bid Opening Date.**

MBE/WBE/SBE Vendor Name (Non-Hauling Services)	Description of work / materials	NIGP Code	Vendor #	Total Projected Utilization (\$)

For all hauling services on this Contract, list below all MBEs, WBEs, and SBEs that you intend to provide such work and the Total Projected Utilization (\$).

MBE/WBE/SBE Vendor Name (Hauling Services)	Description of work / materials	NIGP Code	Vendor #	Total Projected Utilization (\$)

Total Subcontractor / Supplier Utilization (including MBEs, WBEs, SBEs, and Non-MWSBEs)	\$
Total MBE Utilization	\$
Total WBE Utilization	\$
Total SBE Utilization	\$
Total Bid Amount (including Contingency)	\$
Percent MBE Utilization* (Total MBE Utilization <i>divided by</i> Total Bid Amount)	%
Percent WBE Utilization* (Total WBE Utilization <i>divided by</i> Total Bid Amount)	%
Percent SBE Utilization* (Total SBE Utilization <i>divided by</i> Total Bid Amount)	%

** The Utilization percentage stated **MUST** be rounded to (2) decimal places.*

FORM 4
REQUIREMENTS-
DBE/ACDBE/CBI
PROGRAMS

FORM 5
CONFIDENTIAL INFORMATION

Company agrees to comply with all Confidentiality Requirements set forth in this Section. Failure to comply with the Confidentiality Requirements set forth herein may result in the rejection of Company's Proposal or termination of the Contract.

1. **CONFIDENTIAL INFORMATION.** "Confidential Information" means any information in any medium (whether written, oral or electronic), obtained from the City or any of its suppliers, contractors or licensors which falls within any of the following general categories:
 - a. *Plans and Drawings.* Building plans of city-owned buildings or infrastructure facilities, including without limitation as-built drawings of the Facilities, as well as specific details of public security plans, as provided by N.C. General Statute 132-1.7 (a);
 - b. *Trade secrets.* For purposes of this RFP, trade secrets consist of information of the City or any of its suppliers, contractors or licensors: (a) that derives value from being secret; and (b) that the owner has taken reasonable steps to keep confidential. Examples of trade secrets include information relating to proprietary software, new technology, new products or services, flow charts or diagrams that show how things work, manuals that tell how things work and business processes and procedures;
 - c. *Security Plans.* Plans to prevent or respond to terrorist activity, including vulnerability and risk assessments, potential targets, specific tactics or specific security or emergency procedures, the disclosure of which would jeopardize the safety of government personnel or the general public or the security of any governmental facility, structure or information storage system as provided by N.C. General Statute 132-1.7 (a);
 - d. *Privileged Information.* Any attorney / client privileged information disclosed by the City.
 - e. *Other Information.* Other information that is exempt from disclosure under the North Carolina public records laws.

For purposes of this Section, the term "Restricted Data" refers to and includes: (a) all Confidential Information that the City is restricted from disclosing under state or federal law; and (b) all Confidential Information that the City is permitted to withhold from disclosure under state or federal law and has elected to withhold from disclosure

The information described in Sections a and c is a subcategory of Confidential Information called "Highly Restricted Information." Highly Restricted Information is subject to all requirements applicable to Confidential Information but is also subject to additional restrictions as set forth in this Contract if applicable.

The parties acknowledge that Confidential Information includes information disclosed prior to submission of a Proposal as well as information disclosed after submission.

BID FORM 5 – CONFIDENTIAL INFORMATION

FORM 5

CONFIDENTIAL INFORMATION

2. **RESTRICTIONS AND REQUIREMENTS.** The Company shall comply with the following restrictions and requirements regarding Confidential Information:

- a. Company shall comply with the City's Restricted Data Policy, a copy of which is posted on the City's website, and with any instructions or procedures issued by City key business units from time to time with respect to protecting specific types of Confidential Information.
- b. Company shall not copy, modify, enhance, compile or assemble (or reverse compile or disassemble), or reverse engineer Confidential Information, except as authorized by the City in writing.
- c. Company shall not, directly or indirectly, disclose, divulge, reveal, report or transfer Confidential Information to any third party, other than an agent, subcontractor or vendor of the City or Company who: (a) has a need to know such Confidential Information for purpose of performing work contemplated by written agreements between the City and the Bidder, and (b) has executed a confidentiality agreement incorporating substantially the form of these requirements. Notwithstanding the foregoing, Company shall not directly or indirectly, disclose, divulge, reveal, report or transfer Highly Restricted to any third party without the City's prior written consent.
- d. Company shall not use any Confidential Information for its own benefit or for the benefit of a third party, except to the extent such use is authorized under these Confidentiality Requirements or other written agreements between the parties hereto, or is for the purpose for which such Confidential Information is being disclosed.
- e. Company shall not remove any proprietary legends or notices, including copyright notices, appearing on or in the Confidential Information.
- f. Company shall use reasonable efforts (including but not limited to seeking injunctive relief where reasonably necessary) to prohibit its employees, vendors, agents and subcontractors from using or disclosing the Confidential Information in a manner not permitted by these Confidentiality Requirements.
- g. If any demand is made in litigation, arbitration or any other proceeding for disclosure of Confidential Information, Company shall assert these Confidentiality Requirements as grounds for refusing the demand and, if necessary, shall seek a protective order or other appropriate relief to prevent or restrict and protect any disclosure of Confidential Information.
- h. All materials which constitute, reveal or derive from Confidential Information shall be kept confidential to the extent disclosure of such materials would reveal Confidential Information, and unless otherwise agreed, all such materials shall be returned to the City or destroyed upon satisfaction of the purpose of the disclosure of such information.
- i. Company shall restrict employee access to the Confidential Information to those employees having a need to know for purposes of their jobs.

j. Company shall take reasonable measures to prevent the use or disclosure of Confidential Information by its employees in a manner not permitted by these Confidentiality Requirements. Company shall have each of its employees who will have access to the Confidential Information sign a confidentiality agreement which provides the City and its vendors, licensors, subcontractors, employees and taxpayers the same level of protection as provided by these Confidentiality Requirements.

k. Company shall ensure that each person who obtains access to Confidential Information through Company (including but not limited to Company's employees and subcontractors) has undergone training sufficient to understand his or her responsibilities with respect to these Confidentiality Requirements.

3. **EXCEPTIONS.** The City agrees that Company shall have no obligation with respect to any Confidential Information that the Company can establish:

- a. was already known to Company prior to being disclosed by the City;
- b. was or becomes publicly known through no wrongful act of Company;
- c. was rightfully obtained by Company from a third party without similar restriction and without breach hereof;
- d. was used or disclosed by Company with the prior written authorization of the City;
- e. was disclosed pursuant to the requirement or request of a governmental agency, which disclosure cannot be made in confidence, provided that, in such instance, Company shall first give to the other party notice of such requirement or request;
- f. was disclosed pursuant to the order of a court of competent jurisdiction or a lawfully issued subpoena, provided that the Company shall take reasonable steps to obtain an agreement or protective order providing that these Confidentiality Requirements will be applicable to all disclosures under the court order or subpoena.

4. **REMEDIES.** Company acknowledges that the unauthorized disclosure of the Confidential Information will diminish the value of the proprietary interests therein. Accordingly, it is agreed that if Company breaches its obligations hereunder, the City shall be entitled to equitable relief to protect its interests, including but not limited to injunctive relief, as well as monetary damages.

5. **DATA.** The Company will treat as Confidential Information all data provided by the City or processed for the City or for citizens under these Confidentiality Requirements (including metadata). Such data shall remain the exclusive property of the City. The Company will not reproduce, copy, duplicate, disclose, or in any way treat the data supplied by the City in any manner except that contemplated by this Confidentiality Requirements.

Company Name: _____

Signature: _____

Printed Name: _____

Date: _____

FORM 6
PRICING WORKSHEET

Regardless of exceptions taken, Proposers shall provide pricing based on the requirements and terms set forth in this RFP. Pricing must be all-inclusive and cover every aspect of the Project.

In completing the compensation worksheet, the following instructions should be followed:

1. All price increases over the term of the contract must be noted.
2. If/when there is an error in extension prices, the unit prices, when available, shall govern.
3. If/when exceptions are taken, pricing must reflect the requested items as stated in the Specifications and as if the exceptions were not accepted by the City. However, in a separate section Proposer shall include any cost savings attributed to the exceptions if accepted by the City.
4. All discounts should be computed into the prices offered where feasible. When a prompt payment discount is offered, it will not be considered in the award of the Contract except as a factor to aid in resolving cases of identical prices.
5. Additional costs associated with the Work must be added as separate line items to the worksheet.

It is understood that the pricing, terms and conditions of this Proposal confirm with the requirements set forth in this RFP and are firm and irrevocable unless provided in writing to CLT.

Company Name: _____

Signature: _____





Printed Name: _____

Date: _____

FORM 6 – PRICING WORKSHEET





E-Builder Bid Pricing Portal

Proposed Equipment Pricing

#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
 1	FIS Area - ICF-3 Belt 1 Re-Control & ICF-1 Belt 3 Re-Control			1.0000	LS	<input type="text"/>	
 2	Crossover MU2 to MU1; Crossover MU2 to MU3			1.0000	LS	<input type="text"/>	
 3	Replace Ticket Counter 2 - Section 8 merge belt			1.0000	LS	<input type="text"/>	
 4	Replace Re-check 2 - Section 45 merge belt			1.0000	LS	<input type="text"/>	

Proposed Equipment Pricing Subtotal 0.00

Preferred Alternate Equipment Pricing

#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
 1	FIS Area - ICF-3 Belt 1 Re-Control & ICF-1 Belt 3 Re-Control			1.0000	LS	<input type="text"/>	
 2	Crossover MU2 to MU1; Crossover MU2 to MU3			1.0000	LS	<input type="text"/>	
 3	Replace Ticket Counter 2 - Section 8 merge belt			1.0000	LS	<input type="text"/>	
 4	Replace Re-check 2 - Section 45 merge belt			1.0000	LS	<input type="text"/>	

Preferred Alternate Equipment Pricing Subtotal 0.00

E-Builder Submission Portal

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ Main Terminal Bagroom Conveyor Upgrades

Status

Bid Package	Open
Bidding	Pending
Response Submitted	No

29 Days 0 Hours 39 Minutes Left

Due on 04.20.2021 at 1:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Summary

0.00

Base Bid Total	0.00
Preferred Alternate Equipment Pricing Total	0.00

Package Invitation

Response Form

Q&A Board

Submit



STEP 1: Bid Form

STEP 2: Response Documents

STEP 3: Additional Required Info

⚠ There are no supporting documents attached to this bid.

Supporting Documentation

Attach Documents

Drag and drop files here to upload, or browse.



- Please combine all submittal forms and documents and upload as one file.
- Please limit your file name to less than or equal to 20 characters.

AIRPORT SECURITY REQUIREMENTS

Security
Program

Airport
Badging
Requirements

Please see requirements in solicitation packet and go to www.cltairport.com/business/credentialing for all information regarding CLT's Security Program, Policies and Procedures, FAQs, etc.

BADGING

- Security and Credentialing. All Company employees must adhere to the CLT Security Handbook and the Airport Security Plan. The Company's employees must apply and qualify for an airport security badge prior to employment.
- When five (5) or more Company employees require a security badge to perform the Work, the Company must designate at least one (1) as an 'authorized signer'. The authorized signer must hold a valid CLT badge and is responsible for all required training and the completion of all required documents and process steps to secure and retain valid CLT badges for the employees. CLT security badge requirements are accessible on CLT's website at: CLT Airport Credentialing.

www.cltairport.com/business/credentialing





Additional Questions & Comments

For assistance accessing E-Builder please email:
crystal.bailey@cltairport.com

DOING BUSINESS WITH THE CITY OF CHARLOTTE

City of Charlotte > Doing Business with the City

 Print  Share

OUR RESPONSE TO COVID-19

In an effort to ensure the health and safety of residents and employees, City of Charlotte Procurement has implemented several service changes in response to COVID-19. [Learn more.](#)

[View a list of all City services affected by COVID-19.](#)

Contract
Opportunities

Register as a New
City Vendor

Current Vendors

Charlotte Business
INclusion

City Procurement
Office

Economic
Development

FAQs

Contact Us



Resources



SUBSCRIBE FOR NOTIFICATIONS AND UPDATES

Be the first to know when new contracting opportunities are posted. You'll receive a notification via email or text message. Just follow the links below to select which areas you want to follow.

[General Services Contracting Opportunities](#) 

[Landscape Contracting Opportunities from General Services](#) 

[Special Provisions for Engineers & Consultants](#) 

<https://charlottenc.gov/DoingBusiness/Pages/default.aspx>

EARLYBIRD

The City of Charlotte has a business opportunities pipeline.

This site is a comprehensive listing of Active and In Development contracting opportunities across all City of Charlotte departments

Welcome to EarlyBird, the City of Charlotte Business Opportunities Pipeline! This site is a comprehensive listing of Active and In Development contracting opportunities across all City of Charlotte departments. Projects can be searched using keywords, by commodity code, or using a variety of filters to narrow down opportunities your business may be interested in participating in. Click on the orange Requirements button on the Opportunity to see additional details about the project and specific requirements that may be helpful in preparing to participate in an upcoming solicitation. You can also "follow" a project using various social media channels to get notifications when the requirements are updated, or once the project moves from "In Development" to "Active" status.

If you have questions or need assistance with this portal, contact City Procurement at earlybird@charlottenc.gov.

Filter ▼

Filter by Commodity Code

 Download Commodity Codes

Search for Opportunities



Aviation x

Clear

All In Development Active Archived

In Development



Aviation / Construction

Ground Power Circuit Upgrades

Posting Number: 2021-Q4(Oct-Dec)-AVI-6754

Anticipated Posting Date: 2021-10-15

Last Updated: 10/06/21



Add to Calendar

REQUIREMENTS

Follow this Project:



In Development



Aviation / General Services

Airport Main Entrance Landscape Additions

Posting Number: 2021-Q4(Oct-Dec)-AVI-6762

Anticipated Posting Date: 2021-10-19

Last Updated: 10/06/21



Add to Calendar

REQUIREMENTS

Follow this Project:



In Development



Aviation / Construction

Air Handler Unit #63 Replacement

Posting Number: 2021-Q4(Oct-Dec)-AVI-6751

Anticipated Posting Date: 2021-10-07

Last Updated: 10/04/21



Add to Calendar

REQUIREMENTS

Follow this Project:



VENDOR REGISTRATION

- To be notified about contracting opportunities, as well as receiving a purchase order or payment, the City requires vendors to be registered.
- Registered vendors are visible to and searchable by all City departments for solicitation and purchasing opportunities.
- Register w/ the City of Charlotte as registered vendor under your services commodity code


Required Information

- Tax Identification Number (TIN) or Social Security Number (SSN)
- Address information, including: physical and remit addresses for purchase orders, payments, and deliveries
- General, Accounts Payable, and Purchasing contact information
- Applicable commodity codes (see [Master List of Commodity Codes](#))

Vendor Registration

- To register as a new vendor or to update existing vendor information, please use one of the following automated forms:
- [Domestic Vendors \(US\) Vendor Registration Form \(includes W9\)](#)
- [Foreign Vendors Vendor Registration Form \(includes W8\)](#)

These automated forms will require you to create a digital signature during the registration process. Following submission, you will receive a copy of the completed vendor form via email.

- Address changes:
 - PO Box – send an email to vendoradmin@charlottenc.gov with the PO Box address request.
 - Change in physical location – send a new W-9 to vendoradmin@charlottenc.gov.
 - To find the current W-9 form go to [IRS W-9 Request for Taxpayer Identification Number and Certification](#) 
- If you are a certified Minority, Woman, or Small Business Enterprise (MWSBE) or a Disadvantaged Business, attach copies of any applicable certificate(s)

What to expect next

The City's Vendor Administration team will send a confirmation email once your registration is completed and a City of Charlotte Vendor ID # has been assigned to your company. Any requests for missing, incomplete, or illegible information may delay this process. Please allow 48 hours for processing.

Important Links

[Current Contract Opportunities](#)

 [Master List of Commodity Codes](#)

Questions

Vendor Registration and W-9 Requirements

Email:



vendoradmin@charlottenc.gov

Phone Number:



[704.432.4777](tel:704.432.4777)

Fax: 704.632.8473

Vendor Inclusion

Charlotte Business INclusion is designed to promote diversity, inclusion, and local business opportunities in the City's contracting and procurement process for businesses with a significant business presence in the Charlotte region. If you are interested in learning more about the program and how to participate as a Minority, Woman, or Small Business Enterprise (MWSBE), please visit [Charlotte Business INclusion](#).

OUTREACH

- Sign up for project alerts!
- Keep up to date with certifications- separate email is sent for projects
- Ensure commodity codes are up to date
- Outreach events
- Utilize Earlybird to see upcoming projects

TIPS ON SUBMITTING A SUCCESSFUL PROPOSAL

- Follow proposal instructions – not all proposals instructions or formats are the same
- Edit and proofread. If you utilize a boilerplate template, fully update for the specific proposal you are responding
- Ask questions and seek clarification in advance of the due date
- State your service plan or service approach as part of your submission
- More is better than less
- Include project schedules and/or project budgets and resumes
- Knowledge of company passwords for electronic submission processes

TIPS ON SUBMITTING FORMATTING AND DELIVERY

- Proposals shall consist of all forms included in a specific RFP (“Forms”) and any additional information relevant to the Work that the Proposer believes will help CLT in making its decision.
- Signed by an authorized representative of the Company.
- Any erasures or corrections must be initialed and dated by the authorized representative that signs the Forms.
- Proposals to be identical in format to facilitate the evaluation process. Failure to comply with the format requirements set forth may result in rejection of the Proposal.
- Pre-proposal conferences may be non-mandatory and are currently being held via Webex. This is a good opportunity to hear from the Contract Administrator and Project Owner about the project, bid submission requirements, site visit information, instructions to bidders, required forms for the specific solicitation, project goal information, how to use the eBuilder portal and airport security requirements.

TIPS ON SUBMITTING FORMATTING AND DELIVERY

- Proposers may receive minority inclusion points for attending the pre-proposal meeting.
- Opportunity to informally ask questions at the presentation. However, all questions have to be formally submitted via the eBuilder portal and responses will be published via an addendum
- Read addendums to see what clarification questions have come in, if any, also to validate additions, changes, updates or deletions
- Use your submission checklist to ensure all requested documents are uploaded
- Submit proposals in advance to minimize delay in the system as lots of users may be uploading at one time and to confirm your solicitation does not have any size file uploading issues

TIPS ON SUBMITTING FORMATTING AND DELIVERY

- If there are technical questions regarding use of the e-bidding portal, please contact the RFP Project Manager via phone or email listed on the City of Charlotte website.
- Submit separately, “Confidential and Proprietary Information,” Trade Secrets and/or personally identifiable information (PII). The confidentiality caption stated above must appear on each page of Trade Secret or PII materials.
- Use your companies legally approved name and name on your companies W-9