ESCALATOR/ELEVATOR MAINTENANCE AND REPAIR

The Reno-Tahoe Airport Authority (Airport Authority) Purchasing and Materials Management Division is currently accepting sealed bids, Invitation to Bid (ITB) Number 13/14-13, for escalator and elevator maintenance and repair on behalf of the Building Maintenance Division and the Reno-Stead Airport.

1. SCOPE AND INTENT

It is the intent of this bid to enter into an agreement for Elevator and Escalator Preventative Maintenance and Repair consisting of inspections, required testing, including full load safety test, and safety valve test, annual smoke alarm test for alarms in landings, hoistways and cars, servicing, and necessary repairs to elevators and escalators to ensure their continuous, safe and legal operation. The resulting Agreement shall be for an initial period of one (1) year, with the Airport Authority retaining an option to renew for an additional four (4) one-year periods. The Airport Authority shall not contract with subcontractors for any of the aforementioned. The Airport Authority reserves the right to contract exclusively with a prime vendor.

1.1 The renewal option shall be solely at the discretion of the Airport Authority provided that agreement is reached between the successful bidder and the Airport Authority with regard to the terms and conditions of the renewal.

2. BID RECEIPT AND OPENING TIME

It is mandatory that bids be signed by a duly authorized representative of the firm, and be received and time recorded in the Airport Authority Purchasing Division not later than 2:30 p.m., Pacific Daylight Time, May 23, 2014.

2.1 Late bids shall be disqualified from consideration.

2.2 Sealed bids shall be opened in the Airport Authority Purchasing Division at 2:31 p.m. PDT, May 23, 2014.

3. MANDATORY PRE-BID CONFERENCE AND SITE INSPECTION

A mandatory pre-bid conference and site inspection for all bidders intending to submit a bid will be conducted May 13, 2014 at 10:00 a.m. PDT, commencing in the reception area of the Reno-Tahoe Airport Authority Administrative Offices, 2001 East Plumb Lane, Reno, Nevada.

3.1 The site inspection will allow prospective bidders the opportunity to tour and inspect the elevator and escalator sites prior to submitting a bid, and to have become thoroughly familiar with existing conditions.

3.2 Bidders failing to attend the scheduled elevator and escalator site inspections shall not be allowed to bid.

3.3 The Airport Authority will not be responsible for any existing elevator and escalator conditions that may affect the bidder’s response, if such conditions could have been known to the bidder upon inspection of the site.
4. **PREPARATION OF THE BID**

Bidder shall examine all drawings, specifications, attachments, special instructions, and terms and conditions of the Invitation to Bid. Failure to do so will be at the bidder’s risk.

4.1 Any irregularities or lack of clarity in the Invitation to Bid should be brought to the attention of the Airport Authority Purchasing Division for correction or clarification.

4.2 Any addenda issued shall forthwith become an integral part of the bid. Bidder shall be required to acknowledge receipt by signing and returning the addenda with the original bid document.

4.3 Bids shall be made only upon the forms provided with this Invitation to Bid document, with all items filled out, amounts bid both in words and figures, the original signatures of all persons required to sign, and shall be typed or written in blue or black ink. The completed forms should be without interlineations, alterations, or erasures unless the signatory initials such.

4.4 In the space provided, a duly authorized representative of the proposing firm shall sign the bid document and any addenda issued in blue or black ink.

4.5 Bidder shall proofread his bid carefully for errors.

4.6 Prices quoted shall be F.O.B. destination and exclusive of federal and state taxes, except those relating to taxable materials provided as part of the work.

4.7 In the event of a difference between written words and figures, the amount stated in written words shall govern. In the event of a difference between a unit price and the extended price, the unit price shall govern.

4.8 Bids must be provided on the bid forms that are part of the Invitation to Bid document. Bid forms *may not be* altered in any manner – this includes the scanning of forms for purposes of reproducing or recreating them. Any alteration of bid forms may be cause for rejection of the bid.

4.9 Bidder shall state a realistic repair response time including Saturdays, Sundays and holidays. Response time shall be a consideration in award of bid.

4.10 All parts, supplies or equipment offered shall be new, currently in production, and of the manufacturer’s latest design, unless otherwise stated.

4.11 All bids shall be submitted in a form and manner as indicated in the Invitation to Bid document and by the bid forms. Any bid that is not submitted in a form and manner indicated by the Invitation to Bid document and bid forms or that contains information, statements, conditions, or qualifications that place conditions or qualifications on the bid submittal for purposes of making an award, or that alter any bid terms, conditions, specifications, or forms that had not previously been approved by written addendum issued by the Purchasing Division, or that does not meet legal requirements, shall be
declared as a qualified, conditional, or non-responsive bid and shall be rejected without further consideration. Any bid response that does not fully respond to and comply with all of the detailed terms, conditions, specifications or any requests for information including the execution of the bid forms may be declared non-responsive by the Airport Authority and rejected without further consideration. The Airport Authority shall not be responsible for errors or omissions of the bidder.

5. **SUBMISSION OF BID**
   Prospective bidders are solely responsible for their own expenses in preparing any bid.

   5.1 Two (2) copies (one original and one complete photocopy) of the bid and addenda thereto shall be enclosed in a sealed envelope addressed to the Reno-Tahoe Airport Authority Purchasing and Materials Management Division, 2770 Vassar Street, Reno, Nevada 89502 or delivered to the office in person. **Bid envelope must indicate the name and address of the bidder, Invitation to Bid 13/14-13, and opening date.**

   5.2 In order for a bid to be considered, it is mandatory that the bid document be received and time recorded in the Airport Authority Purchasing Division no later than the receiving time specified above.

   5.3 The Airport Authority assumes no responsibility for errant delivery of bids, including those relegated to a courier agent who fails to deliver in accordance with the time and receiving point specified.

   5.4 The Airport Authority shall not be responsible for the premature or post opening of a bid that is not properly addressed or identified.

   5.5 A bid submitted by telephone, telegraphic notice, or facsimile will not be accepted.

   5.6 Prices offered shall **only** be considered if they are provided in the appropriate space(s) on the cost schedule. For consideration, any additions or deductions to the bid prices offered must be shown under the exceptions section of the bid. Extraneous numbers, prices, comments etc. appearing elsewhere on the bid shall be deemed to have no effect on the prices offered in the designated locations.

   5.7 When a bid surety is required, such surety shall be acceptable only in the form of a bid bond or cashier’s check in the amount stated. **The surety must accompany the bid.** After award of the bid, the bid surety of the unsuccessful bidder(s) shall be returned. The surety of the successful bidder shall be retained until the agreement form has been executed and the Airport Authority receives the performance bond as well as all insurance certificates.

6. **LATE BID**
   A bid received after the receiving time specified shall be rejected.

7. **WITHDRAWAL OF BID**
   A bid may be withdrawn by written or facsimile notice provided such notice is received prior to
the date and time set for the bid opening.

7.1 A request for withdrawal of a bid after award shall not be considered.

8. **NO BID**
   In the event the bidder chooses not to submit a bid but wishes to remain on the bid list, indicate “NO BID” on the face of the return envelope or Bid Form page of the bid document, affix firm name and address and return it according to the instructions in Section 5, “Submission of Bid” above.

8.1 Two (2) “NO BID” responses may result in removal of your firm from the database for this category.

9. **BID SURETY**
   Response to this Invitation to Bid shall include a bid surety in the amount of ten percent (10%) of the total bid amount.

9.1 Surety shall consist of a bond or cashier’s check, drawn in favor of the Reno-Tahoe Airport Authority, a quasi-municipal corporation of the State of Nevada.

9.2 The Airport Authority shall retain the successful bidder’s surety until successful bidder furnishes any required performance bond and provides proof of insurance certificate, and executes and delivers the resulting agreement. If successful bidder refuses or fails to perform any of the above, he shall forfeit the bid surety. The forfeiture of the bid surety is intended by the Airport Authority as a penalty. Should this occur, in addition to forfeiting the bid surety, the Airport Authority reserves the right to seek any damages resulting from successful bidder’s refusal or failure to perform.

9.3 Surety of the unsuccessful bidder(s) shall be returned within thirty (30) days of award by the Board of Trustees.

10. **PERFORMANCE BOND**
   Prior to performance as a result of the bid solicitation, the successful bidder and/or subcontractors shall furnish Surety bond on the form provided as security for faithful performance of this contract. The surety of such bond shall be a duly authorized surety company satisfactory to the Airport Authority.

10.1 A Performance bond in an amount equal to one hundred percent (100%) of the total amount of the bid award.

10.2 Bond shall be drawn in favor of the Reno-Tahoe Airport Authority, a quasi-municipal corporation of the State of Nevada.

The surety or sureties agree to adjust the bond to the contract price as it may be modified by approved change orders and hereby waive notice of such change.
11. **JOINDER PROVISION**

In accordance with the provisions of NRS 332.195, unless otherwise stipulated under the exceptions sections of this bid, other local governmental agencies, including the State of Nevada, may join in a resultant award from the Invitation to Bid with the permission of the successful bidder and the Reno-Tahoe Airport Authority Purchasing and Materials Management Division.

Any joinder entity shall have all rights as stipulated for and on behalf of the Airport Authority, and shall be given equal consideration.

It is the intent and purpose of each public entity joining herewith, to commit a purchase order and or agreement and pay for such services, materials and/or supplies that are purchased by means of their own accounting and purchasing departments.

The bidder shall acknowledge the joinder process and shall acknowledge the Airport Authority as the situs of the bid procedure.

Within the scope of this Invitation to Bid, the Airport Authority shall be held harmless in any and all transactions between the bidder and any other governmental entities utilizing the resultant bid award.

12. **AWARD OF BID**

Award of bid shall be made on the basis of the bid that is most advantageous to the Reno-Tahoe Airport Authority. In all instances, the decision rendered by the Airport Authority shall be final.

12.1 The Airport Authority reserves the right to reject any or all bids, or parts thereof, and to waive any informalities or irregularities.

12.2 The Airport Authority reserves the right to hold bids for a period of ninety (90) days from the date of opening before awarding or rejecting said bids.

12.3 Severability exists with regard to acceptance or rejection of any item, group of items, or section unless bidder has stipulated specific limitations.

12.4 A purchase order and/or contract issued to the successful bidder shall be considered sufficient notification of award of the bid.

12.5 A contract shall not be assigned to any other person or entity without the consent of the Reno-Tahoe Airport Authority. Requests for assignment shall be submitted, in writing, to the Purchasing Manager.

13. **DISCOUNTS**

Prompt payment discounts shall be included in the bid evaluation ONLY if discount period offered is ten (10) or more days.

13.1 Discount period will be computed from the date of completed delivery/performance or from the date Accounts Payable, if later than the delivery date receives the correct invoice. For the purpose of earning discounts, payment is deemed to be made on the date
appearing on the Airport Authority warrant.

14. **APPEAL BY UNSUCCESSFUL BIDDER**
Any unsuccessful bidder may appeal a pending bid award prior to award by the Airport Authority. The appellant must:

14.1 Submit a written protest to the Purchasing Manager within five (5) workdays after the bid opening.

14.2 Describe, in the written protest, the issues to be addressed on appeal.

14.3 Post, with the written protest, a bond with good and solvent surety authorized to do business in this state or submit other security in a form approved by the Reno-Tahoe Airport Authority, who will hold the bond or other security until a determination is made on the appeal.

14.4 Post the bond or other security in the amount of 25% of the total dollar value of appellant’s bid, up to a maximum bond or other security amount of $250,000.

14.5 Not seek any type of judicial intervention until the Reno-Tahoe Airport Authority has rendered its final decision on the protest.

The Reno-Tahoe Airport Authority will stay any award actions until after the Purchasing Manager has responded in writing to the protest. If the appellant is not satisfied with the response, appellant may then protest to the Reno-Tahoe Airport Authority Board of Trustees, who will render a final decision for the Reno-Tahoe Airport Authority. The Board of Trustees will hear no bid protests unless the bidder has followed the appeal process.

If an appeal is granted, the full amount of the posted bond will be returned to the appellant. If the appeal is denied or not upheld, a claim may be made against the bond for expenses suffered by the Reno-Tahoe Airport Authority because of the unsuccessful appeal.

The Reno-Tahoe Airport Authority is not liable for any costs, expenses, attorney’s fees, loss of income, or other damages sustained by the appellant in the bid process.

15. **QUESTIONS/CLARIFICATIONS**
Questions regarding the Invitation to Bid shall be directed in writing to Robin Ramsey, Senior Buyer, via email (rramsey@renoairport.com) or faxed to (775) 328-6646 and must be submitted no less than seven (7) calendar days prior to opening date.

15.1 Communications from prospective bidders, such as by telephone, voice-mail, electronic mail, facsimile or other similar means, to any Trustee, officer, agent or employee of the Airport Authority, other than the Senior Buyer are prohibited. Except for inquiries directed through the Senior Buyer, the Airport Authority, through its employees, will not meet nor otherwise communicate individually with prospective bidders. The Airport Authority may, at its sole discretion, disqualify any bidder who fails to observe this requirement.
15.2 If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal addendum only.

16. **ADDENDA**
The Airport Authority Purchasing Division in writing shall issue all addenda to the Invitation to Bid. Material changes affecting the work or the responder’s cost estimate shall have no standing with the Airport Authority if not sanctioned by written addenda.

17. **FEES AND PERMITS**
The successful bidder shall be responsible for obtaining any permits as may be required by any governing authority for work done resulting from an award of this bid, however the cost of any such fees and permits shall be fully reimbursable to the bidder by the Airport Authority at the actual cost. Airport Authority fees for permits shall be waived.

18. **SAMPLE AGREEMENT**
Attachment A hereto shall form the basis for the resulting agreement for this work.

19. **INSURANCE REQUIREMENTS**
Attachment B to this Invitation to Bid specifies the insurance and indemnification requirements established by the Airport Authority for projects as described herein and shall be incorporated and made a part of any agreement resultant from award of the bid. The cost of any required insurance coverage shall be borne by the bidder.

20. **CONTRACTOR’S LICENSE**
All bidders and their subcontractors shall be required to possess a current and valid State of Nevada Contractor’s license at the time of bid submission and shall indicate their license number, classification, and financial limitation in the space provided on the bid form and list of subcontractors form.

21. **BUSINESS LICENSE**
Successful bidder and their subcontractors shall be required to obtain appropriate City and/or County business licenses prior to performance of work. Possession of the appropriate business license shall not be a prerequisite for submission of a bid.

22. **TAX EXEMPTION**
The Reno-Tahoe Airport Authority is not tax exempt from materials provided by the successful bidder in the performance of the contract. The Airport Authority is tax exempt in all other respects from Nevada State Sales Tax by act of the Nevada State Legislature, N.R.S. §§ 372.325, which exempts all local governments within the State of Nevada. The Airport Authority is also exempt from Federal Excise Tax.

23. **SITE MAINTENANCE**
Throughout the contract, the successful bidder and subcontractors shall maintain the work area and all equipment used in the work in compliance with applicable Transportation Security Administration (TSA) regulations, health and safety rules and regulations and in such a manner necessary to ensure the health, safety, and welfare of any employee, tenant, passenger, visitor, inspection personnel, and bidder’s and subcontractor’s employees who may come in contact with
the work area.

23.1 During the contract, the successful bidder shall be responsible to bring in his own refuse container for the purpose of disposing of any debris. Airport Authority refuse containers may not be used.

23.2 At the conclusion of each maintenance and repair, the successful bidder shall be responsible for clean-up at the site, including removal of debris and excess construction materials and a thorough cleaning of all areas that were affected by the work of the successful bidder or his subcontractors as acceptable to the Airport Authority.

24. **CUSTOMER REFERENCES**
Bidders shall provide at least five (5) verifiable references for which the bidder has satisfactorily performed similar service on identical manufacturers’ equipment as contained in this solicitation on the Reference form provided. References shall include the name of the firm, person to contact, telephone and facsimile number with area code, and brief description of the service provided. The Reno-Tahoe Airport Authority may not be used as one of the references.

25. **STATUS OF SUCCESSFUL BIDDER**
Successful bidder shall have the status of an “Independent Contractor” as defined by N.R.S. §§ 284.173 and shall not be entitled to any of the rights, privileges, benefits, and emoluments of either an officer or employee of the Reno-Tahoe Airport Authority.

26. **DISCLOSURE OF PRINCIPALS**
Bidders shall complete and return with their bid response the single copy of the form entitled “Disclosure of Principals” included with the Invitation to Bid.

27. **NON-COLLUSION**
Bidders, by submitting a signed bid certify that the accompanying bid is not the result of, or affected by, any act of collusion with any other person or company engaged in the same line of business or commerce or any other fraudulent act.

28. **ASSIGNMENT**
No assignment of any agreement resulting from award of this bid shall be allowed including the right to receive payment without the express written permission of the Purchasing Manager or her designee.

29. **EXCEPTIONS TO SPECIFICATIONS**
In the spaces provided, bidders shall note any and all exceptions to the specifications and/or the terms and conditions contained therein. Submittal of a specification sheet alone shall not be considered sufficient notification of exceptions.

29.1 For consideration, substitutions and/or equal offerings must be disclosed under the exceptions section of the Invitation to Bid in order that the Airport Authority may determine their acceptability prior to award of the bid.

29.2 Failure to note exceptions in the areas provided shall be interpreted to convey that the
bidder agrees to perform in the manner described and/or specified in this Invitation to Bid.

29.3 The Airport Authority shall reserve the right to accept or reject any or all alternatives or exceptions offered based solely on the value of said alternatives or exceptions to the Airport Authority.

30. **NOTICE TO PROCEED**
The Airport Authority Purchasing Division shall issue a written Notice to Proceed upon satisfactory evidence that all licensing, bonding, and insurance requirements have been met. Successful bidder shall not perform on any portion of a resultant agreement with the Airport Authority without said written notification that shall be in the form of an Airport Authority purchase order or agreement form.

31. **FAILURE TO PERFORM PROPERLY**
If the successful bidder neglects to prosecute the work properly or fails to perform any provision of the resulting agreement, the Airport Authority, after five (5) working days written notice to the successful bidder may, without prejudice to any other remedy it may have, make good such deficiencies and deduct the cost thereof from the payment then or thereafter due the successful bidder.

32. **DEFAULT AND TERMINATION OF CONTRACT**
If the Contractor:

32.1 Fails to begin the work under the resulting agreement within the time specified in the Notice to Proceed, or

32.2 Fails to perform the work under the agreement with sufficient workmen and equipment or with sufficient materials to assure the prompt completion of the work,

32.3 Performs the work unsuitable or neglects or refuses to remove materials or to perform anew such work as may be rejected as unacceptable or unsuitable, or,

32.4 Discontinues the prosecution of the work, or

32.5 Fails to resume work which has been discontinued within a reasonable time after notice to do so, or

32.6 Becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency, or

32.7 Allows any final judgment to stand against him unsatisfied for a period of five (5) days, or

32.8 Makes an assignment for the benefit of creditors, or

32.9 For any other cause whatsoever, fails to carry on the work in an acceptable manner, the
Airports Authority will give notice in writing to the successful bidder and his surety of such delay, neglect, or default.

If the successful bidder or surety, within a period of ten (10) working days after such notice, does not proceed in accordance therewith, the Airport Authority shall have full power and authority without violating the agreement to take the prosecution of the work out of the hands of the successful bidder. The Airport Authority may, at its option, call upon the surety to complete the work in accordance with the terms of the agreement, or may take over the work, including any or all materials and equipment on the project as may be suitable and acceptable, and may complete the work by force account, or may enter into a new agreement for the completion of said agreement according to the terms and provisions thereof, or use such other methods as, in the Airport Authority’s opinion, will be required for the completion of said contract in an acceptable manner.

All costs and charges incurred by the Airport Authority together with the cost of completing the work under the agreement shall be deducted from the money due to which may become due the successful bidder. In case the expense so incurred by the Authority shall be less than the sum which would have been payable under the agreement if it had been completed by the successful bidder, then the successful bidder shall be entitled to receive the difference. In case such expense shall exceed the sum which would have been payable under the agreement, then the successful bidder and his surety shall be liable and shall pay the Airport Authority the amount of said excess.

33. **TERMINATION FOR CONVENIENCE OF THE AIRPORT AUTHORITY**

The performance of work under the contract may be terminated by the Airport Authority in whole or in part from time to time, upon at least a thirty (30) calendar day written notice to the contractor when such action is deemed by the Airport Authority to be in its best interest. Termination of work shall be effected by delivery to contractor of a Notice of Termination specifying the extent to which performance of work under contract is terminated, and the date upon which such termination becomes effective.

After receipt of Notice of Termination and except as otherwise directed by the Airport Authority, contractor shall:

33.1 Stop work under the contract on the date and to the extent specified in the Notice of Termination.

33.2 Complete performance of such part of the work as shall not have been terminated by the Notice of Termination.

After receipt of a Notice of Termination, contractor shall submit to the Airport Authority, in the form and with the certifications as may be prescribed by the Airport Authority, a termination claim and invoice.

Such claim and invoice shall be submitted promptly, but not later than three (3) months from the effective date of termination. Upon failure of contractor to submit his termination claim and invoice within the time allowed, the Airport Authority may determine on the basis of information
available to the Airport Authority, the amount, if any, due to contractor in respect to the termination and such determination shall be final. After such determination is made, the Airport Authority shall pay the contractor the amount so determined. Contractor, for a period of five (5) years after final settlement under the contract shall make available to the Airport Authority, at all reasonable times, at the office of the contractor, all his books, records, documents, or other evidence bearing on the costs and expenses of the contractor, under the contract in respect to the termination of the work.

34. NOTIFICATION
Notices to the contractor shall be addressed to his place of business as designated in the bid invitation, or such other place as may be designated in writing by the contractor.

Notices to the Airport Authority shall be addressed:

Reno-Tahoe Airport Authority
Purchasing and Materials Management Division
Post Office Box 12490
Reno, Nevada 89510

In the event of suspension or termination of the contract, notices may also be given upon personal delivery to any person whose action or knowledge of such suspension or termination would be sufficient notice to the contractor.

35. SUBCONTRACTORS
Prospective bidders shall supply on the form provided a list of subcontractors, if any, that the bidder intends to utilize in performance of the contract. Failure to submit this information may be cause for rejection of bid.

36. DISADVANTAGED BUSINESS ENTERPRISE
It is the policy of the Reno-Tahoe Airport Authority that women and minority business enterprises shall have the maximum opportunity to participate in the performance of airport contracts. Respondents to this Invitation to Bid shall not be discriminated against on the basis of race, color, national origin, or sex in the award and performance of any contract entered into pursuant to this advertisement.

37. SAFETY PROGRAM
The successful bidder shall be familiar with and meet all applicable occupational safety and health standards adopted by the State of Nevada Division of Occupational Safety and Health. In addition, the successful bidder shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work and to take all necessary precautions to prevent damage, injury, or loss to:

37.1 All employees on the job and all other persons who may be affected thereby; and

37.2 All the job-related materials and equipment to be incorporated herein, whether in storage on or off the site.
37.3 Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, structures and utilities not designated for removal, relocation or replacement in the course of construction.

The Contractor shall comply with all applicable laws, ordinances, rules, regulations and others of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. They shall erect and maintain as required by existing conditions and progress on the work all necessary safeguards for safety and protection, including posting danger signs and others warnings against hazards, promulgating safety regulations, and notifying owners and users of adjacent utilities. Contractor shall comply with OSHA’s Hazard Communication Standards.

The contractor shall designate a responsible member of his organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor’s superintendent unless otherwise designated in writing by the Contractor to the owner.

38. SAFETY AND SECURITY

Airport safety is an extremely important element of managing and operating today’s airport. Specific rules, regulations, advisory circulars and guidelines are placed upon the airport owner/operator to improve safety on airports and to protect its users, tenants and neighbors. Certain safety and security measures are specific to this Airport.

If access to areas beyond security checkpoints is required in performance of any part of this agreement, the successful bidder shall have, at a minimum, his superintendent and foreman badged; the Airport Authority will not provide escort services.

Requirements and processes for obtaining badges are as described in Attachment C.

40. MISCELLANEOUS CONDITIONS

Contractor shall be responsible for and remedy all damage or loss to any property, including property of the Airport Authority, caused in whole or in part by Contractor, any Subcontractor, or anyone employed, directed or supervised by Contractor.

Nothing herein contained shall be construed as limiting in any way the extent to which the Contractor may be held responsible for payment of damages to persons or property resulting from its operations or the operations of any Subcontractors under it.

In addition to any other remedies Airport Authority may have if Contractor fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, Airport Authority may, at its sole option:

40.1 Purchase such insurance to cover any risk for which the Airport Authority may be liable through the operations of Contractor under this agreement and deduct or retain the amount of the premiums for such insurance from any sums due under the Agreement.

40.2 Order Contractor to stop work under this Agreement and/or withhold any payments which become due Contractor hereunder until Contractor demonstrates compliance with
the requirements hereof: or Terminate Agreement.

41. **EVALUATION CRITERIA**
The following evaluation criteria will be utilized to evaluate bids received:

41.1 Adherence and exceptions taken to technical specifications.

41.2 Demonstration of ten (10) years minimum experience in elevator and escalator maintenance and repair; demonstration of five (5) years in business in the Reno area.

41.3 Bidder has the necessary organization, equipment, inventory and technical skills to successfully accomplish the scope of work.

41.4 Past performance on contracts with business or government agencies in terms of quality of work and compliance with schedules. This will be evaluated based on a check of references.

41.5 Projected costs as they compare to the level of effort to be expended.

41.6 Certifications held on manufacturers’ equipment herein (i.e. Westinghouse, Thyssen Krupp, Esco, Schindler).

41.7 Bidder’s ability to service both elevators and escalators as judged by experience, references and certifications held.
The successful bidder shall be responsible for providing all labor, supervision, and support services for delivery, installation, and warranty of the elevator and escalator services provided under this agreement. The Airport Authority shall not contract with subcontractors for any of the aforementioned.

**SPECIFICATIONS**

The successful bidder shall provide all necessary equipment, materials and labor under the terms of a resulting Agreement(s) from this bid solicitation. Provide monthly preventative maintenance and repair service, and when conditions warrant, adjust, repair or replace controller parts, thrusts, bearings, brake magnet coils, brake shoes, brushes, relay coils, contacts, resistance units, magnet frames, sheaves, shafts, bearings and solid state components. In addition, successful bidder(s) shall service and maintain as necessary machine motors and/or pumps, generators, and geared machinery including worms and gears, however if conditions require replacement they shall not be covered by the resulting Agreement(s). All work is to be performed by the holder of a Certificate of Elevator Mechanic or under the direct supervision of a certificate holder as required by NAC 455C.

A. When necessary, repair or renew car guide shoes, rams, cylinders, and counterweight tension on all hoisting ropes.

B. When necessary, service and maintain all wire rope cables and audible voice message systems; repair conductor trail cables; replace fuses, repair wiring for shaftway door interlocks, push buttons, car operating stations; repair or replace renewal parts of the automatic car door opener and other accessory equipment.

C. Replace burned-out indicator bulbs in operating panels and indicators during monthly servicing.

D. Perform tests and inspections as required by Section 1001 of the American National Standard Safety Code for Elevators, Dumbwaiters, Escalators, and Moving Walks (ANSI A17.1-2007) or most recent edition, including annual smoke/heat alarm test for alarms in landings, hoistways and cars. Smoke/heat detectors are to be tested with RTAA fire alarm contractor assistance between the hours 2300 hours and 0300 hours only.

E. The successful bidder shall provide the Reno-Tahoe Airport Authority with certificates evidencing completion of any safety inspections of equipment covered by a resultant agreement.

F. The successful bidder shall not be required to make other safety tests nor to install new attachments on the elevator whether or not recommended or directed by insurance companies or
by governmental authorities, nor to make any replacements with parts of a different design. It is further agreed that the successful bidder shall not be required to make renewals or repairs necessitated by reason of negligence or misuse of the equipment or by reason of any other cause beyond the successful bidders control except ordinary wear and tear.

G. Under the terms of the resulting preventative maintenance agreement the successful bidder shall not be required to repair, refinish or replace any of the following items: wire rope cables, car and hoistway enclosures, car and hoistway door panels, frames and sills, underground pipe or conduit, power switches or fuses for same and power wiring to the controller. Any such needed repairs or replacements will be done under separate Purchase Order.

H. The successful bidder is required to provide the Reno-Tahoe Airport Authority with a monthly log with each invoice submission for each elevator or escalator affected by the resulting Agreements(s), containing the following information; elevator or escalator and location, service performed, material replaced, parts on order and projected major problems. A service log, hydraulic oil use log, monthly fire switch test log, shall be provided in the equipment room, near the equipment, on a continual basis and kept up daily as work is performed.

I. Successful bidder shall perform required work as outlined above and in attachment B, the Schedule of Duties, during the entities regular business hours 6:00 a.m. – 6:00 p.m., except for emergency callback services and fire alarm testing.

J. Successful bidder shall perform emergency callback services at any hour or any day of the week to correct trouble which develops with equipment subject to this bid solicitation, between regular routine examinations, at no additional cost, to the Reno-Tahoe Airport Authority.

K. Successful bidder shall be responsible for all transportation costs to and from the customer’s service location and at no time shall the Airport Authority be billed for mileage.

L Successful bidder will be responsible for notification, as provided in NAC 455C.526 2, to the State Enforcement Division and related inspections when notified by the Airport of an accident on elevator equipment.

The Maintenance Control Program (MCP) responsibility will be assumed by the successful bidder. Maintenance Task and Repair Log (MTR) for elevators will be kept in the elevator control section. The MTR for escalators, Basic Elevator and Escalator Procedure Manual (BEEP) for elevators and escalators will be kept and secured in the respective elevator equipment room or Escalator control panel.

N. The successful bidder will assist in the scheduling of and attend the State Enforcement Division inspections of covered equipment. The successful bidder shall submit a request in writing to the following address thirty (30) days prior to the expiration date of the elevator/related equipment operation permit and request the annual inspections:
O. The successful bidder will be responsible for elevator control for work by others under a separate Purchase Order for the work issued by the Airport Authority.

P. Staff working for the successful bidder must obtain Airport Authority badging. The Authority will not provide escort for work under this contract.

Q. **WIRING DIAGRAMS**
Contractor shall provide to the owner a set of reproducible wiring diagrams covering all changes, modifications, etc., which take place during the contract term. These diagrams are to be furnished to the owner immediately following the modifications.

R. **WORK HOURS**
All preventive maintenance and normal maintenance work shall be performed during normal working hours between the hours of 6:00 a.m. and 6:00 p.m. Monday thru Friday.

**TROUBLE CALL ANSWERING SERVICE**
The successful bidder shall have a service technician respond on-site to all emergency trouble calls within sixty (60) minutes of notification by the Airport Authority. A service technician shall respond on-site for non-emergency call within ninety (90) minutes for items covered by the resulting agreement. The designation of an emergency call will be determined by the Airport.

<table>
<thead>
<tr>
<th>Response Time</th>
<th>Quarter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td></td>
</tr>
<tr>
<td>Standard Response Time</td>
<td></td>
</tr>
</tbody>
</table>

Exception: ____________________________________________________________

On a monthly basis, a report detailing each routine and emergency service performed shall be provided to the Reno-Tahoe Airport Authority Building Maintenance Superintendent or his designee.

Upon arrival and completion of each routine and emergency service the technician shall contact Building Maintenance @ 328-6777. A report of the work performed shall be made only to the Reno-Tahoe Airport Authority Building Maintenance Superintendent or his designee. **Reports to and service slip signed by any other staff member shall not be permitted.**
EQUIPMENT, SUPPLIES AND PERSONNEL
The successful bidder shall provide all equipment, labor, lubricants and parts for the satisfactory performance of the preventative and repair service described herein. All repair parts used shall be of manufacturer’s origin and shall be covered by a warranty, unless specifically approved by the Airport Authority’s designated representative.

The successful bidder must have a local (local defined as within 40 miles of the Reno Tahoe International Airport) office and warehouse and agree to maintain a local office and warehouse for the term of the resulting contract(s) consisting of the following:

a) A minimum IUEC work staff of five (5) licensed elevator mechanics permanently residing within 40 miles of the Reno Tahoe International Airport. Elevator mechanics are defined as personnel that have achieved the rating of “mechanic” as defined by the International Union of Elevator Constructors and licensed in the State of Nevada. Documentation of residence and of mechanic status shall be required prior to contracting.

b) A minimum of two (2) office staff employees consisting of a local field supervisor to directly supervise and oversee IUEC mechanics and all on-site maintenance performed as well as a local account representative to handle all questions associated with customer support issues, reporting, compliance paperwork, invoicing and billing questions, call back reports and State of Nevada inspection reports.

c) Contractor shall maintain locally (locally defined as within 40 miles of the Reno Tahoe International Airport) a parts inventory sufficient to accommodate normal replacement requirements of all equipment subject to this agreement as well as shall maintain a sufficient inventory on the job site and warehouse

d) The elevator maintenance contractor shall present and demonstrate satisfactory evidence that it is able to acquire major replacement parts for all types of equipment as well as the necessary tools and technical assistance to support competitors equipment. Each elevator mechanic performing maintenance on the job shall have in his/her possession all necessary equipment and hand held tools that communicate with all equipment on property

Elevator maintenance contractors that fail to satisfactorily meet any of the above requirements or fail to demonstrate their abilities to maintain and support the various types of equipment shall be disqualified.

Dollar value of parts located in Reno inventory $__________________

Exception:________________________________________________________________________
___________________________________________________________________________________

The Reno-Tahoe Airport Authority reserves the right to require that the successful bidder submit the names of all employees engaged in work or having access to the buildings in an inspecting, maintaining, repairing or supervisory capacity and cause to be completed such questionnaires, fingerprint charts and personal history statements as they may require.
**Exception:**

The Airport Authority shall further reserve the right to require to have and exercise full and complete control over granting, denying, withholding or terminating clearances for the successful bidder’s employees. Employees whom the Airport Authority deem careless, discourteous, or otherwise objectionable or who do not meet standards required for security or any other reason shall be prohibited from entering Airport Authority premises to perform work.

By response to this bid solicitation, the successful bidder shall agree that they currently possess all required licensing and certificates, and have qualified personnel, adequate inventory and suitable equipment to satisfactorily perform the services described both herein and in the attachments thereto.

Number of years in business in Reno area: __________

Provide a copy of City of Reno Business license with bid submission.

<table>
<thead>
<tr>
<th># Full Time Local Personnel</th>
<th># Journeymen Service/Maintenance Mech.</th>
<th># Experienced Helpers</th>
</tr>
</thead>
</table>
SCHEDULE OF DUTIES

Duties performed according to the schedule listed below shall be performed during normal business hours. Contractor shall notify Building Maintenance upon arrival and completion of all maintenance, trouble and/or emergency service calls by calling 328-6777. Note: Some of the duties listed below may be in addition to those included in Terms and Conditions, Specifications Section – Nature of Service to be provided.

Successful bidder shall provide a monthly preventative maintenance schedule to the Building Maintenance Superintendent, or his designee, by the 15th of the preceding month. Successful bidder shall perform a minimum of one service visit per week and all equipment shall be serviced monthly. The Airport Authority reserves the right to amend the schedule as needed to meet passenger convenience.

1. MONTHLY GENERAL DUTIES - ELEVATORS

   A. Systematically inspect, service, adjust, lubricate the following: motor, pump, generator, machine and controller parts, including brake shoes and coil, brushes, commutators, resistors, contacts, relay coils, resistance for operating and motor circuits, magnet frames, hydraulic oil, and all other electrical and mechanical parts unless specifically excluded. If conditions warrant, Contractor shall agree to replace the above components with the exception of drive motors (electric and hydro), generator and geared machinery, including worms and gears. These items shall be replaced only upon the approval of the Authority and shall be outside the scope of this Agreement.

   B. Renew guide shoes, gib or roller guides, as is necessary to maintain an adequate safety factor and replace conductor cables. Inspect and maintain all wire rope cable; however, replacement of cable, if necessary, shall not be the responsibility of the Contractor.

   C. Relamp all signals when necessary except where Building Maintenance personnel have jurisdiction.

   D. Prepare and present to the Building Maintenance Superintendent or his designee a monthly log for each elevator consisting of the following information:

       1. Elevator and location
       2. Services performed
       3. Material replaced
       4. Parts on order
       5. Projected major problems

   E. Inspect, clean, lubricate, adjust and, if warranted, repair or replace the following safety devices: interlocks and door closures, buffers, limit, landing and slow down switches, door protective devices, and alarm bells to ensure safe operation.

   F. Inspect, lubricate, adjust and, if warranted, repair or replace the following accessory
equipment: car and corridor hangars, tracks, door operating devices, and all door gibs.

G. Clean elevator hatch equipment including rails, inductors, hatch door hangers and tracks, relating devices, switches, buffers, car tops, and lubricate to give best performance.

H. Incorporate information regarding general duties performed monthly into the report required in Paragraph 1.D above and label as being done monthly.

3. **MONTHLY GENERAL DUTIES - ESCALATORS**

Under this Agreement, the Contractor shall maintain the escalator equipment herein described under the following terms and conditions:

A. Contractor shall use only trained escalator technicians directly employed and supervised by the Contractor in the performance of this Agreement. These technicians shall be qualified to maintain the escalators in proper and safe operating conditions and to ensure that the equipment is properly adjusted.

B. The Contractor shall regularly and systematically inspect, adjust, and lubricate escalators as required, and if conditions warrant, repair and replace the following:

1. Machine, worm gear, external gearing, drive chain, thrust bearing, main bearings, and brake pulley, coil, linings and component parts, motor, motor windings, rotating elements, and bearings.

2. Controller, all relays, contacts, coils, resistance for operating and motor circuits, operating transformers and operating rectifiers.

3. Handrail, handrail drive chains or belt, handrail brush guards, handrail guide rollers, alignment devices, steps, step tread, step wheels, step chains, comb plates, floor plates, and tracks.

4. Monthly inspection of all safety devices and furnish all required lubricants.

C. Contractor shall not be required to make other safety examinations nor to install new attachments on the escalators whether or not recommended or directed by insurance companies or by governmental authorities, nor to make any replacements with parts of a different design. Contractor shall not be required to make renewals or repairs necessitated by reason of negligence or misuse of the equipment or by reason of any other cause outside of the control of the Contractor except normal wear and tear.

D. Prepare and present to Building Maintenance Superintendent or his designee a monthly log for each escalator consisting of the following:

1. Escalator location
2. Services performed
3. Material replaced
4. Parts on order
5. Projected problems
4. **ANNUAL GENERAL DUTIES - ESCALATORS**

A. Contractor shall clean the interior and components of six (6) escalators, in accordance with ASME A17.16 – 1998 Rule 1206.6. Cleaning shall include, but not be limited to:

1. Removal of all steps
2. Transport steps off-site for steam cleaning and clean. Protect parts for steam cleaning
3. Clean escalator truss.
4. Lube moving parts
5. Adjust chains, drives, tensioners, idlers, replace bad demarcation lamps, etc. as needed.
6. Degrease escalator drip pans.
7. Install cleaned steps.
8. Check operation and return escalator to service.

B. Cleaning of each escalator shall be completed in two (2) days or less. Clean downs to be done Monday thru Thursday between the hours of 7:00 a.m. and 5:00 p.m. Contractor shall schedule cleanings with the Building Maintenance Superintendent or his designee.
AMENDED SCHEDULE OF COSTS

Monthly Preventive Maintenance Costs for the below listed equipment in accordance with the requirements contained herein and those contained in the sample Agreement (Attachment D) and the Schedule of Duties (Attachment B).

Bid Item #1 - Equipment Located at Reno-Tahoe International Airport, 2001 Plumb Lane, Reno, Nevada 89502.

1A: Two (2) each, Westinghouse Hydraulic Elevators – Two (2) landings.
    Serial # HC184991, Serial # 5209d61g03
    $__________ each x 2 = $__________ tot/per month

1B: Four (4) Thyssen Krupp Model FT 842, type 5EK30 Tegeula escalators– Two (2) landings each.
    Serial # 65600897-4, Serial # 6560089-3, Serial # 65600897-002, Serial # 65600987-001
    $__________ each x 4 = $__________ tot/per month

1C: Two (2) Esco 886 elevators with two (2) landings.
    Serial # C-91-11443, Serial # C-91-11442
    $__________ each x 2 = $__________ tot/per month

1D: Two (2) Schindler SWE 30-100K escalators, 90 FPM, 17’-9” rise,
    Serial # ES-50235-01, Serial # ES 50235-02
    $__________ each x2 = $__________ tot/per month

1E Six (6) Schindler 300A hydraulic passenger elevators: Five (5) 4000# capacity, 3 stops, Serial # HG54304, Serial # HG54305, Serial # HG54306, Serial # HG54307, Serial # HG54308, One (1) 3500# 2 stops Serial # HG54309
    $__________ each x 6 = $__________ tot/per month

1F Two (2) Otis G2S GEARLESS elevators with two (2) landings
    Machine # 612054, Machine # 612055
    $__________ each x 2 = $__________ tot/per month

1G One (1) Otis HYDRAULIC elevator with two (2) landings
    Machine # 612056
    $__________ each x 1 = $__________ tot/per month
Bid Item #2 - Equipment Located at Reno-Stead Airport, 4895 Texas Avenue, Reno, Nevada 89506.

2A One (1) Otis hydraulic elevator with two (2) landings (Stead)
    Machine #616362
    $__________ each x 1 = $___________ tot/per month

2B One National Wheel-O-Vator Wheelchair Lift CDE96: Screw drive, 9 FPM (Stead)
    Serial # 56008
    $__________ each x 1 = $___________ tot/per month

AIRPORT AUTHORITY MONTHLY COST
$__________________________
(numbers)
____________________________________________________________________________________
(words)

Bid Item # 3 – ANNUAL CLEANING

Annual cleaning of six (6) escalators $__________ each X 6 = $________________annual

3A Percentage (%) increase to the monthly cost of elevator and escalator preventative maintenance and repair, if replacement of generators, drive motors, geared machine including worms and gears, and wire rope cable shall be included as the financial responsibility of the successful bidder.

    Reno-Tahoe Airport Authority __________%

LABOR RATES OTHER THAN ORDINARY WEAR AND TEAR

Bid Item #4 – LABOR RATES (ELEVATORS)

4A. Regular labor rate $_____________/Hour
4B. Overtime labor rate $_____________/Hour

Bid Item # 5 – LABOR RATES (ESCALATORS)

5A. Regular labor rate $_____________/Hour
5B. Overtime labor rate $_____________/Hour
Bid Item #6 – ELEVATOR PARTS

Discount/Mark-up proposed (check appropriate block)

______________________________ Price List - __________% Discount □ or

___________________________ List Number Dated ___________ + __________% Mark-up □ or

___________________________ Net □

Price list from: □ Wholesaler □ Distributor □ Jobber □ Dealer □ Retailer □ Other ___________

Bid Item #7 – ESCALATOR PARTS

Discount/Mark-up proposed

______________________________ Price List - __________% Discount □ or

___________________________ List Number Dated ___________ + __________% Mark-up □ or

___________________________ Net □

Price list from: □ Wholesaler □ Distributor □ Jobber □ Dealer □ Retailer □ Other ___________

PRICE LIST OFFER

The bidder hereby offers to furnish and deliver, F.O. B. destination, as listed on individual Purchase Orders, parts and components in accordance with the discounts [minus] or mark-ups [plus] or net from stated Manufacturer’s List Price Schedules identified herein, or from the Price List’s most current published revision, in accordance with the Airport Authority’s specifications, and terms and conditions of this Solicitation. Most current published version means latest price list in effect between the date the Solicitation was issued, as indicated in the Invitation to Bid document, and the Bid opening date, or as shown on any amendment to the Bid. Provide two copies of the Price List with bid submission.
MINORITY STATUS: Has this firm been certified as a minority, woman, or disadvantaged business enterprise by any governmental agency? Yes______ No ________ If yes, please specify government agency: ________________________________
Date of certification: ________________________________

The above is for information only. The Airport Authority encourages minority business participation, however, no preferences shall be given.

EXCEPTIONS: Does the bidder take exception to any of the terms and conditions of this Invitation to Bid and attachments hereto or the plans, drawings, or 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: ______________________________
Delivery _________ days after order
Terms _________ % _________ days

Bidder’s Federal
Tax ID # ______________________

Contractor’s License # ______________
Limit $ ___________ Class ________

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

Signed _________________________

Print Name ______________________
Print Title ________________________
**EXPERIENCE**

In the space provided below, bidders shall list prior experience and manufacturer certifications held in maintaining/repairing equipment included in the Invitation to Bid.

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Number of Years</th>
<th>Where Serviced</th>
<th>Certifications</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westinghouse Elevators</td>
<td>_______________</td>
<td>__________________</td>
<td>___________</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Thyssen Krupp Model FT 842</td>
<td>___________</td>
<td>__________________</td>
<td>___________</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Esco 886 Elevators</td>
<td>_______________</td>
<td>__________________</td>
<td>___________</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Schindler SWE30-100K Escalators</td>
<td>___________</td>
<td>__________________</td>
<td>___________</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Schindler 300A Elevators</td>
<td>_______________</td>
<td>__________________</td>
<td>___________</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Otis G2S Gearless Elevators</td>
<td>_______________</td>
<td>__________________</td>
<td>___________</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
DISCLOSURE OF PRINCIPALS

PRINT OR TYPE

Company Name

Street Address

City, State, and Zip Code

NAMES OF OFFICERS, MEMBERS, OR OWNERS, PARTNERSHIP, ETC.

Name

Official Capacity

Street

City, State, and Zip Code

Name

Official Capacity

Street

City, State, and Zip Code

Name

Official Capacity

Street

City, State, and Zip Code

Name

Official Capacity

Street

City, State, and Zip Code

If further space is required please attach additional pages.
LIST OF SUBCONTRACTORS

1. Listed are the names of subcontractors that the prospective bidder intend to employ and the part of the work each will perform if the contract is awarded to the undersigned.

2. Except as otherwise provided herein, the successful bidder agrees that he shall not contract to have any of the listed categories of work involved in the resultant contract performed by a subcontractor other than the subcontractor named for the performance of such work unless permission to make a change is received in accordance with Item 4 below. This paragraph shall not work to prevent the Airport Authority from allowing a change in the name of a subcontractor should it deem it to be in the interest of the Airport Authority to do so.

3. The term "subcontractor" for the purposes of this requirement shall be an individual or firm who performs active duties on the site involving construction, fabrication, or installation of material or items of equipment performed under subcontract to the Contractor.

4. There shall be no listing of alternate subcontractors for the same work. No substitutions for the named subcontractors will be permitted except in unusual situations and then only upon submission in writing to the Airport Authority of a complete justification therefore, and obtaining the Airport Authority's written approval thereof.

5. Failure to comply with any of the aforementioned requirements applicable prior to award will be cause for rejection of the bid.

CONTRACTOR: __________________________________________________________

DATE: ________________________________
LIST OF SUBCONTRACTORS

1. Name of Business: ____________________________________________
   Address: _____________________________________________________
   Type of Work: ________________________________________________
   Contractor’s License Number: ________________________________
   Limit $________________________  Class _________________________

2. Name of Business: ____________________________________________
   Address: _____________________________________________________
   Type of Work: ________________________________________________
   Contractor’s License Number: ________________________________
   Limit $________________________  Class _________________________

3. Name of Business: ____________________________________________
   Address: _____________________________________________________
   Type of Work: ________________________________________________
   Contractor’s License Number: ________________________________
   Limit $________________________  Class _________________________

4. Name of Business: ____________________________________________
   Address: _____________________________________________________
   Type of Work: ________________________________________________
   Contractor’s License Number: ________________________________
   Limit $________________________  Class _________________________

If further space is required please attach additional pages.
REFERENCE INFORMATION

Please state at least five (5) current customer references for which you are providing the same or similar services on identical manufacturers’ equipment (i.e. Westinghouse, Thyssen Krupp, Esco, Schindler).

Reference Number 1:

Company Name: ________________________________

Address: ______________________________________

_____________________________________________

Telephone Number: _______________ Fax ______

Contact Person: ________________________________

Reference Number 2:

Company Name: ________________________________

Address: ______________________________________

_____________________________________________

Telephone Number: _______________ Fax ______

Contact Person: ________________________________

Reference Number 3:

Company Name: ________________________________

Address: ______________________________________

_____________________________________________

Telephone Number: _______________ Fax ______

Contact Person: ________________________________
REFERENCE INFORMATION (continued)

Reference Number 4:

Company Name:______________________________

Address: ______________________________________

____________________________________________

Telephone Number: ___________________ Fax ___________________

Contact Person: ________________________________

Reference Number 5:

Company Name:______________________________

Address: ______________________________________

____________________________________________

Telephone Number: ___________________ Fax ___________________

Contact Person: ________________________________
BID BOND

| Bond No. | $____________________ |

KNOW ALL MEN BY THESE PRESENTS, THAT __________________________________________

Hereinafter called the Principal, and _______________________________________________

_____________________________________________________________________________

A corporation duly organized under the laws of the State of ___________________________

Having its principal place of business at _____________________________________________

_____________________________________________________________________________

In the State of _________________________________________________________________

and authorized to do business in the State of Nevada, as Surety, are held and firmly bound unto the

Reno-Tahoe Airport Authority, as Owner, hereinafter called the OBLIGEE, in the sum

of _________________________________ DOLLARS ($___________) the payment of which, we bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
these presents.

THE CONDITION OF THIS BOND IS SUCH THAT WHEREAS the PRINCIPAL is herewith
submitting his or its Bid for Reno-Tahoe International Airport Escalator and Elevator Maintenance Bid,
by reference thereto, being hereby made a part hereof.

NOW, THEREFORE: If said Bid shall be rejected, or in the alternative, if said Bid shall be accepted
and the PRINCIPAL shall sign and deliver a contract to OBLIGEE, in the form of Contract attached
hereto and shall execute and deliver Performance and Payment Bonds in the forms attached hereto (all
completed in accordance with said Bid) to OBLIGEE, and shall in all other respects perform the
agreement created by the acceptance of said Bid.

Then, this obligation shall be void, otherwise the same shall remain in force and effect; it being
expressly understood and agreed that the liability of the SURETY for any and all default of the
PRINCIPAL hereunder shall be the amount of this obligation as herein stated.

The SURETY for value received, hereby stipulates and agrees that the obligations of said SURETY and
its bond shall be in no way impaired or affected by any extension of time within which the Owner may
accept such Bid; and said SURETY does hereby waive notice of any such extension.
IN WITNESS WHEREOF, the above-bounded parties have executed this instrument under their several seals, the name and corporate seals of each corporate party being hereto affixed and those presents duly signed by its undersigned representative, pursuant to authority of its governing body.

The rate of premium on this bond is __________________________ per thousand.

Total amount of premium charged $______________________________.

Signed and sealed this ______________ day of ________________________, 2014.

PRINCIPAL

By: __________________________

SURETY

By: __________________________

Attorney-In-Fact

NOTE: The person executing this bond on behalf of the Surety must attach power of attorney or other appropriate proof of authority to do so.
KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned ______________________
_____________________________________________________________________________,
as Principal, and________________________________________________________________
(Legal Designation and Address of Surety)
authorized to do business of surety in the State of Nevada, as Surety, hereinafter called “Surety”, are
held and firmly bound unto the RENO-TAHOE AIRPORT AUTHORITY, a quasi-municipal
corporation of the State of Nevada, as Obligee, hereinafter called “Owner” in the amount of
DOLLARS ($__________________) for the payment of such amount, well and truly to be made to the
Owner and to its successors, the Principal and Surety bind themselves, their heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has by written agreement dated ______________ entered into contract
with Owner for escalator and elevator maintenance and repair, which contract and exhibits, if any,
hereinafter called “Contract”, are attached hereto and by reference made a part hereof as if fully and
completely set out in full herein: and

WHEREAS, under the Contract, said Principal agrees to perform certain duties with the time
limits set out in the Contract in accordance with the terms, specifications and conditions contained in the
contract.

NOW, THEREFORE, THE CONDITION OF THE OBLIGATION is the condition that if the
Principal as Contractor in the Contract shall faithfully perform each and all of the conditions of the
Contract to be performed by him, at the times and places therein agreed upon and in conformity with the
terms, specifications and conditions stated and referred to in the Contract, then this obligation shall be
void; otherwise, it shall remain and be in full force and effect and the sum of
_____________________________DOLLARS ($_________________) shall be payable to Owner on
demand.

THE SURETY, for value received, hereby stipulates and agrees that no prepayment or delay in
payment and no change, extension, addition or alteration of any provision of the Contract or in the plans,
profiles, detailed drawings, specifications, and no forbearance on the part of Owner shall operate to
relieve Surety from liability in this given bond and consent thereto without notice to or consent by
Surety is hereby given, and the Surety hereby waives provisions of any law relating thereto; Surety shall
further be bound to take notice and shall be held to have knowledge of all acts or omissions of the
Principal, its agents and representatives in such matter pertaining to the Contract and Surety further
relieves Owner and its representatives from the exercise of any diligence whatsoever in securing
compliance on the part of the Principal with the aforesaid provisions of the Contract.

THIS BOND is executed and no right of action shall accrue on this bond to or for the use of any
person or corporation other than the Owner named herein or the heirs, executors, administrators or
successors of Owner.
IN WITNESS WHEREOF, the above bounden Principal and the above bounden Surety hereunto set their hands and seals this ________________ day of _______________, 2014.

IN THE PRESENCE OF:

________________________________________
Principal (Seal)

________________________________________
Title (Seal)

________________________________________
Surety (Seal)

________________________________________
Title Attorney-in-Fact

NOTE: The person executing this bond on behalf of the Surety must attach power of attorney or other appropriate proof of authority to do so.
AGREEMENT FORM – ATTACHMENT A
ELEVATOR AND ESCALATOR
PREVENTATIVE MAINTENANCE AND REPAIR

THIS AGREEMENT, made and entered into this ___ day of ________ 2014, by and between the RENO-TAHOE AIRPORT AUTHORITY a quasi-municipal corporation of the State of Nevada, acting through its Board of Trustees, hereinafter called the "Authority", and __________________________, hereinafter called the "Contractor".

W I T N E S S E T H

1. RECITALS
The Authority requires certain preventative maintenance and service to be performed on various elevator and escalator systems located at Reno-Tahoe International Airport and the Contractor represents that he is qualified, equipped, staffed, ready, willing and able to perform and render such service as shall be necessary, required or desired, for and on behalf of the Authority.

2. SCOPE AND INTENT
The purpose of the service shall be to provide elevator and escalator system maintenance and inspection at Reno-Tahoe International Airport. The service shall be provided between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday, for routine scheduled maintenance and inspection, and twenty-four (24) hour, seven (7) days per week emergency service if required by the Authority.

The Contractor shall be capable of performing the duties contained herein with minimum involvement of the Authority.

The description of the service, including special requirements, shall be as outlined in Invitation to Bid 13/14-13 and this Agreement, including Attachments B and C.

3. TERM OF AGREEMENT
The Agreement shall be for an initial period of one (1) year with the Authority retaining an option to renew for an additional four (4) one-year periods. The initial period shall commence on ___________________.

The renewal option shall be solely at the discretion of the Authority provided that agreement is reached between the Contractor and Authority with regard to the terms and conditions of said renewal.

4. STATUS OF CONTRACTOR
The Contractor shall be recognized as an independent contractor within the meaning of the definition of same included in N.R.S.284.173; as such, the Contractor is not entitled to any of the benefits privileges or emoluments of an employee or officer of the Reno-Tahoe Airport Authority.
5. **PERSONNEL, SUPPLIES AND EQUIPMENT**

The Contractor shall provide all equipment, labor, lubricants and parts for the satisfactory performance of the preventative maintenance and repair services as described herein. All repair parts used shall be of manufacturer’s origin and shall be covered by a warranty. Exceptions to this are required to be specifically approved by the Authority’s designated representative.

The Contractor must have a local (local defined as within 40 miles of the Reno Tahoe International Airport) office and warehouse and agree to maintain a local office and warehouse for the term of the resulting contract(s) consisting of the following:

5.1 A minimum IUEC (International Union of Elevator Constructors) work staff of five (5) licensed elevator mechanics permanently residing within 40 miles of the Reno Tahoe International Airport. Elevator mechanics are defined as personnel that have achieved the rating of “mechanic” as defined by the International Union of Elevator Constructors and licensed in the State of Nevada. Documentation of residence and of mechanic status shall be required prior to contracting. All mechanics shall wear a uniform with company logo.

5.2 A minimum of two (2) office staff employees consisting of a local field supervisor to directly supervise and oversee IUEC mechanics and all on-site maintenance performed as well as a local account representative to handle all questions associated with customer support issues, reporting, compliance paperwork, invoicing and billing questions, call back reports and State of Nevada inspection reports.

5.3 Contractor shall maintain locally (locally defined as within 40 miles of the Reno Tahoe International Airport) a parts inventory sufficient to accommodate normal replacement requirements of all equipment subject to this agreement as well as shall maintain a sufficient inventory on the job site and warehouse.

6 The elevator maintenance contractor shall present and demonstrate satisfactory evidence that it is able to acquire major replacement parts for all types of equipment as well as the necessary tools and technical assistance to support competitor’s equipment. Each elevator mechanic performing maintenance on the job shall have in his/her possession all necessary equipment and handheld tools that communicate with all equipment on property.

Elevator maintenance contractors that fail to satisfactorily meet any of the above requirements or fail to demonstrate their abilities to maintain and support the various types of equipment shall be disqualified. If in the opinion of the Reno-Tahoe Airport Authority Building Maintenance Superintendent or his designee, the lack of available parts causes extended down time (24 hours or more) and parts are available from other local sources, the Airport Authority may at its option, instruct the Contractor to purchase the necessary parts locally, at no additional cost to the Airport Authority.

If in the opinion of the Reno-Tahoe Airport Authority Building Maintenance Superintendent or his designee, an unreasonable amount of time is consumed in restoring normal service because of parts procurement, payment for the month in which service is delayed may be reduced or cancelled.
The Authority shall reserve the right to require that the Contractor submit the names of all employees engaged in work or having access to the buildings in an inspecting or supervisory capacity and cause to be completed such questionnaires, fingerprint charts and personal history statements as may be required.

Authority shall further reserve the right to have and exercise full and complete control over granting, denying, withholding or terminating clearances for the Contractor’s employees. Employees whom the Authority deem careless, discourteous, or otherwise objectionable or who do not meet standards required for security or any other reason shall be prohibited from entering the building to perform work.

7. LICENSE AND CERTIFICATION
Contractor shall agree to maintain any applicable licenses and/or certifications as may be required by any governing body for the performance of services as described herein within the affected jurisdiction.

8. NATURE OF SERVICE TO BE PROVIDED
Periodically provide preventative service and when conditions warrant, adjust, repair or replace controller parts including generator, worms, gears, thrusts, bearings, brake magnet coils, brake shoes, brushes, relay coils, contacts, resistance units, magnet frames, sheaves, shafts, bearings car lighting fixtures, tubes and ballasts, and solid state components per manufacturer’s specifications and/or state law whichever is more frequent for all elevator systems listed in this agreement.

Contractor shall service and maintain as necessary geared machinery, motors, pumps, generators, and wire rope cable, however if conditions require their replacement they shall be outside the scope of this agreement.

When necessary, repair or renew car guide shoes, rams, cylinders, and counterweight tension on all hoisting ropes.

When necessary, inspect, service and maintain all wire rope cables; repair conductor trail cables; replace fuses, repair wiring for shaftway door interlocks, push buttons, car operating stations; repair or replace renewal parts of the automatic car door opener and other accessory equipment.

Replace burned-out indicator bulbs in operating panels and indicators during periodic servicing.

Perform tests and inspections as required by Section 1001 of the American National Standard Safety Code for Elevators, Dumbwaiters, Escalators, and moving Walks (ANSI A17.1-2013) or most recent edition, including any required annual smoke/heat alarm tests for alarms in landings, hoistways and cars. Smoke/heat detectors to be tested with RTAA fire alarm contractor assistance between 2200 hours and 0400.

The Contractor shall not be required to make other safety tests nor to install new attachments on the elevator whether or not recommended or directed by insurance companies or by governmental authorities, nor to make any replacements with parts of a different design. It is
further agreed that the Contractor shall not be required to make renewals or repairs necessitated by reason of negligence or misuse of the equipment or by reason of any other cause beyond the Contractors control except ordinary wear and tear.

The Contractor shall not be required to repair, refinish, or replace any of the following under the terms of this Agreement; car lighting fixtures, tubes and ballasts, car and hoistway enclosures, care and hoistway door panels, frames and sills, underground pipe or conduit, power switches or fuses for same and power wiring to the controller, unless specifically contracted to do so.

The Contractor shall provide the State inspector with certificates evidencing completion of safety inspections of equipment covered by this Agreement.

The Contractor shall provide the Reno-Tahoe Airport Authority with a monthly log with each invoice submission for each elevator or escalator affected by the resulting Agreements(s), containing the following information; elevator or escalator and location, service performed, material replaced, parts on order and projected major problems. A service log, hydraulic oil use log, monthly fire switch test log, shall be provided in the equipment room, near the equipment, on a continual basis and kept up daily as work is performed.

Contractor shall perform required work as outlined herein and in the Specifications and Schedule of Duties sections of the Invitation to Bid during the Authority’s regular hours of administrative business hours, except for emergency call-back services and fire alarm testing.

Emergency call-back services shall be performed by the Contractor at any hour or any day of the week to correct trouble which develops with equipment covered under the terms of this Agreement, between regular routine examinations, at no additional cost to the Authority, provided such repairs are not necessitated by negligent operations for which the Contractor is not responsible.

Contractor shall be responsible for all transportation costs to and from the customer’s service location and at no time shall Authority be billed for mileage.

Contractor shall provide a monthly preventative maintenance schedule to the Building Maintenance Superintendent, or his designee, by the 15th of the preceding month. Contractor shall perform a minimum of one service visit per week and all equipment shall be serviced monthly. The Airport Authority reserves the right to amend the schedule as needed to meet passenger convenience.

Contractor will be responsible for notification, as provided in NAC 455C.526 2, to the State Enforcement Division and related inspections when notified by the Airport of an accident on elevator equipment.

The Maintenance Control Program (MCP) responsibility will be assumed by the Contractor. Maintenance Task and Repair Log (MTR) for elevators will be kept in the elevator control section. The MTR for escalators, Basic Elevator and Escalator Procedure Manual (BEEP) for elevators and escalators will be kept and secured in the north lobby elevator equipment room.
The Contractor will assist in the scheduling of and attend the State Enforcement Division inspections of covered equipment. The Contractor shall submit a request in writing to the following address thirty (30) days prior to the expiration date of the elevator/related equipment operation permit and request the annual inspections:

State of Nevada, Department of Business and Industry,
Division of Industrial Relations,
Occupational Safety and Health Administration Mechanical Unit
4600 Kietzke Lane, Suite F-151
Reno, NV 89502
Phone (775) 824-4650
Fax (775) 688-1664

Contractor will be responsible for elevator control for work by others under a separate Purchase Order for the work issued by the Airport Authority.

Staff working for the Contractor must obtain Airport Authority badging. The Authority will not provide escort for work under this contract.

9. TROUBLE CALL ANSWERING SERVICE
The Contractor shall have a service technician respond on-site to all emergency trouble calls within sixty (60) minutes of notification by the Airport Authority. A service technician shall respond on-site for non-emergency call within ninety (90) minutes for items covered by the resulting agreement. The designation of an emergency call will be determined by the Airport.

At the conclusion of each routine and emergency service, a report of the work performed shall be made to the Authority’s Building Maintenance Superintendent only or his designee.

10. CONSULTANT
In the event there is a question between the Authority and the Contractor regarding the performance of any routine maintenance or repair functions covered in this Agreement which cannot be resolved between the two parties, the Authority reserves the right to retain a qualified elevator consultant to survey the equipment in question. The Contractor shall agree to a bid by the consultant’s decision providing a decision does not constitute making changes to, or in any way upgrading the equipment from its original design.

The consultant’s fee shall be shared equally by both parties only if no fault is found in the Contractor’s performance. If the Contractor’s performance is found to be faulty, the Contractor shall pay the consultant’s entire fee.

11. SALE, LEASE OR OTHER TRANSFER
In the event of a sale, lease or other transfer of the equipment described herein or in the premises in which it is located, the Authority shall agree to notify the Contractor of its intent to discontinue coverage of said equipment a minimum of thirty (30) days in advance. There shall exist no further requirements regarding disposition of said equipment.
12. **TRANSFER OF OWNERSHIP, CHANGE OF NAME, CHANGE IN PRINCIPALS**
Contractor hereby agrees that, prior to any sale, transfer, business name change, change in principals, assignment or any other occurrence that alters this Agreement in any way between the Contractor and the Authority, they shall notify the Authority, in the person of the Purchasing Manager, of their intent, at least seven (7) days prior to making said change.

13. **ASSIGNMENT**
No assignment of this Agreement shall be allowed, including the right to receive payment, without the express written permission of the Authority Purchasing Manager or designee.

14. **COMPLIANCE WITH LAWS**
Contractor shall agree at all times to comply with all applicable laws, ordinances or regulations of governmental entities having jurisdiction over matters which are the subject of this Agreement including, without limitation, ensuring that all employees are in compliance with United States Immigration and Naturalization Laws.

15. **INSURANCE REQUIREMENTS**
The Authority has established specific indemnification, insurance, and safety requirements for service contracts to help assure that reasonable insurance coverage is purchased and safe working conditions are maintained. These requirements are contained in Attachment B and shall be an integral part of this Agreement.

16. **PAYMENT**
For successful performance of the terms and conditions contained herein, the Authority shall pay the Contractor according to the following schedule:

A: Two (2) each, Westinghouse Hydraulic Elevators – Two (2) landings.
   Serial # HC184991, Serial # 5209d61g03
   $__________ each x 2= $__________ total/per month

B: Four (4) Thyssen Krupp Model FT 842, type 5EK30 Tegeula escalators– Two (2) landings each.
   Serial # 65600897-4, Serial # 6560089-3, Serial # 65600897-002, Serial # 65600987-001
   $__________ each x 4= $__________ total/per month

C: Two (2) Esco 886 elevators with two (2) landings.
   Serial # C-91-11443, Serial # C-91-11442
   $__________ each x 2 = $__________ total/per month

D: Two (2) Schindler SWE 30-100K escalators, 90 FPM, 17’-9” rise,
   Serial # ES-50235-01, Serial # ES 50235-02
   $__________ each x 2 = $__________ total/per month
E. Six (6) Schindler 300A hydraulic passenger elevators: Five (5) 4000# capacity, 3 stops, Serial # HG54304, Serial # HG54305, Serial # HG54306, Serial # HG54307, Serial # HG54308, One (1) 3500# 2 stops Serial # HG54309

$__________ each x 6 = $___________ total/per month

F. Two (2) Otis GEARLESS elevators with two (2) landings

Machine # 612054, Machine # 612055

$__________ each x 2 = $___________ total/per month

G. One (1) Otis HYDRAULIC elevator with two (2) landings

Machine # 612056

$__________ each x 1 = $___________ total/per month

H. One (1) Otis hydraulic elevator with two (2) landings (Stead)

Machine #616362

$__________ each x 1 = $___________ total/per month

I. One National Wheel-O-Vator Wheelchair Lift CDE96: Screw drive, 9 FPM (Stead)

Serial # 56008

$__________ each x 1 = $___________ total/per month

J. ________ percent (_%) increase to monthly cost of elevator and escalator preventative maintenance and repair for replacement of generators, drive motors, geared machine including worms and gears, and wire rope cable if needed. (___ x $_____ = $_____/month).

Normal business hours shall be (6:00 a.m. – 6:00 p.m.)

There shall be no charge for full load safety tests, safety valve tests, and smoke detector tests that shall periodically be required.

Payment shall be made in the month following performance by the Contractor.

In the event the Reno Tahoe Airport Authority withdraws any equipment from services under this agreement, the Contractor shall agree to commensurate reduction in the monthly service rate.
17. **INTEGRATION**
   This Agreement and attachments thereto incorporate the original Invitation and Bid as awarded, and shall represent the complete understanding between the parties. Any amendments to this Agreement must be agreed upon in writing between the parties and witnessed by signatures of same.

18. **NOTICES**
   Except as otherwise specified, all notices under this Agreement shall be in writing. Notice to the Contractor shall be addressed to his place of business as designated in the bid invitation, or such other place as may be designated in writing by the contractor.
   Notice to the Authority shall be addressed to:
   
   Reno-Tahoe Airport Authority  
   Purchasing Division  
   Post Office Box 12490  
   Reno, NV 89510

19. **CANCELLATION OF AGREEMENT**
   Contractor shall reserve the right to cancel this Agreement, provided a written, dated notice of intent to cancel shall be delivered to the Authority in the person of the Purchasing Manager at least ninety (90) days prior to the anticipated cancellation date.

   The Authority shall reserve the right to cancel this Agreement on ninety (90) days written notice without termination charge or penalty, with or without cause.

20. **FUNDING-OUT CLAUSE**
   In the event the Authority fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against this Agreement necessitating cancellation of the Agreement, the Contractor shall agree to hold the Authority free from any charge or penalty.

21. **GOVERNING LAWS**
   This agreement and attachments thereto shall be subject to, and interpreted under the laws of the State of Nevada.
IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above.

RENO-TAHOE AIRPORT AUTHORITY

BY: __________________________
Marily M. Mora
President/CEO

CONTRACTOR

BY: __________________________

Title: __________________________

STATE OF NEVADA

s.

COUNTY OF WASHOE

s.

On this ______ day of _________, 2014, personally appeared before me, a notary public, __________________ known to me to be the ___________ of Contractor named herein, and acknowledged that he executed the within Agreement on behalf of said Contractor.

________________________________________
Notary Public
ATTACHMENT B
INSURANCE REQUIREMENTS

INTRODUCTION
The Reno-Tahoe Airport Authority (Owner) has established specific indemnification, insurance, and safety requirements for contracts to help assure that reasonable insurance coverage is purchased and safe working conditions are maintained. Indemnification and hold harmless clauses are intended to assure that a Contractor accepts and is able to pay for the loss or liability related to its activities.

The Contractor’s attention is directed to the insurance requirements below. It is highly recommended that the Contractor confer with its respective insurance carriers or brokers to determine in advance of bid/proposal submission the availability of insurance certificates and endorsements as prescribed and provided herein. If there are any questions regarding these insurance requirements, it is recommended that the agent/broker contact the Authority Manager of Finance directly at (775) 328-6830. If the successful Contractor fails to comply strictly with the insurance requirements, that Contractor may be disqualified from award of the contract.

INDEMNIFICATION AGREEMENT
To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the Owner, its Board of Trustees and its officers, directors, agents, servants, and employees from any and all liabilities, losses, suits, claims, judgments, fines, penalties, demands or expenses, including all reasonable costs for investigation and defense thereof (including, but not limited to, attorneys' fees, court costs, and expert fees), for injury or damage to persons or property sustained in or about the Airport, as a proximate result of the acts or omissions of the Contractor, its agents, servants, or employees, or arising out of the operations of the Contractor upon and about the Airport, excepting such liability as may result from the sole negligence of the Owner, its officers, directors, servants, agents and employees. Contractor shall further use legal counsel reasonably acceptable to the Owner in carrying out Contractor's obligations hereunder. Any final judgment rendered against the Owner for any cause for which Contractor is liable hereunder shall be conclusive against Contractor as to liability and amount, where the time for appeal therefrom has expired. The Indemnity provisions set forth herein shall survive the expiration or early termination of any Agreement.

CONTRACTOR PROVIDED INSURANCE
The Contractor shall provide the following insurance coverage for itself, all subcontractors, suppliers, material men, and all others accessing the project on the Contractor’s behalf:

1. Commercial General Liability Insurance
   Using Insurance Services Office “Commercial General Liability” policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits.
   
   Limits shall be no less than $5,000,000 per occurrence for all covered losses and no less than $5,000,000 general aggregate.

2. Course of Construction Insurance
   Builder's Risk or Course of Construction Insurance insuring on a "all risks" basis, with a limit equal to the completed value of the project and all materials and equipment to be incorporated therein, including
property in transit or elsewhere and insuring the interests of the Owner, Contractor and its subcontractors of any tier providing equipment, materials, or services for the project. The Airport shall be named as loss payee; and the insurers shall waive all rights of recovery against Airport.

3. **Workers’ Compensation**
   The Contractor and its subcontractor shall procure Nevada Worker’s Compensation Insurance as evidenced by a Certificate of Insurance from an acceptable insurance company covering contractor's employees for at least the statutorily required limits.

   Employer's Liability Insurance with a minimum limit of $1,000,000 per occurrence, including stop gap insurance.

4. **Business Automobile**
   The Contractor or subcontractor shall be responsible for maintaining Business Auto Coverage on ISO form CA 00 01 including owned, and non-owned and hired autos, or the exact equivalent. If Contractor or Contractor’s employees will use personal autos in any way on this project, Contractor shall obtain evidence of personal auto liability coverage for each person.

   If Vehicles operated only on the landside areas of Reno-Tahoe International Airport (RNO) with no access or proximity to aircraft movement areas, limits shall be no less than $1,000,000 per accident, Combined Single Limit

   If Vehicles are operated on the airfield of Reno-Tahoe International Airport (RNO) with proximity to aircraft movement areas, limits shall be no less than $5,000,000 per accident, Combined Single Limit.

**DEDUCTIBLES AND SELF-INSURED RETENTIONS**
Contractor's **Commercial General Liability**: $25,000 per claim
Course of Construction: $10,000 per claim

Any changes to the deductibles or self-insured retentions made during the term of the Agreement or during the term of any policy must be approved by the Owner prior to the change taking effect.

**IMPLEMENTATION AND ADMINISTRATION**
Contractor shall furnish the Owner with insurance certificates as evidence that the foregoing insurance is in force prior to commencement of work on the contract, including complete copies of the policies if requested.

Said policies shall be with insurance companies authorized to do business in the State of Nevada with an A. M. Best rating of A- VII or better.

Such policies shall provide that written notice shall be given to Owner thirty (30) days prior to cancellation or material change of any protection which said policies provide.

Said policies, except Worker's Compensation, shall name Owner, its Board, officers, employees, related entities, and representatives, Contractor and subcontractors and their officers, directors and employees, related entities and representatives; Engineer and Construction Manager as additional insureds. The
policies will be primary and any other insurance carried by Contractor and/or Owner shall be excess and not contributing therewith.

In the event Contractor fails to provide Owner with the insurance described, no work shall commence on the contract site. If the coverage required by the Contractor is terminated or reduced for any reason, all work on the contract site shall immediately stop until the all the required coverages are in place.

The extent of coverage or the limits of liability provided under the policies procured by the Contractor and/or subcontractors shall not be construed to be a limitation on the nature or extent of the Contractors' obligations or to relieve the Contractor of any such obligations or representation by the Owner as to the adequacy of the insurance to protect the Contractor against the obligations imposed on it by this or any other contract.

The Contractor covenants and agrees to exonerate and hold the Owner harmless of and from all liability, claims, demands, and causes of action whatsoever for injury or property damage arising out of acts of commission or omission by the Contractor, its agents, employees, subcontractors, or subordinate subcontractors or arising out of any other operation or transaction no matter by whom performed for, or on behalf of the Contractor.

The Owner reserves the right to have the Contractor furnish the Contractor's actual insurance policies for examination by the Owner.

It is the Contractor's responsibility to familiarize itself with the coverages described herein.

Immediate notification must be given to the Owner and/or its agent upon receiving any knowledge or notification of claim or litigation on which the Owner may be named.

**COSTS**

Costs for providing such insurance as described above shall be incidental to the work.

**CONTRACTOR’S TOOLS AND EQUIPMENT**

The Contractor is responsible for its own construction tools and equipment whether owned, leased, rented, or borrowed for use at the Airport worksite.
ATTACHMENT C
SECURITY REQUIREMENTS

GENERAL AIRPORT SECURITY
PERIMETER FENCE AND GATE SECURITY
DOORWAY SECURITY
AIRPORT IDENTIFICATION BADGES
CHALLENGE PROCEDURES
DRIVING ON AIR OPERATIONS AREA (RESTRICTED AREA)
ESCORTING VEHICLES
PENALTIES / FINES
GENERAL AIRPORT SECURITY

1. The Federal Government has established strict and detailed security requirements that all air carriers and airport operators must comply with to guard against terrorist acts and other threats to civil aviation security. Security regulations and requirements have been designed and implemented to prevent or deter unlawful acts against civil aviation. These regulations include prohibiting persons from gaining unauthorized access to an aircraft or to restricted areas of the airport (any area where aircraft operate or park, to include: runways, taxiways, ramps, hangars, aprons and other aircraft parking areas). All activities of contractors, vendors, consultants and service providers (Contractor) must comply with these security regulations as they apply to their work at the Reno-Tahoe International Airport (RNO).

2. Airport Security personnel, Transportation Security Administration (TSA) officials, Reno-Tahoe Airport Authority Police Officers, Airport Operations personnel, Construction Administration personnel, Airport Maintenance personnel and Airport Facilities personnel monitor airport Contractor activities; however, it is the responsibility of the Contractor, and the designated Chief of Security if applicable, to ensure compliance with these requirements. The Contract Manager, Airport Security, and Airport Operations will insist on the total adherence to all applicable Federal, State, City and Airport rules and regulations.

3. The following review of the security rules pertaining to RNO is provided for the Contractor's direction and guidance. This review may not discuss all security requirements, but serves as a guideline to familiarize the Contractor with some general airport security requirements.

PERIMETER FENCE AND GATE SECURITY

1. If the project requires access through the airport perimeter fence, the Contractor:
   1.1. Shall use only designated perimeter access gates and follow a pre-approved travel route.
   1.2. May be issued and responsible for media allowing access to pre-determined and approved gates.

2. Airport Security approval is required for any proposed modifications to the airport perimeter security system. Security fencing and/or gate construction shall be in conformity with applicable Transportation Security Regulations (TSRs) and Federal Aviation Administration (FAA) Advisory Circular(s) that are available at the Airport Operations Division. Integrity of the perimeter fence and gate system shall be strictly maintained at all times. There shall be no exceptions. Spaces between gate end posts to fence support posts shall not exceed two inches. Spaces from fence end posts to adjacent building structures shall not exceed three inches. Spaces beneath fencing shall not exceed two inches from the bottom of the fence fabric to surface grade.

DOORWAY SECURITY

1. During the course of Contractor activities, positive security controls shall be maintained to prevent unauthorized access to restricted areas of the airport.
2. The Contractor shall:

2.1 Never allow a security access door to be propped open unless a guard is posted at the door to prevent unauthorized access. Guards must be approved by Airport Security.

2.2 Not modify a security access door closure device or automatic locking mechanism. All security access doors must close and lock automatically.

2.3 Never use an emergency exit (alarmed door) for access, unless authorized by Airport Security or Airport Operations.

2.4 Complete a Tool Inventory Log (Attachment 1 of this Exhibit) when working within a sterile area (i.e., within the terminal buildings, beyond the security screening checkpoint), for all prohibited items entering and exiting the sterile area. This inventory shall be made available to Airport Security or Airport Operations (or a designated representative) for verification of compliance.

AIRPORT IDENTIFICATION BADGES

1. GENERAL GUIDELINES

Airport security identification badges are required for individuals to be allowed unescorted access to the restricted, secured areas of the Reno-Tahoe International Airport (RNO). All individuals accessing or moving within the restricted, secured areas must either possess and properly display a valid picture RNO ID Badge or be under approved escort AT ALL TIMES while in these areas.

There shall be at least one Contractor supervisor/foreman with a picture RNO ID Badge in each work area at all times.

Escort means to accompany or supervise an individual who does not have unescorted access authority to areas restricted for security purposes, as defined in the Airport Security Program, in a manner sufficient to take action should the individual engage in activities other than those for which the escorted access is granted. The escort or other authorized individual can take responsive actions.

2. PROCEDURES TO OBTAIN AN AIRPORT IDENTIFICATION BADGE

2.1 A picture RNO ID Badge is authorized by Airport Security. The Airport Badging Office (ABO) will issue badges.

2.2 A Fingerprint-Based Criminal History Access Investigation and a Security Threat Assessment are required for all picture RNO ID Badge applicants. Investigations will be performed by Airport Security at a current cost to the Contractor of fifty-five dollars ($55.00) per applicant. Additionally, Contractor is responsible for the following supplementary ID costs: twenty-five dollars ($25.00) for interactive training and twenty-five dollars ($25.00) for the RNO ID badge. Total badging cost is $105.00 per applicant.
When the Contractor submits an application for a RNO ID Badge, the Contractor is certifying to the best of their knowledge and judgment that:

2.2.1 The Access Investigation has been accomplished for the individual applying for a RNO ID Badge in accordance with prescribed guidelines;

2.2.2 There are no discrepancies between what the applicant stated versus what the Access Investigation revealed; and

2.2.3 The applicant is eligible to have unescorted access to restricted areas of the airport and is not a security risk.

2.3 Security training and testing is required for all picture RNO ID Badge applicants. Security education consists of an interactive electronic training program.

2.4. All RNO ID Badges shall be surrendered at the completion of the project, or at the direction of Airport Security, Airport Operations, or the project or contract manager. The current replacement fee for a lost or misplaced badge is $50.00. Renewal of an ID badge is required annually and costs $25.00.

2.5. RNO ID Badges are issued to specific individuals and are not transferable. Random ID checks may be made at any time by Airport Authority Police, Airport Security, and Airport Operations.

3. REQUIREMENTS FOR WEARING IDENTIFICATION BADGES

3.1 When working in restricted areas of the airport, continuous display of a valid RNO ID Badge is MANDATORY for all personnel.

3.2 The badge shall be worn on an individual's outermost garment, at waist level or above, so as to be readily visible by casual observation. The ID badge shall not be covered by other identification or clothing.

CHALLENGE PROCEDURES

Complying with approved challenge procedures is the responsibility of ALL individuals issued a RNO ID Badge. All Contractor personnel issued a RNO ID Badge, not just foremen and supervisors, shall challenge anyone in restricted areas of the airport not properly displaying a RNO ID Badge, or under approved escort. Challenge procedures are explained in the security-training program.

DRIVING ON THE AIR OPERATIONS AREA (RESTRICTED AREA)

1. VEHICLE IDENTIFICATION AND MARKINGS

All vehicles that are operated without escort on the Air Operations Area (AOA) shall be marked so as to be readily identifiable. The Contractor's Company logo, name or other distinctive markings, as
approved by Airport Security or Airport Operations, shall be visible from both sides of the vehicle at all times while on the AOA. Magnetic decals or painted logos are acceptable to comply with this requirement. Homemade paper, cardboard or hand-printed signs/logos are not acceptable and do not comply with this requirement.

YELLOW ROTATING ROOFTOP BEACONS ARE REQUIRED FOR ANY CONTRACTOR VEHICLE OPERATING ON THE AOA AT NIGHT, OR IN INCLEMENT WEATHER.

2. VEHICLE CONTROL

2.1 Properly authorized vehicles having official business on the airport may operate within specified areas of the AOA. Vehicles shall not be operated upon any movement area unless authorized and escorted by Airport Operations.

2.2 Vehicles are restricted to the Contractor's work location and within the prescribed travel (haul) route. All vehicles shall follow the prescribed travel route and the identified Vehicle Service Roads. All traffic control signs and instructions shall be adhered to at all times.

3. AOA DRIVER TRAINING

All individuals who operate any type of vehicle on the AOA, with the exception of those under escort, MUST possess a valid RNO AOA Driver endorsement. Individuals requesting the privilege to drive a vehicle on the AOA must be authorized by Airport Security and Airport Operations. All AOA driver applicants must successfully complete an approved AOA driver training program administered by Airport Security or Airport Operations. AOA driver applicants will be tested on their knowledge of AOA driving rules and regulations. Successful applicants will be issued a RNO AOA Driver endorsement on their RNO ID Badge at the ABO. Airport Security and/or Airport Operations may revoke AOA driving privileges at any time. The operator of any vehicle, who drives onto a movement area without authorization from Airport Operations, is in violation of a major safety/security rule and will have their driving privileges permanently revoked.

ESCORTING VEHICLES

1. Vehicles that are operated on the AOA without a RNO AOA Vehicle Permit MUST be under the control of an approved escort at all times. Vehicle escort procedures are as follows:

1.1 The driver of the vehicle performing the escort shall have a picture RNO ID Badge and a RNO AOA Driver endorsement.

1.2 Approved escort procedures shall apply to the driver and the vehicle being escorted at all times, as authorized by Airport Security or Airport Operations.

1.3 THE DEFINITION OF A VEHICLE ESCORT IS: IN VIEW AND UNDER THE POSITIVE CONTROL OF THOSE RESPONSIBLE FOR THE ESCORT AT ALL TIMES.
2. The movement, positioning and parking of exceptionally large, tall, or slow vehicles (i.e. a large crane, vehicles carrying an oversize load, backhoes, earth movers, dump trucks, etc.) shall be coordinated with and authorized by Airport Operations.

**PENALTIES / FINES**

Each violation of the RNO Airport Security Program subjects the Contractor to a potential civil penalty assessment by the TSA. Civil penalties are assessed at a minimum of ten thousand dollars ($10,000) for each violation occurrence. Fines levied against RNO due to the actions of a Contractor, or any of its employees or subcontractors, will be withheld from the Contractor’s final payment or reimbursed to RNO by the Contractor, as appropriate.

These Security Instructions are intended to cover the majority of contracts performed at RNO and do not include all measures that may be required.