



Engineering & Planning

ADDENDUM NO. 1
TO THE
BIDDING DOCUMENTS

Aircraft Rescue/Firefighting, Airport Operations and Security Services
Saint Clair County
MidAmerica Saint Louis Airport

DATE: **August 11, 2008**

BIDS CLOSE: **August 18, 2008, at 2:30 p.m., Local Time**

TO ALL BIDDERS BIDDING ON THE ABOVE PROJECT:

The Project Manual of *Aircraft Rescue/Firefighting, Airport Operations and Security Services, Solicitation No. 2008-05* is revised as follows. Addendum No. 1 becomes a part of the Contract Document.

I. The following are revisions to the Draft Agreement:

1. Draft Agreement, page 9, Article 7, paragraph 7.1, Liability Insurance, subparagraph A, "Section 7.3" should be "Section 7.2"
2. Draft Agreement, page 11, Article 7, paragraph 7.4, County's Right to Obtain Insurance, should be paragraph 7.3, County's Right to Obtain Insurance.
3. Draft Agreement, page 17, Article 13, Security paragraph 13.3, "M S P" should be "A S P".
4. Delete the phrase "First Responder" from Draft Agreement, Appendix A, page A-7, Section II. Continuing Training Requirement, paragraph N.
5. Delete "APPENDIX B" in its entirety and replace with the "APPENDIX B (Revised)" attached to this Addendum.

II. The following are revisions to the Proposal Form:

1. Delete "PROPOSAL FORM" (pages PR Form-1 through PR Form-4) in its entirety and replace with the "PROPOSAL FORM" (pages PR Form-1 through PR-Form 6) attached to this Addendum.

III. Clarifications:

- Is the Airport budget on a calendar year?
Yes. Contracts are paid on a monthly cycle from the start date of the contract.
- RFP, Appendix B references Personnel and titles, should we fill-in these rates?
Yes. See Appendix B (Revised) attached to this addendum.

- PR Form-1, Fixed Fee?
See Paragraph II of this Addendum.
- Question: The patrol vehicles (Chief-1 & Shield-39) are not mention in the RFP. Will they continue to be a part of the current ARFF fleet of vehicles?
Answer: Yes. Patrol vehicles (Chief-1 & Shield-39) are provided under Appendix A, page A-8, Section III, Airport Supplied Equipment.
- Statement: We have three questions in regards to the AAAE Basic Airport Safety and Operations Specialist (ASOS) School requirement:
Question: Are the expenses associated with sending our staff to the course considered reimbursable costs or a contractor responsibility?
Answer: The cost of providing AAAE Basic Airport Safety and Operations Specialist (ASOS) School to employees is the responsibility of the contractor.
- Question: Does the requirement apply to the existing staff (if they are hired) or just staff hired after the contract is entered.
Answer: Current Airport employees who have not completed ASOS School are initially exempt from this requirement, but should be scheduled for the ASOS School as soon as all new employees have attended the School. All new employees are required to attend the ASOS School within six (6) months. Exemptions to this requirement may be granted by the Director, Operations & Maintenance, if adequate ASOS School courses are not available in a timely manner.
- Question: Because of the cost and limited availability associated with sending staff to this class, is the airport willing to change the requirement from 6 months of hire to 12 months of hiring?
Answer: No. All new employees are required to attend the ASOS School within six (6) months. Current Airport employees who have not completed ASOS School are initially exempt from this requirement, but should be scheduled for the ASOS School as soon as all new employees have attended the School. Exemptions to this requirement may be granted by the Director, Operations & Maintenance, if adequate ASOS School courses are not available in a timely manner.
- Question: Appendix B – Please clarify Appendix B’s role relative {to} PR Form-1.
Answer: Appendix B to the draft Agreement has been modified to include the same information included in Proposal Form. See Appendix B (Revised) attached to this addendum.
- Question: Can you clarify the term “First Responder” reference Page A-7, Item N as “First Responder” is not required by FAR Part 139 only that someone is “trained and current in basic emergency medical services”?
Answer: The term “First Responder” has been deleted from Appendix A, Section II, paragraph N. Training in emergency medical services (basic first aid to include CPR and AED) in accordance with FAR Part 139 is required.



Engineering & Planning

- IV. Any revisions to any of the Contract Documents made by this Addendum shall be considered as the same revision to any and all related areas of the Contract Documents not specifically called out in this Addendum.

- V. The Bidder shall acknowledge receipt of this Addendum by dated signature in space provided in the PROPOSAL FORM.

MidAmerica St Louis Airport
Department of Engineering & Planning
9768 Airport Blvd, Box 3
Mascoutah, IL 62258-5500
Phone: 618.566.5321
Fax: 618.566.5324

~~ END OF ADDENDUM NO. 1 ~~

PROPOSAL FORM

PROJECT IDENTIFICATION:

**MidAmerica St. Louis Airport
St. Clair County, Illinois
AIRPORT RESCUE/FIRE FIGHTING, AIRPORT OPERATIONS AND SECURITY SERVICES
SOLICITATION NUMBER 2008-05**

THIS PROPOSAL IS SUBMITTED TO:

**County of St. Clair, Illinois (hereinafter called OWNER)
Department of Engineering & Planning
MidAmerica St Louis Airport
9768 Airport Blvd, Box 3
Mascoutah, IL 62258**

1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Proposal and in accordance with the Contract Documents.
2. Proposer accepts all of the terms and conditions of the Public Notice, Instructions to Proposers. This Proposal will not be withdrawn for the period of time specified in the Public Notice to Bid after the day of Proposal opening. The Proposer will sign the Agreement within 10 days after the date of OWNER'S Notice of Award.
3. In submitting this Proposal, the Proposer represents, as more fully set forth in the Agreement, that:
 - a. The Proposer has examined copies of all the Proposal Documents and of the following addenda (receipt of all which is hereby acknowledged):

| <u>Date</u> | <u>Number</u> |
|-------------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- b. The Proposer has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules, and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as a reasonable and prudent Proposer deems necessary;
 - c. This Proposal is genuine and not made in the interest or on behalf of any undisclosed person, firm or corporation; and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; the Proposer has not directly or indirectly induced or

solicited any other Proposer to submit a false or sham Proposal; the Proposer has not solicited or induced any person, firm or a corporation to refrain from proposing; and the Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over OWNER; and

- d. Proposer is not barred from bidding on the contract as a result of a conviction for either bid-rigging or bid rotating under the provisions contained in Chapter 38, Paragraphs E-3 and E-4 of the Illinois Revised Statutes.

4. Proposer will complete the Work at the costs indicated below:

ESTIMATE PROJECT STAFFING

Estimated staffing requirements are not guaranteed and determination of actual personnel shall be mutually determined made by the CONTRACTOR AND THE OWNER'S REPRESENTATIVE prior to contract execution.

| Position | No. of Personnel | Salary | Hourly Wage | Regular Hours | Over Time Hours | Total Annual Salary/Employee | Total Annual Salaries All Employees |
|-------------------------------|------------------|--------|-------------|---------------|-----------------|------------------------------|-------------------------------------|
| Chief of Public Safety | | \$ | | 2080 | | \$ | \$ |
| Deputy Chief of Public Safety | | \$ | | 2080 | | \$ | \$ |
| Shift Captains | | | \$ | 2080 | | \$ | \$ |
| Public Safety Officers | | | \$ | 2080 | | \$ | \$ |
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| | | | | | | | |
| TOTAL | | | | | | | |

(Nomenclature for line items may be modified to facilitate proposer's estimated costs.)

ESTIMATE ANNUAL BUDGET (1ST YEAR)

| | <u>ESTIMATED COST</u> |
|---|-----------------------|
| A. Direct Labor (Wages) | \$ _____ |
| B. Labor and General & Administrative Overhead (_____ %) | \$ _____ |
| C. Direct Costs (List all items included.) | \$ _____ |
| a. _____ | \$ _____ |
| b. _____ | \$ _____ |
| c. _____ | \$ _____ |
| d. _____ | \$ _____ |
| e. _____ | \$ _____ |
| D. Fixed Fee (_____ %) | \$ _____ |
| ESTIMATED ANNUAL BUDGET (A+B+C+D) | \$ _____ |

ESTIMATED ANNUAL BUDGET (1ST YEAR) _____ Dollars.
(Typed or Written)
(\$ _____).
(Displayed in numerals.)

- OWNER reserves the right to reject any Proposal for Contract in which all of the items in the Proposal are not properly completed.
- Proposer shall provide a list of three contracts for providing aircraft rescue/fire fighting, airport operations and security services similar to the Work required for this Project. For each contract listed provide the Airport name and location, total staffing requirements and annual compensation value. Include any other information regarding experience with aircraft rescue/fire fighting, airport operations and security services that is considered relevant. List shall be attached to the Proposal Form as Exhibit 1.

7. Proposer shall provide a reference for each contract listed in paragraph 6 to include name and location of airport, name and position title of person to be contacted, telephone number, email address and mailing address. References shall be attached to the Proposal Form as Exhibit 2.
8. Proposer shall provide a list of contracts for providing airport operations and security services similar to the Work required for this Project that were defaulted within the last five (5) years due to actions of the Proposer. Written details regarding the notice of default and the subsequent actions in response to the notice must be provided and shall be attached to the Proposal Form as Exhibit 3
9. Proposer agrees that the Work on this Contract will begin as set forth in the Agreement.
10. Communications to the Proposer concerning this Proposal shall be addressed as indicated below:

Name of Individual: _____

Address: _____

State: _____ Zip Code: _____

Telephone No.: _____ Facsimile No. _____

Email: _____

11. Proposer shall not add any conditions or qualifying statements to this Proposal as Proposals may be declared irregular as being non-responsive to the Public Notice.)

SUBMITTED on _____, 2008

I hereby certify that, as the Proposer, I/we have examined and carefully prepared this Proposal from the Proposal Documents and have checked the same in detail before submitting this Proposal, and that all statements herein are made on behalf of:

An Individual: By _____
(Signature)

(Typed Name of Individual)

Doing business as _____ (Firm Name)

Business address: _____

Phone No.: _____ Email: _____

Name of Proposer

A Partnership: By _____ (Firm Name)
(Typed)

By _____
(Signature)(General Partner)

Business address: _____

Phone No.: _____ Email: _____

A Corporation: By _____ (Corporation Name)
_____ (State of Incorporation)

By _____
(Signature) (Name of Person Authorized to Sign)

(Title)

Attest _____
(Signature) (Secretary)

(Typed Name)

Business address: _____

Phone No.: _____ Email: _____

A Joint Venture: By _____ (Corporation Name)

By _____
(Signature) (Person Authorized to Sign)

(Typed Name)

Business address: _____

Phone No.: _____ Email: _____

Name of Proposer

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above).

Sworn and subscribed to before me this ____ day of _____, 2008.

(Signature)

(Typed Name)

Notary or other officer authorized to administer oaths.

Notary Seal

My commission expires: _____

PROPOSERS MUST USE THIS PROPOSAL FORM IN SUBMITTING THEIR PROPOSAL.

APPENDIX B
(Revised)

ESTIMATE OF PROJECT STAFFING REQUIREMENTS
AND
ESTIMATED ANNUAL BUDGET (1ST YEAR)

ESTIMATE OF PROJECT STAFFING

Estimated staffing requirements are not guaranteed and determination of actual personnel shall be mutually determined made by the CONTRACTOR AND THE OWNER’S REPRESENTATIVE prior to contract execution. Additional rows may be added as required.

| Position | No. of Personnel | Salary | Hourly Wage | Regular Hours | Over Time Hours | Total Annual Salary/Employee | Total Annual Salaries All Employees |
|-------------------------------|------------------|--------|-------------|---------------|-----------------|------------------------------|-------------------------------------|
| Chief of Public Safety | | \$ | | 2080 | | \$ | \$ |
| Deputy Chief of Public Safety | | \$ | | 2080 | | \$ | \$ |
| Shift Captains | | | \$ | 2080 | | \$ | \$ |
| Public Safety Officers | | | \$ | 2080 | | \$ | \$ |
| | | | | | | | |
| TOTAL | | | | | | | |

ESTIMATE OF ANNUAL BUDGET (1ST YEAR)

ESTIMATED COST

- A. Direct Labor (Wages) \$ _____
 - B. Labor and General & Administrative Overhead (_____%) \$ _____
 - C. Direct Costs (List all items included.) \$ _____
 - D. Fixed Fee (_____%)
- ESTIMATED ANNUAL BUDGET (A+B+C+D) \$ _____**

ESTIMATED ANNUAL BUDGET (1ST YEAR) _____ Dollars.
(Typed or Written)
(\$ _____).
(Displayed in numerals.)

Contractor shall be paid for all reimbursable expenses approved in accordance with this Agreement at cost plus 8 percent (8%).

[END OF APPENDIX B)

PRE-PROPOSAL CONFERENCE AGENDA

MidAmerica St. Louis Airport
St. Clair County, Illinois

Aircraft Rescue/Fire Fighting, Airport Operations and Security Services
Solicitation Number 2008-05

August 8, 2008
2:00 p.m.

1. Introduction and Overview: Tom Goode, Director, Engineering & Planning
 - a. Welcome
 - b. Introductions
2. Contractual Requirements: Alice Tejada, Contract Administrator
 - a. MidAmerica St. Louis Airport Department of Engineering & Planning is representing the St. Clair County Public Building Commission as the Project Coordinator. The successful proposer will work under the Airport Director of Operations & Maintenance, Ronald Owens.
 - b. Minutes of this meeting and any addenda that may result will be sent to all attendees by facsimile or email. These documents will also be posted on the www.flymidamerica.com website along with the original Request for Proposal documents. Please make sure you sign the attendance roster with the correct information.
 - c. Any questions regarding the project must be received in our office before 4:00 P.M. (CDT), Monday, August 11, 2008. All questions must be in writing as defined in the Advertisement to Bid.
 - d. Proposals will be received until 2:30 P.M. (CDT), Monday, August 18, 2008. Late proposals will not be accepted. Proposals will be publicly opened immediately after 2:30 P.M. (CDT).
 - e. The contract will be awarded to the most responsive and responsible proposer whose proposal complies with all requirements of the contract.
 - f. A tabulation of the proposals will be presented to the Public Building Commission for selection of the successful proposer and contract award at 10:00 A.M. (CDT), Thursday, August 21, 2008. The successful proposer will be contacted following the Public Building Commission meeting and posted on the www.flymidamerica.com website on Thursday, August 21, 2008.
 - g. The successful proposer will enter into a contract with the St. Clair County Public Building Commission.
 - h. We anticipate a prompt contract award, but no longer than 30 days after August 21, 2008.
 - i. St. Clair County, through the Public Building Commission, reserves the right to reject any or all proposals, waive irregularities or technicalities, if such waiver is deemed to be in the best interest of St. Clair County.

3. Project Description: Tom Goode, Director, Engineering & Planning

- a. The resultant contract is to provide aircraft rescue/fire fighting, airport operations and security services for MidAmerica St. Louis Airport (MAA). The firm retained for these services shall supply all services as necessary to provide emergency and safety related services to MAA. The required services are listed in Appendix A of the draft Agreement.

In performing its services, the successful firm shall comply with applicable requirements of the Federal Aviation regulations (FAR), Department of Transportation regulations, Transportation Security regulations, and such other laws and regulations, including all other fire, rescue, emergency medical service and security laws and regulations, which may be imposed by the federal government, the Owner, the PBC or the Airport Director. Firm employees assigned to MAA shall be trained in Aircraft Rescue and Fire Fighting operations and security functions in accordance with FAR Part 139 and 49 CFR Part 1542, as amended or the successor regulations.

- b. Performance Period: One year with four optional years.
- c. Contractor is responsible to familiarize themselves with the general conditions of the Airport.
- d. Questions and Answers.

4. Summary: Tom Goode

5. Site Visit



**SIGN-IN SHEET
PRE-BID MEETING**

ARFF, Airport Operations & Security Services
Solicitation Number 2008-05
2:00 pm, August 8, 2008
MAA Passenger Terminal - Conference Room

| Name | Representing | Will your firm be submitting a bid on this project? Y/N | Address | Phone Number | Fax Number | E-mail Address |
|-----------------------|----------------------------|--|----------------------------------|----------------|--------------|-----------------------------|
| Durwood Q. Hurst | PROTECTIVE SERVICES GROUP | Y | #1 EAGLE CENTER - O'FALLON, IL | 618-310-1700 | 618-310-1501 | DurwoodHurst@MindSpring.com |
| Cynthia Rollingsmeier | " | Y | " | " | " | " |
| Jerry A. Ryerson | PROTECTIVE SVCS. | Y | 2129 S. ONEIDA ST. GREEN BAY, WI | (920) 492-8851 | 492-5384 | jryerson@protective.com |
| RICHARD F. COSTOAS | " | " | 8849 AIR SERVICE DR MASCOUTAH IL | 618-566-5225 | | COSTOASR@PLANNING&CONSTR. |
| Alice Tarka | MAA | — | | | | |
| Tom Goode | MAA | — | | | | |
| Tim Gantwell | BLV | — | | 564 5240 | | |
| RON EWENS | MAA Dir of OPS & MAINT. | — | | 566-5241 | -5299 | |
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