

**INVITATION TO BID
OGDEN CITY CORPORATION**

**ONE (1) NEW ADA COMPLIANT PASSENGER BOARDING RAMP
AT THE OGDEN REGIONAL AIRPORT**

Ogden City is accepting sealed bids for the furnishing of a **one (1) new ADA compliant passenger boarding ramp at the Ogden Regional Airport.**

Bid packet may be downloaded free of charge, from the Ogden City website at <http://ogdencity.com/264/Purchasing>. Bidders are responsible for securing any and all addenda issued.

Two copies of the sealed bid shall be submitted to: Ogden City Purchasing, c/o 1st Floor Info Desk at the Municipal Building located at 2549 Washington Blvd. Ogden, Utah 84401 **no later than 2 PM, November 18, 2021**, at which time they will be opened and read aloud at the 7th Floor Conference Room. **LATE BIDS WILL NOT BE ACCEPTED.**

Ogden City reserves the right to accept or reject any bid that best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from local, women and minority owned businesses and other disadvantaged business enterprises.

PUBLISHED: October 30 & November 6, 2021.

INVITATION TO BID

FURNISH ONE (1) NEW ADA COMPLIANT PASSENGER BOARDING RAMP AT THE OGDEN REGIONAL AIRPORT CITY OF OGDEN, UTAH

Ogden City Corporation is currently accepting sealed bids for one (1) new, ADA Compliant Passenger Boarding Ramp, on behalf of the Ogden Regional Airport. The successful bidder shall be responsible to provide all material, labor, tools, on-site delivery and setup, training of personnel, transportation services, warranty, and all incidental items necessary for the equipment.

1. **Scope and Intent**

It is the intent of this bid to select a single qualified vendor to provide all material, labor, tools, transportation services, on-site delivery and setup, training of Ogden Regional Airport personnel, warranty, and all incidental items necessary to provide the scope of work entitled ADA Compliant Passenger Boarding Ramp per the specifications provided herein as Attachment B, subject to the terms and conditions contained in this Invitation to Bid (ITB).

2. **Delivery**

Prices quoted shall include transportation costs F.O.B. Destination to the following location:

Ogden Regional Airport
3909 Airport Road
Ogden, UT 84405
Attn: Airport Administration

Delivery time shall be deemed an important segment of each bidder's response and the delivery time quoted by the successful bidder shall be that time to which the successful bidder shall be expected to adhere.

Delivery of the equipment to the Ogden Regional Airport shall be made by commercial truck carrier used. Must have ability to unload from truck and trailer.

3. **Contract Period and Liquidated Damages**

The bidder shall state a realistic delivery date on the Bid Form. Delivery time indicated on the Bid Form shall be a consideration in the bid evaluation process.

- A. The number of days for delivery proposed and agreed upon shall be included in the contract.
- B. Bidder must agree to fully complete the contract within the number of calendar days noted in the agreement form and agrees to pay as liquidated damages an amount of one hundred dollars (\$100.00) for each calendar day thereafter the contract is not complete.

4. Warranty and Acceptance

Warranty shall become effective upon delivery and written acceptance by the Ogden Regional Airport of the ADA Compliant Passenger Boarding Ramp. All rights, title, and interest shall pass to the City of Ogden, Ogden Regional Airport, who will become liable for payment in accordance with the provisions of this bid.

- A. Bidder shall state his normal warranty on the Bid Form. Minimum warranty desired is two (2) years.
- B. In the space provided on the Bid Form, each bid response shall state the nature and duration of the manufacturer's warranty on the equipment offered. Bidder shall state any other warranties for accessories or treatments that may be separate from the base unit. The warranty statement provided is required to include as a minimum:
 - i. Manufacturer's obligations.
 - ii. Duration of the warranty period (if different for separate components, please state).
 - iii. Warranty procedure.
 - iv. Disclaimers.
 - v. On site repairs at Ogden Airport
- C. A copy of the manufacturer's warranty is required to be included with the bid submission.
- D. Acceptance of the equipment shall be made by written notice to successful bidder after:
 - i. The equipment is inspected for damage and conformity to the bid submitted.
 - ii. All criteria listed in Attachment B, Technical Specifications have been met.
 - iii. The equipment has been set up on-site and successfully demonstrated to the satisfaction of the Ogden Regional Airport personnel.
 - iv. The equipment is operating properly in all operational modes.
 - v. Two (2) training manuals and one (1) part manual have been received by the Ogden Regional Airport.
 - vi. Training of Ogden Regional Airport personnel as outlined in Section 4 below has been accomplished.
- E. Parts availability must be guaranteed for a period of not less than five (5) years.
- F. Successful bidder shall provide a copy of their current W-9 form to allow for payment.
- G. Bidder is to provide liability insurance to remain in place during all times that the successful bidder is operating on Airport property. Certificate of Insurance shall list Ogden City Corporation as additional or named insured. Below are the requirements:

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from

or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
 - i) Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
 - ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
 - iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
- b. Each insurance policy required by this Agreement shall contain the following clauses:
 - i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
 - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."
- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
 - i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the city before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents, and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting

from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.

5. Training

The successful bidder shall provide the following.

- A. The services of a technician shall be supplied to the Ogden Regional Airport for a period of not less than two (2) days following on-site setup of the ramp for the purpose of training.
- B. It shall be the responsibility of the successful bidder to provide training of the Ogden Regional Airport staff in the complete operation of the equipment on site at the Ogden Regional Airport.

6. On-Site Setup

The successful bidder shall be responsible for provision of personnel to set up the passenger boarding ramp on-site. Costs associated with the on-site set up shall be provided in the Bid Form.

7. Parts/Service Manuals and Drawings

The Successful bidder shall supply a minimum of two (2) training manuals and one (1) part manual concurrent with the delivery of the equipment.

8. Customer References

Bidders shall provide three (3) verifiable airport references for which the bidder has satisfactorily provided the same or similar equipment and services. Enter this information in the space provided on the Bid Form. References shall include the name of the firm, person to contact, telephone and facsimile number with area code, and brief description of the equipment provided.

9. Funding Restrictions

The City of Ogden reserves the right to cancel the award in whole or in part, or reduce the scope necessary without prejudice or liability to the City of Ogden, if funding is not available. Should this occur, the City of Ogden will advise the successful bidder in writing.

10. Award Criteria

Award shall be made to the lowest, responsive, and responsible bidder and shall be judged on the basis of:

- A. Price;
- B. Conformance to specifications;

- C. Bidder's qualifications, including provided three (3) reference checks;
- D. Quality and utility of equipment offered, its adaptability to the required purpose, and in the best interest of the public;

The Ogden Regional Airport shall evaluate one bid at a time beginning with the apparent low bidder. If that bid is fully acceptable, it shall be deemed the lowest, responsive, and responsible. If not, the Ogden Regional Airport will proceed up the bid ladder, one bid at a time, until a fully acceptable low, responsive, and responsible bidder is determined.

11. Equipment to be Submitted

All components shall be new, current model year products. All equipment furnished under this contract shall be new, unused, and the same as the manufacturer's current production. All components shall be tested and proven. All components must be assembled, installed, connected, mounted, and unit shall be complete and work-ready upon acceptance.

Accessories not specifically mentioned herein, but necessary to furnish complete unit ready for use, shall also be included. Unit shall conform to the best practice known to the body trade in design, quality of material and workmanship. Assemblies, sub-assemblies, and component parts shall be standard and interchangeable throughout the entire quantity of units as specified in this Invitation to Bid. This equipment and all attachments must comply with all applicable quality/safety standards and requirements of [FAA Advisory Circular 150/5220-21C](#). All equipment submitted under this specification shall comply with the most current NFPA standards, OSHA standards, applicable federal, state, and local fire and safety regulations, and any other standard or specification as may be noted in this Invitation to Bid.

12. Contract Period and Liquidated Damages

The bidder shall state a realistic delivery date on the Bid Form.

- A. Delivery time indicated on the Bid Schedule shall be a consideration in the bid evaluation process. No delivery time / schedule beyond nine (9) months / two-hundred and seventy (270) calendar days will be accepted.
- B. The number of days for delivery proposed and agreed upon shall be included in the contract. Bidder must agree to fully complete the contract within the number of calendar days noted in the agreement form and agrees to pay as liquidated damages an amount of one hundred dollars (\$100.00) for each calendar day thereafter the contract is not complete.

13. Failure to Perform Properly

Should the successful bidder be unable to provide the equipment or is unable to do so at the price(s) bid, for any reason save and except the fault of the City of Ogden, the City of Ogden may, at its option, declare the successful bidder in default of contract and recover any actual damages or losses, or if a part of the contract, liquidated damages from the bidder in default. Such remedies may include, but are not limited to, the City of Ogden's refusal to deal with the defaulting bidder for a period of time, not less than one year or more than three years,

reduction in the bid price by an amount equal to the equipment authorized for substitution, and/or holding the defaulting bidder liable for any increased amount which results from the City of Ogden's procuring the equipment from an alternate source.

14. Bidder Expenses

Prospective bidders are solely responsible for their own expenses in preparing any bid.

15. Bid Submittal & Opening

Submittal - No later than 2 PM, November 18, 2021, bidders shall submit two (2) copies of the bid in a sealed envelope. Indicate your company's name and the name of the ITB – "Airport ADA Passenger Ramp."

If the bid is submitted by mail or other delivery service, it must be addressed to the Purchasing Office, Municipal Building at 2549 Washington Blvd, Suite 510, Ogden UT 84401. It must be received prior to the submission deadline.

The bid may also be hand-carried to the 1st Floor Information Desk (west entrance of the building) at the same address.

LATE BIDS WILL NOT BE ACCEPTED.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

Bid Opening – On the same date and time, bids will be opened and read aloud at the 7th Floor Conference Room of the Municipal Building.

16. Contact Information

For any questions related to this ITB< please contact the Purchasing Office via email purchasing@ogdencity.com or phone (801) 629-8742.

The last day for the question and answer period is November 15, 2021 at 3 PM.

17. Attachments

- A. Bid Form
- B. Technical Specifications

ATTACHMENT 'A' - BID FORM

**FURNISH ONE (1) NEW ADA COMPLIANT PASSENGER
BOARDING RAMP FOR THE OGDEN REGIONAL AIRPORT
CITY OF OGDEN, UTAH**

Item Number	Description with Unit price in Words	Unit	Estimated Quantity	Unit	Expended Total
1	ADA Passenger Boarding Ramp _____dollars _____cents	EA	1		
2	Costs for Setup and Training _____dollars _____cents	LS	1		
3	Delivery costs, if applicable _____dollars _____cents	LS	1		
4	Cost for Walkway Canopy (if optional) _____dollars _____cents	EA	1		
5	Cost for anti-slip treatment on all walking surfaces (if optional) _____dollars _____cents	LS	1		
6	Cost for Bridging Ramp (if optional and required) _____dollars _____cents	EA	1		
7	Suitable Boarding Chair (if optional) _____dollars _____cents	LS	1		
8	Any other costs (Use exceptions section below to explain) _____dollars _____cents	LS			

TOTAL BID:

_____ \$ _____
(words) (numerical)

Delivery:

Delivery of equipment herein shall be accomplished _____ calendar days after receipt of notice to proceed (purchase order date).

Equipment:

Make and Model of ADA Compliant Passenger Boarding Ramp Offered:

Warranty:

Nature and duration of manufacturer’s warranty on equipment offered. Bidder is required to fill in the blanks below. Additionally, bidder shall attach warranty data.

- 1. Manufacturer’s Obligations:

- 2. Duration of the warranty period (if different for separate components please state):

- 3. Warranty Procedure:

- 4. Disclaimers:

Payment Terms (standard terms are Net 30 Days): _____

References:

Business Name	Contact Person	Telephone #	Fax #
Equipment Provided			

Business Name	Contact Person	Telephone #	Fax #
Equipment Provided			

Business Name	Contact Person	Telephone #	Fax #
Equipment Provided			

Exceptions: Does the bidder take exceptions to any of the terms and conditions of this Invitation to Bid and the attachments hereto or the specifications? Yes _____ No _____. If yes, please indicate the specific nature of the exception or clarification in the space provided below. Attach additional sheet(s) if necessary.

Firm Name: _____
 Address: _____
 City: _____
 State: _____
 Zip Code: _____
 Telephone: _____
 Fax Number: _____
 Email: _____
 Federal Tax ID#: _____

In compliance with this "Invitation to Bid" and subject to all the terms and conditions thereof, the undersigned offers and agrees if this bid is acceptable to furnish any and all goods and services described herein at the prices, term, and delivery stated.

Signed: _____
 Print Name: _____
 Title: _____

Attachment 'B' -Technical Specifications

Ogden City Corporation is currently accepting sealed bids for one (1) new ADA Compliant Passenger Boarding Ramp for the Ogden Regional Airport. The successful bidder shall be responsible to provide all material, labor, tools, on-site delivery and setup, training of personnel, transportation services, warranty, and all incidental items necessary for the equipment.

General Terms:

All components shall be new, current model year products. All equipment furnished under this contract shall be new, unused, and the same as the manufacturer's current production. All components shall be tested and proven. All components must be assembled, installed, connected, mounted, and unit shall be complete and work-ready upon acceptance.

Accessories not specifically mentioned herein, but necessary to furnish complete unit ready for use, shall also be included. Unit shall conform to the best practice known to the body trade in design, quality of material and workmanship. Assemblies, sub-assemblies and component parts shall be standard and interchangeable throughout the entire quantity of units as specified in this Invitation to Bid. This equipment and all attachments must comply with all applicable quality/safety standards and requirements of FAA Advisory Circular 150/5220-21C. All equipment submitted under this specification shall comply with the most current NFPA standards, OSHA standards, applicable federal, state, and local fire and safety regulations, and any other standard or specification as may be noted in this Invitation to Bid.

Bidder must maintain an adequate spare parts inventory to provide prompt service. Bidder must be able to provide a guarantee of availability of parts for not less than a five (5) year period.

All components must be assembled, installed, connected and mounted, and equipment shall be complete and work-ready upon acceptance.

The Ogden Regional Airport will perform preliminary acceptance of the equipment following on-site delivery. Final acceptance of the equipment will occur at the Ogden Regional Airport. Inspection and acceptance of the unit shall not waive the responsibility of the bidder to provide a unit that is in compliance with the specifications as bid.

Warranty

Bidder shall provide a minimum warranty of two (2) years on the entire unit. Bidder shall state any other warranties for accessories or treatments that may be separate from the base unit.

Manuals

The successful bidder shall supply a minimum of two (2) training manuals and one (1) part manual concurrent with the delivery of the equipment. Any updates to repair manuals shall be provided free of charge to the Ogden Regional Airport for a period of no less than five years. All manuals shall be printed in English.

References

Location and contact lists are required in the bid package to enable the Ogden Regional Airport to contact at least five airports that have taken delivery of similar passenger boarding ramp equipment from the bidder and/or manufacturer within the last two years. Bids received without including such location and contact list will be considered non-responsive and will not be considered.

Compliance with Specifications

Bidder shall indicate 'Yes' or 'No' if the Technical Specifications provided are being met for each item being bid. If the Bidder indicates 'No,' a detailed description of the deviation from the specification is to be provided.

Specification

General

Bidder shall provide a universal passenger boarding ramp that is designed to serve regional aircraft from a Boeing 737 up to a Boeing 757. The ramp shall provide a seamless boarding process for all passengers. The ramp desired will have an adjustable slope and platform with sliding rails to provide a fast, safe, and economical means of boarding and deplaning passengers. The ramp should be easy to operate. The unit provided shall be a standard manufactured unit.

Yes _____ No _____

Exceptions: _____

Dimensions

Length: Variable depending upon specific aircraft needs.

Height: Unit must be able to reach a serviceable height range to service aircraft ranging from a Boeing 737 up to a Boeing 757 aircraft. The anticipated passenger door sill height range is to a minimum of 103 inches to a maximum of 155 inches.

Width: Minimum 36" wide, slip-resistant walking surface.

Yes _____ No _____

Exceptions: _____

Wheels

Wheels shall be foam filled or approved equal.

Yes _____ No _____

Exceptions: _____

Brake

Brake shall be with an automatic “dead-man” style or approved equal.

Yes _____ No _____

Exceptions: _____

Type

Unit shall be manually propelled (not self-propelled). The unit is required to be towable and/or pushed manually into place. While the full unit is not to be self-propelled, the ramp elevation level shall be full adjustable using a mechanical powered device. This can be pneumatic or hydraulic, but in either case the power source shall be 12-volt battery or batteries with solar panel(s) for charging. A standard pintle loop/hook is required to be provided for towing purposes. If not, please state and provide specifications on type of towing attachment to be provided.

Yes _____ No _____

Exceptions: _____

FAA Requirements

Unit is required to meet all requirements as stated in Advisory Circular 150/5220-21C.

Yes _____ No _____

Exceptions: _____

Wind Standards

Unit is required to meet 90 mph FAA requirement.

Yes _____ No _____

Exceptions: _____

Canopy

A metal canopy to cover the passenger walkway during inclement weather is desired. If canopy is not integral to the base price of the unit, bidder shall provide a quotation for it as an option in the space provide on the Bid Form.

Yes _____ No _____

Exceptions: _____

Slip-Resistant Treatment

The unit shall have a slip-resistant treatment provided on all walking surfaces. If the slip-resistant treatment is not integral to the base price of the unit, bidder shall provide a quotation for it as an option in the space provided on the Bid Schedule.

Yes _____ No _____

Exceptions: _____

Aircraft Bridging

Unit shall have the ability to mate with the aircraft at the door sill height. If an additional ramp to aircraft ramp is required, please state that below and provide the additional cost for such a ramp or mechanical apparatus that would be needed to meet this requirement as an option in the space provided on the Bid Form. State the size of such 'bridging' ramp below. If an additional bridging ramp is required, it must also have the slip-resistant treatment on the walking surface.

Yes _____ No _____

Exceptions: _____

On-site Setup and Training

Bidder shall provide on-site setup of the unit and training of personnel in the unit's usage following setup for a period of not less than two (2) days. Bidder shall provide a quotation for the on-site setup and training in the space provided on the Bid Form.

Yes _____ No _____

Exceptions: _____

