



CITY COUNCIL STAFF REPORT

DATE: August 3, 2016 CONSENT AGENDA

SUBJECT: CONTRACT AWARD - AIRPORT PASSENGER BOARDING BRIDGES
AND BAG-CLAIM BELT SERVICE AGREEMENT

FROM: David H. Ready, City Manager

BY: Department of Aviation

SUMMARY

This action will award a service contract for the maintenance of the Palm Springs International (PSP) eight Passenger Boarding Bridges located on the Bono Concourse and the three bag-claim delivery belts.

RECOMMENDATION:

1. Approve the award of a 3 year contract with 2 one year options to renew in a form acceptable to the City Attorney for Maintenance Services to Riselo Engineering Solutions Inc. of Fontana, CA as specified in Request for Proposals #06-16 in the amount of \$235,850.00 for the initial 3 year term for routine fixed services, with on-call hourly rates for non-routine maintenance and repairs..
2. Authorize the City Manager to execute all necessary documents.

STAFF ANALYSIS

A Passenger Boarding Bridge (PBB) is a large metal motorized and computerized mechanism that is attached to an airport's concourse building for the loading and unloading of airline passengers. The PSP Airport has eight of these units on the Bono Concourse and all are owned and maintained by the airport then used by trained airline operators to interface with parked aircraft. The units adjust in length and height to accommodate a wide variety of aircraft and are considered critical equipment for airline operations. It is vital for the airport to keep these units well maintained to ensure reliability for the scheduled airlines. Baggage Handling Systems (BHS) are conveyor belt systems that are utilized to transport passenger's luggage to and from the airplanes. The PSP Airport has 9 of these systems located within the main airport

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terminal however only 3 of the 9 are the responsibility of PSP for preventative maintenance. The other 6 are maintained by the airlines.

The Procurement and Contracting Division, in conjunction with airport staff, prepared specifications and conducted a Request for Proposal (RFP) process that was posted to the City's website, advertised in the Desert Sun and sent to twelve known firms that provide such services. There were four firms present at the pre-bid walk-through held at the airport on June 28, 2016. Only one (1) bid was received and evaluated. Airport Operations and management evaluated and reviewed the necessary qualifications of the proposal received which was from the incumbent service provider. Riselo Engineering Solutions, Inc. of Fontana, CA meets all the requested qualifications for recommendation of award. Riselo Engineering offers a qualified and experienced team that has done a good job over the past five years.

FISCAL IMPACT

Funds are budgeted as an operating expense in the Airport's 415 appropriations. This new service contract fees are as follows:

	<u>Annual Fixed</u>	<u>Hourly On-Call Rate</u>	<u>Saturday/Sunday On-Call Rate</u>
Year 1	\$87,150	\$98.00	\$125.00
Year 2	\$74,350	\$98.00*	\$125.00*
Year 3	\$74,350	\$98.00*	\$125.00*
Optional Years subject to CPI increase/decrease for OEM and Non-OEM parts:			
Year 4	\$74,350	\$98.00*	\$125.00*
Year 5	\$74,350	\$98.00*	\$125.00*

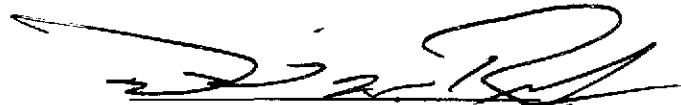
(Year 1 inspection and maintenance fees include a passenger boarding bridge ball screw inspection for \$12,800.00)

*Hourly rate subject to California State prevailing wage adjustment. The current hourly rate on expiring contract is \$87.50 per hour.

The Airport shall utilize the hourly on-call rate as provided in this agreement for any non-routine maintenance issues that requires immediate attention as they arise. The Airport has budgeted \$150,000.00 for the 2016/2017 year for non-routine maintenance issues.



Thomas P. Nolan, A.A.E.
Executive Director, Airport



David H. Ready, Esq., Ph.D.
City Manager

Attachment
(1) Contract Service Agreement

**CONTRACT SERVICES AGREEMENT
PASSENGER LOADING BRIDGE AND BAGGAGE HANDLING SYSTEM
INSPECTION AND MAINTENANCE SERVICES**

THIS CONTRACT SERVICES AGREEMENT ("Agreement") is entered into, and effective on _____, 2016, between the CITY OF PALM SPRINGS, a California charter city and municipal corporation, ("City") and Riselo Engineering Solutions Inc., a California Corporation ("Contractor"). City and Contractor are individually referred to as "Party" and are collectively referred to as the "Parties".

RECITALS

A. City has determined that there is a need for inspections and necessary preventative maintenance and on-call repair of eight (8) FMC Jetway® passenger loading bridges and nine (9) Glidepath and Hydrol baggage handling systems for the Palm Springs International Airport ("Project").

B. Contractor has submitted to City a proposal to provide inspections and necessary preventative maintenance and on-call repairs to City for the Project under the terms of this Agreement.

C. Contractor is qualified by virtue of its experience, training, education, reputation, and expertise to provide these services and has agreed to provide such services as provided in this Agreement.

D. City desires to retain Contractor to provide such contract services.

In consideration of these promises and mutual obligations, covenants, and conditions, the Parties agree as follows:

AGREEMENT

1. SERVICES OF CONTRACTOR

1.1 **Scope of Services.** In compliance with all terms and conditions of this Agreement, Contractor agrees to perform the contract services set forth in the Scope of Services described in Exhibit "A" (the "Services" or "Work") , which is attached and incorporated by reference. As a material inducement to the City entering into this Agreement, Contractor represents and warrants that Contractor is a provider of first class work and contract services and that Contractor is experienced in performing the Work and Services contemplated and, in light of such status and experience, Contractor covenants that it shall follow the highest contract standards in performing the Work and Services required in this Agreement. For purposes of this Agreement, the phrase "highest contract standards" shall mean those standards of practice recognized as high quality among well-qualified and experienced contracts performing similar work under similar circumstances.

1.2 Contract Documents. The Agreement between the Parties shall consist of the following: (1) this Agreement; (2) the Scope of Services; (3) the City's Request for Proposals; and, (4) the Contractor's signed, original proposal submitted to the City ("Contractor's Proposal"), (collectively referred to as the "Contract Documents"). The City's Request for Proposals and the Contractor's Proposal, which are both attached as Exhibits "B" and "C", respectively, are incorporated by reference and are made a part of this Agreement. The Scope of Services shall include the Contractor's Proposal. All provisions of the Scope of Services, the City's Request for Proposals and the Contractor's Proposal shall be binding on the Parties. Should any conflict or inconsistency exist in the Contract Documents, the conflict or inconsistency shall be resolved by applying the provisions in the highest priority document, which shall be determined in the following order of priority: (1st) the provisions of the Scope of Services (Exhibit "A"); (2nd) the provisions of the City's Request for Proposal (Exhibit "B"); (3rd) the terms of this Agreement; and, (4th) the provisions of the Contractor's Proposal (Exhibit "C").

1.3 Compliance with Law. Contractor warrants that all Services rendered shall be performed in accordance with all applicable federal, state, and local laws, statutes, ordinances lawful orders, rules, and regulations.

1.4 Licenses, Permits, Fees, and Assessments. Contractor represents and warrants to City that it has obtained all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession and perform the Work and Services required by this Agreement. Contractor represents and warrants to City that Contractor shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any license, permit, qualification, or approval that is legally required for Contractor to perform the Work and Services under this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the Work and Services required by this Agreement. Contractor shall indemnify, defend, and hold harmless City against any such fees, assessments, taxes penalties, or interest levied, assessed, or imposed against City to the fullest extent permitted by law.

1.5 Familiarity with Work. By executing this Agreement, Contractor warrants that Contractor (a) has thoroughly investigated and considered the Scope of Services to be performed, (b) has carefully considered how the Services should be performed, and (c) fully understands the facilities, difficulties, and restrictions attending performance of the Services under this Agreement. If the Services involve work upon any site, Contractor warrants that Contractor has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of any Services. Should the Contractor discover any latent or unknown conditions that will materially affect the performance of the Services, Contractor shall immediately inform the City of such fact and shall not proceed except at Contractor's risk until written instructions are received from the City.

1.6 Care of Work. Contractor shall adopt reasonable methods during the term of the Agreement to furnish continuous protection to the Work and the equipment, materials, papers, documents, plans, studies, and/or other components to prevent losses or damages. Contractor

shall be responsible for all such damages, to persons or property, until acceptance of the Work by the City, except such losses or damages as may be caused by City's own negligence.

1.7 Further Responsibilities of Parties. Parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Parties agree to act in good faith to execute all instruments, prepare all documents, and take all actions as may be reasonably necessary to carry out the purposes of this Agreement.

1.8 Additional Services. City shall have the right at any time during the performance of the Services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to, or deducting from such Work. No such extra work may be undertaken unless a written order is first given by the City to the Contractor, incorporating any adjustment in (i) the Maximum Contract Amount, as defined below, and/or (ii) the time to perform this Agreement. Any adjustments must also be approved in writing by the Contractor. Any increase in compensation of up to twenty-five percent (25%) of the Maximum Contract Amount or \$25,000, whichever is less, or in the time to perform of up to thirty (30) days, may be approved by the City Manager, or his designee, as may be needed to perform any extra work. Any greater increases, occurring either separately or cumulatively, must be approved by the Palm Springs City Council. It is expressly understood by Contractor that the provisions of this section shall not apply to the services specifically set forth or reasonably contemplated within the Scope of Services.

2. COMPENSATION

2.1 Maximum Contract Amount. For the Services rendered under this Agreement, Contractor shall be compensated by City in accordance with the Schedule of Compensation, which is attached as Exhibit "D" and incorporated in this Agreement by reference. Compensation shall not exceed the maximum contract amount of Two hundred Thirty Five Thousand Eight hundred and fifty Dollars, (\$235,850.00) ("Maximum Contract Amount"), for initial 3 year term for routine fixed services, with on-call hourly rates for non-routine maintenance and repairs except as may be provided under Section 1.8. The method of compensation shall be as set forth in Exhibit "D." Compensation for necessary expenditures for reproduction costs, telephone expenses, and transportation expenses must be approved in advance by the Contract Officer designated under Section 4.2 and will only be approved if such expenses are also specified in the Schedule of Compensation. The Maximum Contract Amount shall include the attendance of Contractor at all Project meetings reasonably deemed necessary by the City. Contractor shall not be entitled to any increase in the Maximum Contract Amount for attending these meetings. Contractor accepts the risk that the services identified in the Scope of Services may be more costly and/or time-consuming than Contractor anticipates, that Contractor shall not be entitled to additional compensation, and that the provisions of Section 1.8 shall not be applicable to the services identified in the Scope of Services. The maximum amount of city's payment obligation under this section is the amount specified in this Agreement. If the City's maximum payment obligation is reached before the Contractor's Services under this Agreement are completed, Contractor shall complete the Work and City shall not be liable for payment beyond the Maximum Contract Amount.

2.2. Method of Payment. Unless another method of payment is specified in the Schedule of Compensation (Exhibit "D"), in any month in which Contractor wishes to receive payment, Contractor shall submit to the City an invoice for services rendered prior to the date of the invoice. The invoice shall be in a form approved by the City's Finance Director and must be submitted no later than the tenth (10) working day of such month. Such requests shall be based upon the amount and value of the services performed by Contractor and accompanied by such reporting data including an itemized breakdown of all costs incurred and tasks performed during the period covered by the invoice, as may be required by the City. City shall use reasonable efforts to make payments to Contractor within forty-five (45) days after receipt of the invoice or as soon as is reasonably practical. There shall be a maximum of one payment per month.

2.3 Changes in Scope. In the event any change or changes in the Scope of Services is requested by City, Parties shall execute a written amendment to this Agreement, specifying all proposed amendments, including, but not limited to, any additional fees. An amendment may be entered into:

A. To provide for revisions or modifications to documents, work product, or work, when required by the enactment or revision of any subsequent law; or

B. To provide for additional services not included in this Agreement or not customarily furnished in accordance with generally accepted practice in Contractor's profession.

2.4 Appropriations. This Agreement is subject to and contingent upon funds being appropriated by the City Council for each fiscal year covered by the Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to the City.

3. SCHEDULE OF PERFORMANCE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement. The time for completion of the services to be performed by Contractor is an essential condition of this Agreement. Contractor shall prosecute regularly and diligently the Work of this Agreement according to the agreed upon attached Schedule of Performance (Exhibit "E"), incorporated by reference.

3.2 Schedule of Performance. Contractor shall commence the Services under this Agreement upon receipt of a written notice to proceed and shall perform all Services within the time period(s) established in the Schedule of Performance. When requested by Contractor, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer, but such extensions shall not exceed one hundred eighty (180) days cumulatively; however, the City shall not be obligated to grant such an extension.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the Services rendered under this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor (financial inability excepted) if Contractor, within ten (10) days of the commencement of such delay, notifies the Contract Officer in writing of the causes of the delay.

Unforeseeable causes include, but are not limited to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, and/or acts of any governmental agency, including the City. The City Manager shall ascertain the facts and the extent of delay, and extend the time for performing the Services for the period of the enforced delay when and if in the judgment of the City Manager such delay is justified. The City Manager's determination shall be final and conclusive upon the Parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Contractor's sole remedy being extension of the Agreement under this section.

3.4 Term. Unless earlier terminated under this Agreement, this Agreement shall commence upon the effective date of this Agreement and continue in full force and effect until completion of the Services. However, the term shall not exceed three (3) years from the commencement date, except as otherwise provided in the Schedule of Performance described in Section 3.2 above. Any extension must be through mutual written agreement of the Parties.

3.5 Termination Prior to Expiration of Term. City may terminate this Agreement for its convenience at any time, without cause, in whole or in part, upon giving Contractor thirty (30) days written notice. Where termination is due to the fault of Contractor and constitutes an immediate danger to health, safety, and general welfare, the period of notice shall be such shorter time as may be determined by the City. Upon such notice, City shall pay Contractor for Services performed through the date of termination. Upon receipt of such notice, Contractor shall immediately cease all work under this Agreement, unless stated otherwise in the notice or by written authorization of the Contract Officer. After such notice, Contractor shall have no further claims against the City under this Agreement. Upon termination of the Agreement under this section, Contractor shall submit to the City an invoice for work and services performed prior to the date of termination. Contractor may terminate this Agreement, with or without cause, upon sixty (60) days written notice to the City, except that where termination is due to material default by the City, the period of notice may be such shorter time as the Contractor may determine.

4. COORDINATION OF WORK

4.1 Representative of Contractor. The following principal of Contractor is designated as being the principal and representative of Contractor authorized to act in its behalf and make all decisions with respect to the Services to be performed under this Agreement: Romeo Lopez, General Manager. It is expressly understood that the experience, knowledge, education, capability, expertise, and reputation of the foregoing principal is a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principal shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services performed hereunder. The foregoing principal may not be changed by Contractor without prior written approval of the Contract Officer.

4.2 Contract Officer. The Contract Officer shall be the City Manager or his/her designee ("Contract Officer"). Contractor shall be responsible for keeping the Contract Officer fully informed of the progress of the performance of the services. Contractor shall refer any

decisions that must be made by City to the Contract Officer. Unless otherwise specified, any approval of City shall mean the approval of the Contract Officer.

4.3 Prohibition Against Subcontracting or Assignments. The experience, knowledge, capability, expertise, and reputation of Contractor, its principals and employees, were a substantial inducement for City to enter into this Agreement. Therefore, Contractor shall not assign full or partial performance of this Agreement, nor any monies due, voluntarily or by operation of law, without the prior written consent of City. Contractor shall not contract with any other entity to perform the Services required under this Agreement without the prior written consent of City. If Contractor is permitted to subcontract any part of this Agreement by City, Contractor shall be responsible to City for the acts and omissions of its subcontractor(s) in the same manner as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationships between any subcontractor and City. All persons engaged in the Work will be considered employees of Contractor. City will deal directly with and will make all payments to Contractor. In addition, neither this Agreement nor any interest in this Agreement may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written consent of City. Transfers restricted in this Agreement shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release Contractor or any surety of Contractor from any liability under this Agreement without the express written consent of City.

4.4 Independent Contractor. The legal relationship between the Parties is that of an independent contractor, and nothing shall be deemed to make Contractor a City employee.

A. During the performance of this Agreement, Contractor and its officers, employees, and agents shall act in an independent capacity and shall not act or represent themselves as City officers or employees. The personnel performing the Services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Contractor or any of its officers, employees, or agents, except as set forth in this Agreement. Contractor, its officers, employees, or agents shall not maintain an office or any other type of fixed business location at City's offices. City shall have no voice in the selection, discharge, supervision, or control of Contractor's employees, servants, representatives, or agents, or in fixing their number, compensation, or hours of service. Contractor shall pay all wages, salaries, and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, including but not limited to social security income tax withholding, unemployment compensation, workers' compensation, and other similar matters. City shall not in any way or for any purpose be deemed to be a partner of Contractor in its business or otherwise a joint venturer or a member of any joint enterprise with Contractor.

B. Contractor shall not have any authority to bind City in any manner. This includes the power to incur any debt, obligation, or liability against City.

C. No City benefits shall be available to Contractor, its officers, employees, or agents in connection with any performance under this Agreement. Except for contract fees paid to Contractor as provided for in this Agreement, City shall not pay salaries, wages, or other compensation to Contractor for the performance of Services under this Agreement. City shall not be liable for compensation or indemnification to Contractor, its officers, employees, or agents, for injury or sickness arising out of performing Services. If for any reason any court or governmental agency determines that the City has financial obligations, other than under Section 2 and Subsection 1.8 in this Agreement, of any nature relating to salary, taxes, or benefits of Contractor's officers, employees, servants, representatives, subcontractors, or agents, Contractor shall indemnify City for all such financial obligations.

5. INSURANCE

5.1 Types of Insurance. Contractor shall procure and maintain, at its sole cost and expense, the insurance described below. The insurance shall be for the duration of this Agreement and includes any extensions, unless otherwise specified in this Agreement. The insurance shall be procured in a form and content satisfactory to City. The insurance shall apply against claims which may arise from the Contractor's performance of Work under this Agreement, including Contractor's agents, representatives, or employees. In the event the City Manager determines that the Work or Services to be performed under this Agreement creates an increased or decreased risk of loss to the City, the Contractor agrees that the minimum limits of the insurance policies may be changed accordingly upon receipt of written notice from the City Manager or his designee. Contractor shall immediately substitute any insurer whose A.M. Best rating drops below the levels specified in this Agreement. Except as otherwise authorized below for contract liability (errors and omissions) insurance, all insurance provided under this Agreement shall be on an occurrence basis. The minimum amount of insurance required shall be as follows:

A. Errors and Omissions Insurance. Contractor shall obtain and maintain in full force and effect throughout the term of this Agreement, standard industry form contract liability (errors and omissions) insurance coverage in an amount of not less than one million dollars (\$1,000,000.00) per occurrence and two-million dollars (\$2,000,000.00) annual aggregate, in accordance with the provisions of this section.

(1) Contractor shall either: (a) certify in writing to the City that Contractor is unaware of any contract liability claims made against Contractor and is unaware of any facts which may lead to such a claim against Contractor; or (b) if Contractor does not provide the certification under (a), Contractor shall procure from the contract liability insurer an endorsement providing that the required limits of the policy shall apply separately to claims arising from errors and omissions in the rendition of services under this Agreement.

(2) If the policy of insurance is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of this Agreement, and for a period of three (3) years from the date of the completion of the Services provided hereunder. In the event of termination of the policy during this period, Contractor shall obtain continuing insurance coverage for the prior acts or omissions of Contractor during the course of

performing Services under the terms of this Agreement. The coverage shall be evidenced by either a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier or other insurance arrangements providing for complete coverage, either of which shall be subject to the written approval by the City Manager.

(3) In the event the policy of insurance is written on an "occurrence" basis, the policy shall be continued in full force and effect during the term of this Agreement, or until completion of the Services provided for in this Agreement, whichever is later. In the event of termination of the policy during this period, new coverage shall immediately be obtained to ensure coverage during the entire course of performing the Services under the terms of this Agreement.

B. Workers' Compensation Insurance. Contractor shall obtain and maintain, in full force and effect throughout the term of this Agreement, workers' compensation insurance in at least the minimum statutory amounts, and in compliance with all other statutory requirements, as required by the State of California. Contractor agrees to waive and obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies. If Contractor has no employees, Contractor shall complete the City's Request for Waiver of Workers' Compensation Insurance Requirement form.

C. Commercial General Liability Insurance. Contractor shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of commercial general liability insurance written on a per occurrence basis with a combined single limit of at least one million dollars (\$1,000,000.00) and two million dollars (\$2,000,000.00) general aggregate for bodily injury and property damage including coverages for contractual liability, personal injury, independent contractors, broad form property damage, products and completed operations.

D. Business Automobile Insurance. Contractor shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of business automobile liability insurance written on a per occurrence basis with a single limit liability in the amount of one million dollars (\$1,000,000.00) bodily injury and property damage. The policy shall include coverage for owned, non-owned, leased, and hired cars.

E. Employer Liability Insurance. Contractor shall obtain and maintain, in full force and effect throughout the term of this Agreement, a policy of employer liability insurance written on a per occurrence basis with a policy limit of at least one million dollars (\$1,000,000.00) for bodily injury or disease.

5.2 Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager or his/her designee prior to commencing any work or services under this Agreement. Contractor guarantees payment of all deductibles and self-insured retentions. City reserves the right to reject deductibles or self-insured retentions in excess of \$10,000, and the City Manager or his/her designee may require

evidence of pending claims and claims history as well as evidence of Contractor's ability to pay claims for all deductible amounts and self-insured retentions proposed in excess of \$10,000.

5.3 Other Insurance Requirements. The following provisions shall apply to the insurance policies required of Contractor under this Agreement:

- 5.3.1 For any claims related to this Agreement, Contractor's coverage shall be primary insurance with respect to the City and its officers, council members, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City and its officers, council members, officials, employees, agents, and volunteers shall be in excess of Contractor's insurance and shall not contribute with it.
- 5.3.2 Any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to City and its officers, council members, officials, employees, agents, and volunteers.
- 5.3.3 All insurance coverage and limits provided by Contractor and available or applicable to this Agreement are intended to apply to each insured, including additional insureds, against whom a claim is made or suit is brought to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the City or its operations shall limit the application of such insurance coverage.
- 5.3.4 No required insurance coverages may include any limiting endorsement which substantially impairs the coverages set forth in this Agreement (e.g., elimination of contractual liability or reduction of discovery period), unless the endorsement has first been submitted to the City Manager and approved in writing.
- 5.3.5 Contractor agrees to require its insurer to modify insurance endorsements to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the endorsements. Certificates of insurance will not be accepted in lieu of required endorsements, and submittal of certificates without required endorsements may delay commencement of the Project. It is Contractor's obligation to ensure timely compliance with all insurance submittal requirements as provided in this Agreement.
- 5.3.6 Contractor agrees to ensure that subcontractors, and any other parties involved with the Project who are brought onto or involved in the Project by Contractor, provide the same minimum insurance coverage required of Contractor. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided

in conformity with the requirements of this section. Contractor agrees that upon request, all agreements with subcontractors and others engaged in the Project will be submitted to the City for review.

- 5.3.7 Contractor acknowledges and agrees that any actual or alleged failure on the part of the City to inform Contractor of non-compliance with any insurance requirement in no way imposes any additional obligations on the City nor does it waive any rights in this or any other regard.
- 5.3.8 Contractor shall provide proof that policies of insurance required in this Agreement, expiring during the term of this Agreement, have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. Endorsements as required in this Agreement applicable to the renewing or new coverage shall be provided to City no later than ten (10) days prior to expiration of the lapsing coverage.
- 5.3.9 Requirements of specific insurance coverage features or limits contained in this section are not intended as limitations on coverage, limits, or other requirements, or as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.
- 5.3.10 The requirements in this section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impair the provisions of this section.
- 5.3.11 Contractor agrees to provide immediate notice to City of any claim or loss against Contractor arising out of the Work performed under this Agreement and for any other claim or loss which may reduce the insurance available to pay claims arising out of this Agreement. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City, or to reduce or dilute insurance available for payment of potential claims.
- 5.3.12 Contractor agrees that the provisions of this section shall not be construed as limiting in any way the extent to which the Contractor may be held responsible for the payment of damages resulting from the Contractor's activities or the activities of any person or person for which the Contractor is otherwise responsible.

5.4 Sufficiency of Insurers. Insurance required in this Agreement shall be provided by authorized insurers in good standing with the State of California. Coverage shall be provided by insurers admitted in the State of California with an A.M. Best's Key Rating of B++, Class

VII, or better, unless such requirements are waived in writing by the City Manager or his designee due to unique circumstances.

5.5 Verification of Coverage. Contractor shall furnish City with both certificates of insurance and endorsements, including additional insured endorsements, affecting all of the coverages required by this Agreement. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All proof of insurance is to be received and approved by the City before work commences. City reserves the right to require Contractor's insurers to provide complete, certified copies of all required insurance policies at any time. Additional insured endorsements are not required for Errors and Omissions and Workers' Compensation policies.

Verification of Insurance coverage may be provided by: (1) an approved General and/or Auto Liability Endorsement Form for the City of Palm Springs or (2) an acceptable Certificate of Liability Insurance Coverage with an approved Additional Insured Endorsement with the following endorsements stated on the certificate:

1. *"The City of Palm Springs, its officials, employees, and agents are named as an additional insured..." ("as respects City of Palm Springs Contract No. ___" or "for any and all work performed with the City" may be included in this statement).*

2. *"This insurance is primary and non-contributory over any insurance or self-insurance the City may have..." ("as respects City of Palm Springs Contract No. ___" or "for any and all work performed with the City" may be included in this statement).*

3. *"Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the Certificate Holder named." Language such as, "endeavor to" mail and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representative" is not acceptable and must be crossed out.*

4. Both the Workers' Compensation and Employers' Liability policies shall contain the insurer's waiver of subrogation in favor of City, its elected officials, officers, employees, agents, and volunteers.

In addition to the endorsements listed above, the City of Palm Springs shall be named the certificate holder on the policies. All certificates of insurance and endorsements are to be received and approved by the City before work commences. All certificates of insurance must be authorized by a person with authority to bind coverage, whether that is the authorized agent/broker or insurance underwriter. Failure to obtain the required documents prior to the commencement of work shall not waive the Contractor's obligation to provide them.

6. INDEMNIFICATION

6.1 Indemnification and Reimbursement. To the fullest extent permitted by law, Contractor shall defend (at Contractor's sole cost and expense), indemnify, protect, and hold harmless City, its elected officials, officers, employees, agents, and volunteers (collectively the "Indemnified Parties"), from and against any and all liabilities, actions, suits, claims, demands, losses, costs, judgments, arbitration awards, settlements, damages, demands, orders, penalties, and expenses including legal costs and attorney fees (collectively "Claims"), including but not limited to Claims arising from injuries to or death of persons (Contractor's employees included), for damage to property, including property owned by City, from any violation of any federal, state, or local law or ordinance, and from errors and omissions committed by Contractor, its officers, employees, representatives, and agents, that arise out of or relate to Contractor's performance under this Agreement. This indemnification clause excludes Claims arising from the sole negligence or willful misconduct of the City, its elected officials, officers, employees, agents, and volunteers. Under no circumstances shall the insurance requirements and limits set forth in this Agreement be construed to limit Contractor's indemnification obligation or other liability under this Agreement. Contractor's indemnification obligation shall survive the expiration or earlier termination of this Agreement until all actions against the Indemnified Parties for such matters indemnified are fully and finally barred by the applicable statute of limitations or, if an action is timely filed, until such action is final. This provision is intended for the benefit of third party Indemnified Parties not otherwise a party to this Agreement.

6.2 Design Contract Services Indemnification and Reimbursement. ~~WAIVED~~ If the Agreement is determined to be a "design contract services agreement" and Contractor is a "design contract" under California Civil Code Section 2782.8, then:

A. To the fullest extent permitted by law, Contractor shall indemnify, defend (at Contractor's sole cost and expense), protect and hold harmless City and its elected officials, officers, employees, agents and volunteers and all other public agencies whose approval of the project is required, (individually "Indemnified Party"; collectively "Indemnified Parties") against any and all liabilities, claims, judgments, arbitration awards, settlements, costs, demands, orders and penalties (collectively "Claims"), including but not limited to Claims arising from injuries or death of persons (Contractor's employees included) and damage to property, which Claims arise out of, pertain to, or are related to the negligence, recklessness or willful misconduct of Contractor, its agents, employees, or subcontractors, or arise from Contractor's negligent, reckless or willful performance of or failure to perform any term, provision, covenant or condition of this Agreement ("Indemnified Claims"), but Contractor's liability for Indemnified Claims shall be reduced to the extent such Claims arise from the negligence, recklessness or willful misconduct of the City and its elected officials, officers, employees, agents and volunteers.

B. The Contractor shall require all non-design-contract sub-contractors, used or sub-contracted by Contractor to perform the Services or Work required under this Agreement, to execute an Indemnification Agreement adopting the indemnity provisions in sub-section 6.1 in favor of the Indemnified Parties. In addition, Contractor shall require all non-design-contract sub-contractors, used or sub-contracted by Contractor to perform the Services or Work required under this Agreement, to obtain insurance that is consistent with the Insurance provisions as set

forth in this Agreement, as well as any other insurance that may be required by Contract Officer.

7. REPORTS AND RECORDS

7.1 Accounting Records. Contractor shall keep complete, accurate, and detailed accounts of all time, costs, expenses, and expenditures pertaining in any way to this Agreement. Contractor shall keep such books and records as shall be necessary to properly perform the Services required by this Agreement and to enable the Contract Officer to evaluate the performance of such Services. The Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from such records.

7.2 Reports. Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the Services required by this Agreement, or as the Contract Officer shall require. Contractor acknowledges that the City is greatly concerned about the cost of the Work and Services to be performed under this Agreement. For this reason, Contractor agrees that Contractor shall promptly notify the Contract Officer the estimated increased or decreased cost if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the contemplated Work or Services. If Contractor is providing design services, Contractor shall promptly notify the Contract Officer the estimated increased or decreased cost for the project being designed if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the design services.

7.3 Ownership of Documents. All drawings, specifications, reports, records, documents, memoranda, correspondence, computations, and other materials prepared by Contractor, its employees, subcontractors, and agents in the performance of this Agreement shall be the property of City and shall be promptly delivered to City upon request of the Contract Officer or upon the termination of this Agreement. Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of the documents and materials. Any use of such completed documents for other projects and/or use of incomplete documents without specific written authorization by the Contractor will be at the City's sole risk and without liability to Contractor, and the City shall indemnify the Contractor for all resulting damages. Contractor may retain copies of such documents for their own use. Contractor shall have an unrestricted right to use the concepts embodied in this Agreement. Contractor shall ensure that all its subcontractors shall provide for assignment to City of any documents or materials prepared by them. In the event Contractor fails to secure such assignment, Contractor shall indemnify City for all resulting damages.

7.4 Release of Documents. All drawings, specifications, reports, records, documents, and other materials prepared by Contractor in the performance of services under this Agreement shall not be released publicly without the prior written approval of the Contract Officer. All information gained by Contractor in the performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization.

7.5 Audit and Inspection of Records. After receipt of reasonable notice and during the regular business hours of City, Contractor shall provide City, or other agents of City, such access to Contractor's books, records, payroll documents, and facilities as City deems necessary to examine, copy, audit, and inspect all accounting books, records, work data, documents, and activities directly related to Contractor's performance under this Agreement. Contractor shall maintain such books, records, data, and documents in accordance with generally accepted accounting principles and shall clearly identify and make such items readily accessible to such parties during the term of this Agreement and for a period of three (3) years from the date of final payment by City hereunder.

8. ENFORCEMENT OF AGREEMENT

8.1 California Law and Venue. This Agreement shall be construed and interpreted both as to validity and as to performance of the Parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Riverside, State of California, or any other appropriate court in such County, and Contractor covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

8.2 Interpretation. This Agreement shall be construed as a whole according to its fair language and common meaning to achieve the objectives and purposes of the Parties. The terms of this Agreement are contractual and the result of negotiation between the Parties. Accordingly, any rule of construction of contracts (including, without limitation, California Civil Code Section 1654) that ambiguities are to be construed against the drafting party, shall not be employed in the interpretation of this Agreement. The caption headings of the various sections and paragraphs of this Agreement are for convenience and identification purposes only and shall not be deemed to limit, expand, or define the contents of the respective sections or paragraphs.

8.3 Default of Contractor. Contractor's failure to comply with any provision of this Agreement shall constitute a default.

A. If the City Manager, or his designee, determines that Contractor is in default in the performance of any of the terms or conditions of this Agreement, he/she shall notify Contractor in writing of such default. Contractor shall have ten (10) days, or such longer period as City may designate, to cure the default by rendering satisfactory performance. In the event Contractor fails to cure its default within such period of time, City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice of any remedy to which City may be entitled at law, in equity, or under this Agreement. Contractor shall be liable for all reasonable costs incurred by City as a result of such default. Compliance with the provisions of this section shall not constitute a waiver of any City right to take legal action in the event that the dispute is not cured, provided that nothing shall limit City's right to terminate this Agreement without cause under Section 3.5.

B. If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section

8.3A, take over the work and prosecute the same to completion by contract or otherwise. The Contractor shall be liable to the extent that the total cost for completion of the Services required hereunder exceeds the Maximum Contract Amount (provided that the City shall use reasonable efforts to mitigate such damages). The City may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the City as previously stated. The withholding or failure to withhold payments to Contractor shall not limit Contractor's liability for completion of the Services as provided in this Agreement.

8.4 Waiver. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the Party against whom enforcement of a waiver is sought. Any waiver by the Parties of any default or breach of any covenant, condition, or term contained in this Agreement, shall not be construed to be a waiver of any subsequent or other default or breach, nor shall failure by the Parties to require exact, full, and complete compliance with any of the covenants, conditions, or terms contained in this Agreement be construed as changing the terms of this Agreement in any manner or preventing the Parties from enforcing the full provisions.

8.5 Rights and Remedies Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

8.6 Legal Action. In addition to any other rights or remedies, either Party may take legal action, in law or in equity, to cure, correct, remedy or recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement.

8.7 Attorney Fees. In the event any dispute between the Parties with respect to this Agreement results in litigation or any non-judicial proceeding, the prevailing Party shall be entitled, in addition to such other relief as may be granted, to recover from the non-prevailing Party all reasonable costs and expenses. These include but are not limited to reasonable attorney fees, expert contractor fees, court costs and all fees, costs, and expenses incurred in any appeal or in collection of any judgment entered in such proceeding. To the extent authorized by law, in the event of a dismissal by the plaintiff or petitioner of the litigation or non-judicial proceeding within thirty (30) days of the date set for trial or hearing, the other Party shall be deemed to be the prevailing Party in such litigation or proceeding.

9. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

9.1 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Contractor, or any successor-in-interest, in the event of any default or breach by the City or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

9.2 Conflict of Interest. Contractor acknowledges that no officer or employee of the City has or shall have any direct or indirect financial interest in this Agreement nor shall Contractor enter into any agreement of any kind with any such officer or employee during the term of this Agreement and for one year thereafter. Contractor warrants that Contractor has not paid or given, and will not pay or give, any third party any money or other consideration in exchange for obtaining this Agreement.

9.3 Covenant Against Discrimination. In connection with its performance under this Agreement, Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, marital status, ancestry, national origin, sexual orientation, gender identity, gender expression, physical or mental disability, or medical condition. Contractor shall ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, age, marital status, ancestry, national origin, sexual orientation, gender identity, gender expression, physical or mental disability, or medical condition. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

10. MISCELLANEOUS PROVISIONS

10.1 Patent and Copyright Infringement. To the fullest extent permissible under law, and in lieu of any other warranty by City or Contractor against patent or copyright infringement, statutory or otherwise:

A. It is agreed that Contractor shall defend at its expense any claim or suit against City on account of any allegation that any item furnished under this Agreement, or the normal use or sale arising out of the performance of this Agreement, infringes upon any presently existing U.S. letters patent or copyright and Contractor shall pay all costs and damages finally awarded in any such suit or claim, provided that Contractor is promptly notified in writing of the suit or claim and given authority, information and assistance at Contractor's expense for the defense of same, and provided such suit or claim arises out of, pertains to, or is related to the negligence, recklessness or willful misconduct of Contractor. However, Contractor will not indemnify City if the suit or claim results from: (1) City's alteration of a deliverable, such that City's alteration of such deliverable created the infringement upon any presently existing U.S. letters patent or copyright; or (2) the use of a deliverable in combination with other material not provided by Contractor when it is such use in combination which infringes upon an existing U.S. letters patent or copyright.

B. Contractor shall have sole control of the defense of any such claim or suit and all negotiations for settlement in the event City fails to cooperate in the defense of any suit or claim, provided, however, that such defense shall be at Contractor's expense. Contractor shall not be obligated to indemnify City under any settlement that is made without Contractor's consent, which shall not be unreasonably withheld. If the use or sale of such item is enjoined as a result of the suit or claim, Contractor, at no expense to City, shall obtain for City the right to use and sell the item, or shall substitute an equivalent item acceptable to City and extend this patent and copyright indemnity thereto.

10.2 Notice. Any notice, demand, request, consent, approval, or communication that either party desires, or is required to give to the other party or any other person shall be in writing. All notices shall be personally delivered, sent by pre-paid First Class U.S. Mail, registered or certified mail, postage prepaid, return receipt requested, or delivered or sent by facsimile with attached evidence of completed transmission. All notices shall be deemed received upon the earlier of (i) the date of delivery to the address of the person to receive such notice if delivered personally or by messenger or overnight courier; (ii) five (5) business days after the date of posting by the United States Post Office if by mail; or (iii) when sent if given by facsimile. Any notice, request, demand, direction, or other communication sent by facsimile must be confirmed within forty-eight (48) hours by letter mailed or delivered. Other forms of electronic transmission such as e-mails, text messages, and instant messages are not acceptable manners of notice required hereunder. Notices or other communications shall be addressed as follows:

To City: City of Palm Springs
Attention: City Manager & City Clerk
3200 E. Tahquitz Canyon Way
Palm springs, California 92262
Telephone: (760) 323-8204
Facsimile: (760) 323-8332

To Contractor: Riselo Engineering Solutions, Inc.
17338 Holly Drive
Fontana, CA 92335
Attention: Romeo Lopez
Telephone: 909-356-8827
Facsimile: 909-356-8826

10.3 Integrated Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes all prior negotiations, arrangements, agreements, representations, and understandings, if any, made by or among the Parties with respect to the subject matter in this Agreement.

10.4 Amendment. No amendments or other modifications of this Agreement shall be binding unless through written agreement by all Parties.

10.5 Severability. Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision

of this Agreement shall be determined to be invalid by a final judgment or decree of a court of competent jurisdiction, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of that provision, or the remaining provisions of this Agreement unless the invalid provision is so material that its invalidity deprives either Party of the basic benefit of their bargain or renders this Agreement meaningless.

10.5 Successors in Interest. This Agreement shall be binding upon and inure to the benefit of the Parties' successors and assignees.

10.6 Third Party Beneficiary. Except as may be expressly provided for in this Agreement, nothing contained in this Agreement is intended to confer, nor shall this Agreement be construed as conferring, any rights, including, without limitation, any rights as a third-party beneficiary or otherwise, upon any entity or person not a party to this Agreement.

10.7 Recitals. The above-referenced Recitals are hereby incorporated into the Agreement as though fully set forth in this Agreement and each Party acknowledges and agrees that such Party is bound, for purposes of this Agreement, by the same.

10.8. Corporate Authority. Each of the undersigned represents and warrants that (i) the Party for which he or she is executing this Agreement is duly authorized and existing, (ii) he or she is duly authorized to execute and deliver this Agreement on behalf of the Party for which he or she is signing, (iii) by so executing this Agreement, the Party for which he or she is signing is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the Party for which he or she is signing is bound.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates stated below.

**“CITY”
City of Palm Springs**

Date: _____

By: _____
David H. Ready
City Manager

APPROVED AS TO FORM:

ATTEST

By: _____
Douglas C. Holland,
City Attorney

By: _____
James Thompson,
City Clerk

APPROVED BY CITY COUNCIL:

Date: _____ **Agreement No.** _____

Corporations require two notarized signatures. One signature must be from Chairman of Board, President, or any Vice President. The second signature must be from the Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, or Chief Financial Officer.

CONTRACTOR NAME:

Check one Individual Partnership Corporation

Address

By _____
Signature (Notarized)

By _____
Signature (Notarized)

EXHIBIT "A"

SCOPE OF SERVICES

SCOPE OF WORK, SERVICES, OBJECTIVES AND SPECIFICATIONS:

Generally, the scope of work consists of, but is not limited to, Contractor providing all supervision, labor, materials, phone support, equipment, tools, expendable items and replacement parts as required under the terms of this contract necessary for the inspections, preventive maintenance and on-call repair of eight (8) FMC Jetway® Passenger Loading Bridges, nine (9) Baggage Handling Systems and related equipment at the Palm Springs International Airport.

I. Scope of Work shall include:

- a. All necessary maintenance, on-call servicing, and support required for the factory specified inspection and preventive maintenance* of:
 - (1) Eight Passenger Loading Bridges (PLB) and related equipment, according to manufacturer's requirements and as detailed in FMC solid state Jetway® Systems Operation and Maintenance Manual.
 - (2) Six 45 ton and two 75 ton Jet-Aire preconditioned air units.
 - (3) Eight Jet-Power 400HZ Ground Power units, (one ground power, Jet-Power 400HZ unit replaced in March 2015, PLB #10).
 - (4) Eight Jet-Flow Potable Water Systems
 - (5) Eight cable receivers
 - (6) Nine Baggage Handling System (BHS) for annual inspection, three (3) of which are for inspection, preventative and corrective maintenance.

*See Section VIII, page 13, for appropriate FMC maintenance SOP checklists for standard operating procedures.

- b. All necessary support services. This shall include emergency repairs on a call-out basis as may be required to maintain proper functioning, operation and reliability of the Passenger Loading Bridges and Baggage Handling Systems.
- c. All related mechanical, electrical and electronic systems associated with the equipment defined, including cables, motors, fans, alarms, belts, indicator lights, computers, and accessories, etc.
- d. All related instrumentation, controls, electrical, and electronic services through the motor controls including the secondary breakers serving the motor controls, and up to but excluding main disconnects in primary switchboards serving motor controls, starters, etc.
- e. Repairs of major equipment or replacement due to normal usage or as conditions warrant thru programmed change.
- f. Repair and replacement of components which may become worn or damaged due to the general operating environment of aircraft support.

- g. Non-routine or corrective repairs are excluded from the base scope of preventative maintenance work and pricing. All non-routine repairs will be required to have a quotation, approval, and then invoiced to the city on a time and materials basis, per the schedule of compensation.
- h. Inspection of all Ball Screw within the 1st three months of Contract. This inspection shall be in accordance with FMC Technologies Service Bulletin # 109 Attachment "D".
- i. Contractor shall be limited to two hours travel per technician per day for non-routine maintenance callout. This shall be limited to no more than four hours per day thereby reasonably allowing for two Contractor technicians 1 hour of travel each way.

CONTRACTOR'S LICENSE: The selected firm must possess a valid, current and in good standing a C-10 or C-20 contractor's license issued by the California State Contractor Licensing Board at the time of submitting a proposal and throughout the duration of the contract term. A copy of the contractor's license number and date of expiration shall be included in the submitted Proposal. Failure to produce and possess the specified license will render the Proposal as non-responsive.

CALIFORNIA WAGE RATE REQUIREMENTS: The selected firm must pay the general prevailing rate of per diem wages as determined by the Director of the Department of Industrial Relations of the State of California for the locality where the work is to be performed. The selected firm must furnish electronic certified payroll records directly to the Labor Commissioner (via the Division of Labor Standards Enforcement). As a condition of award or after April 1, 2015, the contractor and any subcontractor listed on the bid must be registered with the Department of Industrial Relations pursuant to Section 1725.5 of the California Labor Code.

A copy of said wage rates is available on-line at:

www.dir.ca.gov/dlsr/DPreWageDetermination.htm

The Contractor and any sub-contractor's shall pay not less than said specified rates and shall post a copy of said wage rates and other notices prescribed by regulation at the project site.

II. Contractor's Responsibility

- a. General Maintenance: Contractor will be responsible for ensuring all work performed on the PLB and BHS is conducted in a first class manner, in accordance with manufacturer's recommendations and these specifications, and that upon completion of maintenance activity, the PLB and BHS's perform to the specifications for which they were designed. The Contractor shall provide the name, telephone number, and address of its Project Manager, in writing, to Superintendent of Maintenance or designee, at least five days prior to Contract start date. The Project Manager shall have complete authority to act for the Contractor during the term of contract. The Project Manager shall have the authority to accept notices, inspection reports and all other correspondence on behalf of the Contractor. The Project Manager shall look for solutions to operational problems, purchases of hard to

obtain parts, and generally expedite the repairs. The Superintendent or designee shall be able to contact the Project Manager or a designated representative at any time, day or night, to initiate emergency work requirements. The designated recipient of emergency work notifications shall have at such person's disposal the means to contact and assemble the required personnel, tools and equipment to start and affect necessary repair within established time frames. Electronic answering services or other such devices do not meet the requirements of the paragraph unless the call is automatically transferred to the appropriate Contractor Office after being placed by the Superintendent or designee. The proposed Project Manager shall be subject to the approval of the City and shall not be changed without the written consent, which consent shall not be unreasonably withheld.

- b. Preventive Maintenance (PM) Program: Contractor shall develop a routine computer generated Preventive Maintenance (PM) schedule, in accordance with the manufacturer's recommendations, and submit it to the Airport Maintenance Superintendent or designee for approval. PM program will consist of quarterly, semi-annual, and Annual (see schedule in Attachment E). The services shall be performed diligently and without unnecessary delays during periods scheduled for service. The PM program approved by the Superintendent or designee shall commence upon written notice to proceed and continue according to the submitted schedule. All maintenance will be in strict compliance with the original equipment manufacturer's specifications and recommendations. The PM program shall assure high system reliability and indicate necessary actions to be taken to continue reliable operation.
- c. Remedial Maintenance: Contractor shall respond within the response times required in the Schedules included in this RFP. Contractor personnel shall work continuously until the critical malfunctions are corrected or as may be acceptable to the superintendent or designee.
- d. Where it is evident that safety, reliability or efficiency can be improved through capital investment in equipment, Contractor shall notify on such matters, in writing, to the attention of the Airport Maintenance Superintendent or designee and Deputy of Operations and Maintenance .
- e. Contractor shall have a minimum of five consecutive years of recent experience in the inspection, maintenance and repair of PLB and three consecutive years of recent experience in the inspection, maintenance and repairs of the BHS or similar equipment. The Contractor must possess and provide a copy of a C10 (electrical) and C20 (HVAC) license classifications for the contractor at time of proposal submission and through the duration of the contract, as demonstration to address electrical, mechanical/HVAC for the PLB and BHS.
- f. Contractor shall provide the required personnel and equipment, with common or expected spare parts on hand for regular preventive maintenance, for non-routine and on-call emergency corrective repairs on a 24-hour basis, 7 days per week.

- g. Contractor shall provide all tools, office equipment, communications equipment and vehicles to perform the duties under the Scope of Work.
- h. The Airport does not require the Contractor to maintain an on-site presence but the City shall provide Contractor a un-secured storage area of approximately 200sf. at no cost, for the purpose of storing spare parts and equipment. This area will be viewed as City space, and as such will not be used for any purpose other than the execution of this contract.
- i. Contractor shall be issued repair work orders generated via the Airport's computerized maintenance management system. Work orders issued by Airport Control Center / Operations will be filled out by Contractor and returned to Operations staff upon job completion. Contractor will provide its own intelligent communications/equipment (e.g., Smart phone, etc.) to adapt to the Airport Work Order system (i.e., Facility Dude).
- j. Contractor shall submit a preventive maintenance (PM) report at the end of each scheduled PM, detailing the repairs, adjustments, parts used, and inspections performed. Contractor will schedule and meet with the superintendent or his designee after each PM.
- k. All labor provided will have a 60 day warranty.

III. SPARE AND REPLACEMENT PARTS

- a. Contractor shall have the availability of adequate parts and service facilities in the Southern California area to properly service all aspects of the systems.
- b. All replacement parts are to be new and of the same manufacture as equipment being worked upon, and shall have a warranty of one year. Where this is not possible, Contractor may provide rebuilt parts of the original manufacturer, or use new parts of another manufacturer. In either case, parts shall be equal or better in quality and operation, be free from defects, and shall have a warranty of one year. Contractor shall obtain Airport Maintenance Superintendent or designee approval prior to purchasing or installing parts that are not new and/or of the same manufacture as original.

The Contractor shall maintain a stock of expendable supply items such as various sizes and types of nuts, bolts, washers, screws, lock-washers, etc.

- c. All control and instrumentation devices that are replaced shall be new and of original manufacture, or of equal or better quality and operating characteristics than the original. Contractor shall not mix control and instrumentation devices from different manufacturers within a specific control system without the prior approval of the Superintendent or designee.
- d. Parts must meet OEM specifications; however, they do not need to be purchased from the OEM supplier. If an alternate brand or model meets or

exceeds the OEM specifications and performs as well or better than the specified brand or type, and causes no interference with operational activities or damage to the facilities, then the item may be approved for use, but not before approval by the Superintendent or designee.

- e. An Inventory of parts owned by the Airport is listed in Attachment "G" and is available for use during this contract. The Airport considers utilization of these parts as first in first out. Contractor will immediately replace these parts as they are used, upon quote and written approval of Superintendent or designee for invoicing.

IV. Employees

- a. Contractor shall staff its operations in classifications and numbers needed to meet the requirements of the Request for Proposal. These levels are based on a minimum number of employees as follows:
 - (1) Two (2) Journeymen level Technicians per scheduled PM, capable of repairing all systems covered in the Scope of Work section. This includes electrical, mechanical, and troubleshooting repairs to the PLB and related systems.
 - (2) Sufficient qualified staff, as may be required, to perform all trouble call work in a complete and expeditious manner.
 - (3) One (1) management level employee to act as a point of contact for the Airport and be responsible for all parts of the execution of the contract. Changes in the staffing of this position must be approved by the Contract Officer.
- b. All employees, representatives, and officials shall be expected to maintain excellent relations with the public, Airport officials and employees. Any display of offensive, discourteous or rude behavior by any representative of the Contractor may be cause for contract termination.
- c. Use of alcoholic beverages by Contractor representatives is prohibited, and representatives are prohibited from being on the premises under the influence of alcohol or other substances.
- d. Contractor's personnel shall possess factory certifications for PLB only to be serviced under this agreement. BHS requires a minimum of 3 consecutive years of recent experience in the inspection, maintenance and repair of similar equipment.

V. SCHEDULE OF WORK

- a. Scheduled work shall be performed according to the Schedule of Performance included in this RFP. Any work to be performed contrary to this schedule shall be approved by the Contract Officer prior to such occurrence. The Schedule shall be kept throughout the duration of the Contract, and if modified shall be resubmitted to the Contract Officer for approval as required.

VI. RESPONSE TIME

a. Response time for work requirements is dependent upon work priority and shall be in accordance with the following standards:

- (1) Emergency Work: 24/7 365 days a year - the Contractor shall have available personnel to take action at the emergency job site within four hours following notification by the Superintendent or designee.
- (2) Non Routine Work: If notified before 1100 hours, same day, response time is 4 hours from notification (4 hours minimum response); after 1100hrs but before 2000, response time is before 0600 hours next day. After 2000 before 2300, response time before 1000 hours next day.

Time of Notification *	Required Response Time *
<1100hrs	SAME DAY (4 hours of call)
>1100hrs and <2000hrs	0600hrs NEXT DAY
> 2000hrs and <2300hrs	1000hrs NEXT DAY

* all times are local KPSP

Response time requires physical presence of Contractor Employees as defined in Section VI above.

- (3) All work is to be scheduled in a manner agreeable to the Superintendent or Designee.
- b. All work, once initiated, the Contractor shall maintain continued and steady progress to ensure completion. Work schedules shall accommodate airline schedules where the work will have the least impact on the airline's operation whenever possible.
- c. Non Routine Work shall be at the applicable labor hourly rate plus parts. This hourly rate shall be provided in the cost proposal.

VII. SPECIAL SECURITY REQUIREMENTS

(SECURED ACCESS TO WORK AREAS)

The areas in which work is to be performed are considered secure areas in accordance with Federal Aviation Administration and Transportation Security Administration security guidelines. The Contractor must comply with all of the following security related procedures/conditions.

- (1) Employment History: Prior to commencement of the Services of the Contract, the successful Contractor will be required to submit a letter authorizing an individual(s) to approve the issuance of Security Information Display Area (SIDA) badges. All Contractor personnel designated to receive SIDA badges are required to complete a

fingerprint based Criminal History Records Check (CHRC) prior to authorization for SIDA area training.

- (2) **Employee Security Badges:** All Contractor personnel who access the Airport SIDA area must obtain, and conspicuously display on their person at all times, an Airport issued security identification badge. The appropriate badge may be obtained at the Airport Operations Control Center located in the terminal building. A \$38.00 (subject to change) fee is required for each fingerprint CHRC check, and a \$38.00 (subject to change) processing fee is also required for each badge. All SIDA badges remain the property of the Airport and shall be surrendered to Airport Operations upon completion of contract or employee termination. To obtain a SIDA badge, each Contractor employee must have satisfactorily undergone the fingerprint CHRC and successfully completed required two hour training on airport security. Attendance of the class and issuance of the security identification badge may take longer than two hours per person. Airport SIDA forms are available on the internet at:

<http://www.palmsprings-ca.gov/airportsecurity>

- (3) **Site Access:** Access to SIDA shall be through Perimeter Gate 15, unless otherwise arranged with Airport Operations. Access to any SIDA area will be permitted only for SIDA badge personnel or for personnel under escort by a SIDA badge Contractor employee. No deviations from any security measure will be permitted.
- (4) **Vehicles and Equipment:** All licensed vehicles operated on the Airport property are required to have conspicuously displayed in the windshield a vehicle permit issued by Airport personnel. This vehicle permit shall hold the Contractor responsible for both the vehicle and all personnel within the vehicle while on Airport property.

- i. Procedures to Obtain an AOA Vehicle Permit

The Airport requires a separate "Authorization Signature Letter" to be on file for each Contractor requesting AOA Permits. The letter must have at least one individual who is authorized to request ID badges for your company. We prefer that you include only management or supervisors on this letter. A sample form is available by visiting the Airport Permitting Office or e-mailing Airport Operations at VIP@palmsprings-ca.gov. Please submit your letter with "original" signatures.

An AOA Vehicle Permit request form must be submitted each time you are requesting vehicle permits. More than one vehicle may be listed with each request, and the form will require the following information: Vehicle make, vehicle type, color, year, and license number. A sample form is available by visiting the Airport Permitting Office or e-mailing Airport Operations at VIP@palmsprings-ca.gov. An information package is also available for reference.

All vehicle permit fees must be paid at the time of issuance.

- (5) Identification: Each employee obtaining SIDA access shall at all times display on their person the SIDA badge while in the secure area. Additionally, all personnel shall wear Contractor supplied uniforms at all times during the performance of this work. Contractor's supervisory staff may wear identification badges in lieu of uniforms.

VII. COMMUNICATIONS

- a. At the discretion of the Superintendent or designee, Contractor may be required to utilize a radio communications system supplied by the Palm Springs Airport during all work performed. The Contractor will be required to have mobile/cell capability whenever on airport.

VIII. STANDARD OPERATING PROCEDURES (SOP)/ REFERENCES

- a. The following are the references for the maintenance SOP manuals/checklists that shall be followed for the equipment to be serviced under the contract:
 - (1) FMC Jetway® Systems Apron Drive 2 & 3 Tunnel, Solid State FRC-HD-AC Drive, Quarterly preventive maintenance checklist, Section 5, 2-5
 - (2) FMC Jetway® Systems Jetaire PC Air – Model XPC 4500 & 7500, Quarterly preventive maintenance checklist, Section 5, 2-5
 - (3) FMC Jetway® Systems Apron Drive 2&3 Tunnel, Solid State FRC-HD-AC Drive, Semi-annual preventive maintenance checklist, Section 6, 2-6
 - (4) FMC Jetway® Systems Apron Drive 2 & 3 Tunnel, Solid State FRC-HD-AC Drive, Annual preventive maintenance checklist, Section 6, 2-7

Note: The manuals are available on site for reference but shall remain airport property. Contractor should have access to these manuals independently.

- b. Six (6) of the Palm Springs International Airport's baggage handling equipment were installed and have been maintained since the 1960's. Because of the age and various systems utilized, the airport requires the Contractor to, at minimum, complete a inspection checklist when performing Annual Inspections of the Baggage Handling Systems for BHS #'s 4,5,6,7,8 and 9 (Sample Inspection Check list provided in Attachment "F"). Although these units are maintained by the Airline Operators, prior to each busy season, the Airport performs an annual inspection on ALL Baggage Handling Systems (BHS #1 thru 9) so as to avoid any unplanned down time. Discrepancies resulting from these inspections are to be reported to the Airport and the corresponding Operators. Inspections will be the Airport's responsibility and is part of this package proposal. All repairs will be separate and considered Non Routine.

WORK SUMMARY REPORT

- i. **Weekly Summary**: A Weekly Summary Report must be turned in to the Superintendent or designee utilizing a mutually agreeable form not later than the close of business of the first working day of each week indicating all completed or in-progress work. This is for Passenger Loading Bridge Systems only.
- ii. **Backlog Report**: A report indicating the current, accumulated backlog by type of work and reason shall be prepared on a mutually agreeable form and submitted to the Superintendent or Designee by the 10th day of each month showing the status as of the last day of the preceding month. This is for Passenger Loading Bridge Systems only.

EXHIBIT "B"

CITY'S REQUEST FOR PROPOSALS



**CITY OF PALM SPRINGS, CA
REQUEST FOR PROPOSALS (RFP) #06-16
PASSENGER LOADING BRIDGE AND BAGGAGE HANDLING SYSTEM
INSPECTION AND MAINTENANCE SERVICE**

Requests for Proposals (RFP #06-16), for a Contractor that can provide inspection and preventative maintenance services for eight (8) FMC Jetway® Passenger Loading Bridges and nine (9) Glidepath and Hydrol baggage handling systems at the Palm Springs International Airport for the City of Palm Springs, CA, (hereinafter the "RFP"). Proposals will be received at the Office of Procurement & Contracting, 3200 East Tahquitz Canyon Way, Palm Springs, California, until **3:00 P.M. LOCAL TIME, TUESDAY, JULY 19, 2016**. It is the responsibility of the respondent to see that any proposal sent through the mail, or by any other delivery method, shall have sufficient time to be received by this specified date and time. The receiving time in the Procurement Office will be the governing time for acceptability of proposals. Telegraphic, telephonic, faxed or emailed proposals will not be accepted. Late proposals will be returned unopened. Failure to register as a Proposer to this RFP process per the instructions in the Notice Inviting Requests for Proposals (under "Obtaining RFP Documents") may result in not receiving Addenda or other important information pertaining to this process. Failure to acknowledge Addenda may render a proposal as being non-responsive. We **strongly advise** that interested Contractor officially register per the instructions.

1. PURPOSE AND SCHEDULE: The City of Palm Springs is requesting proposals from qualified Contractors to provide the City with inspection and maintenance services related to the Palm Springs International Airport passenger loading bridges (PLB) and baggage handling systems (BHS) (hereinafter the "Project"). The selected firm will be expected to provide the required services to provide all supervision, labor, materials, phone support, equipment, tools, expendable items and replacement parts as required under the terms of this contract, necessary for the preventive maintenance and on-call repair of eight (8) FMC Jetway® Passenger Loading Bridges and nine (9) Glidepath and Hydrol Baggage Handling Systems, pursuant to the scope of services as stated herein.

SCHEDULE:

Notice requesting Proposals posted and issued June 16, 2016
Pre-Proposal Conference **Tuesday, June 28, 2016, 8:30A.M.**
Deadline for receipt of Questions **Tuesday, July 12, 2016, 3:00 P.M.**
Deadline for receipt of Proposals **Tuesday, July 19, 2016, 3:00 P.M.**
Short List / Interviews/, **if desired by City* to be determined
Contract awarded by City Council to be determined

NOTE: *Dates above are subject to change.

“KEY” TO RFP ATTACHMENTS:

ATTACHMENT “A”- Signature Authorization Form, including Addenda acknowledgment. *Must be completed and included with Work/Technical Proposal envelope.

ATTACHMENT “B” – Non Collusion Affidavit Form. *Must be completed and included with Work/Technical Proposal envelope.

ATTACHMENT “C” – Cost Proposal Form. *Must be completed and included in a separately sealed envelope – do NOT include this with your Work/Technical Proposal.

ATTACHMENT “D” – Ball Screw Inspection Service Bulletin #109.

ATTACHMENT “E” – Passenger Loading Bridge Preventative Maintenance Program Schedule

ATTACHMENT “F” – Sample Inspection Check List for Baggage Handling System

ATTACHMENT “G” – Spare Parts Inventory

ATTACHMENT “H” – Sample Boilerplate Contract Services Agreement (for reference only)

2. BACKGROUND: The City of Palm Springs owns and operates the Palm Springs International Airport. The Airport is located in eastern Riverside County, approximately 2.5 miles east of the central business district of Palm Springs, California. The Airport serves as the major air transportation center for the entire Coachella Valley. The Airport serves approximately two million passengers each year with approximately 60 percent of this traffic occurring between the months of December through May. There are eight Passenger Boarding Bridges located on one concourse. The other concourse also has eight gates but relies on ground loading without the utilization of any bridges.

There are nine Baggage Handling Systems, all located within the main airport terminal. Three utilize Glidepath conveyer configuration; the remaining six are of the belt conveyer configuration. The Glidepath systems were installed in 1988 with one of the belt conveyers installed in 1999. The balance of the units are dated between the 1960's and 70's.

The current maintenance contract will be expiring soon and the City is now seeking proposals for scheduled and unscheduled maintenance as well as inspections of both the Passenger Loading Bridges and Baggage Handling Systems.

II. DESCRIPTION OF FACILITIES

All work shall take place at Palm Springs International Airport, 3400 Tahquitz Canyon Way, Palm Springs, CA, 92262. The Passenger Loading Bridges (1999 installation) consist of eight apron drive, 3-tunnel boarding bridges, each with preconditioned air, 400 Hertz ground power units and potable water supply.

The eight (8) Passenger Loading Bridges are identified as follows: (Note that Gate #5 has been modified with an FMC manufactured “C-E” floor to service regional jets.)

GATE LOCATION	MANUFACTURER	MODEL NO.	CONFIGURATION / PC AIR CAPACITY
GATE 4	FMC JETWAY®	AD3-60/119-125R	3 TUNNEL / 45 TON

GATE 5	FMC JETWAY®	AD3-60/119-125R	3 TUNNEL / 45 TON
GATE 6	FMC JETWAY®	AD3-60/119-125R	3 TUNNEL / 45 TON
GATE 7	FMC JETWAY®	AD3-60/119-125R	3 TUNNEL / 75 TON
GATE 8	FMC JETWAY®	AD3-60/119-125R	3 TUNNEL / 45 TON
GATE 9	FMC JETWAY®	AD3-60/119-125R	3 TUNNEL / 45 TON
GATE 10	FMC JETWAY®	AD3-60/119-125R	3 TUNNEL / 75 TON
GATE 11	FMC JETWAY®	AD3-60/119-125R	3 TUNNEL / 45 TON

The Nine Baggage Handling Systems, all located in the main terminal complex are identified as follows:

Unit	Location	Manufacturer	Configuration
1	Baggage Claim	Glidepath	Glidepath
2	Baggage Claim	Glidepath	Glidepath
3	Baggage Claim	Glidepath	Glidepath
4	Ticketing	Orig. Hydrol System	Belt
5	Ticketing	Orig. Hydrol System	Belt
6	Ticketing	Orig. Hydrol System	Belt
7	Ticketing	Orig. Hydrol System	Belt
8	Ticketing	Orig. Hydrol System	Belt
9	Ticketing	ABHI	Belt

****NOTE:** Units 1, 2 and 3 are Glidepath baggage handling systems that were installed in the 1980's. Units 4, 5, 6, 7, 8, and 9 were originally Hydrol Systems and were installed in the 1960's. Due to updates and repairs to the Hydrol Systems, they have been modified with various other manufactured parts and equipment to keep operational.

3. SCOPE OF WORK, SERVICES, OBJECTIVES AND SPECIFICATIONS:

Generally, the scope of work consists of, but is not limited to, Contractor providing all supervision, labor, materials, phone support, equipment, tools, expendable items and replacement parts as required under the terms of this contract necessary for the inspections, preventive maintenance and on-call repair of eight (8) FMC Jetway® Passenger Loading Bridges, nine (9) Baggage Handling Systems and related equipment at the Palm Springs International Airport.

II. Scope of Work shall include:

- a. All necessary maintenance, on-call servicing, and support required for the factory specified inspection and preventive maintenance* of:

- (1) Eight Passenger Loading Bridges (PLB) and related equipment, according to manufacturer's requirements and as detailed in FMC solid state Jetway® Systems Operation and Maintenance Manual.
- (2) Six 45 ton and two 75 ton Jet-Aire preconditioned air units.
- (3) Eight Jet-Power 400HZ Ground Power units, (one ground power, Jet-Power 400HZ unit replaced in March 2015, PLB #10).
- (4) Eight Jet-Flow Potable Water Systems
- (5) Eight cable receivers
- (6) Nine Baggage Handling System (BHS) for annual inspection, three (3) of which are for inspection, preventative and corrective maintenance.

*See Section VIII, page 13, for appropriate FMC maintenance SOP checklists for standard operating procedures.

- b. All necessary support services. This shall include emergency repairs on a call-out basis as may be required to maintain proper functioning, operation and reliability of the Passenger Loading Bridges and Baggage Handling Systems.
- c. All related mechanical, electrical and electronic systems associated with the equipment defined, including cables, motors, fans, alarms, belts, indicator lights, computers, and accessories, etc.
- d. All related instrumentation, controls, electrical, and electronic services through the motor controls including the secondary breakers serving the motor controls, and up to but excluding main disconnects in primary switchboards serving motor controls, starters, etc.
- e. Repairs of major equipment or replacement due to normal usage or as conditions warrant thru programmed change.
- f. Repair and replacement of components which may become worn or damaged due to the general operating environment of aircraft support.
- g. Non-routine or corrective repairs are excluded from the base scope of preventative maintenance work and pricing. All non-routine repairs will be required to have a quotation, approval, and then invoiced to the city on a time and materials basis, per the schedule of compensation.
- h. Inspection of all Ball Screw within the 1st three months of Contract. This inspection shall be in accordance with FMC Technologies Service Bulletin # 109 Attachment "D".
- i. Contractor shall be limited to two hours travel per technician per day for non-routine maintenance callout. This shall be limited to no more than four hours per day thereby reasonably allowing for two Contractor technicians 1 hour of travel each way.

CONTRACTOR'S LICENSE: The selected firm must possess a valid, current and in good standing a C-10 or C-20 contractor's license issued by the California State Contractor Licensing

Board at the time of submitting a proposal and throughout the duration of the contract term. A copy of the contractor's license number and date of expiration shall be included in the submitted Proposal. Failure to produce and possess the specified license will render the Proposal as non-responsive.

CALIFORNIA WAGE RATE REQUIREMENTS: The selected firm must pay the general prevailing rate of per diem wages as determined by the Director of the Department of Industrial Relations of the State of California for the locality where the work is to be performed. The selected firm must furnish electronic certified payroll records directly to the Labor Commissioner (via the Division of Labor Standards Enforcement). As a condition of award or after April 1, 2015, the contractor and any subcontractor listed on the bid must be registered with the Department of Industrial Relations pursuant to Section 1725.5 of the California Labor Code.

A copy of said wage rates is available on-line at:

www.dir.ca.gov/dlsr/DPreWageDetermination.htm

The Contractor and any sub-contractor's shall pay not less than said specified rates and shall post a copy of said wage rates and other notices prescribed by regulation at the project site.

II. Contractor's Responsibility

- a. **General Maintenance:** Contractor will be responsible for ensuring all work performed on the PLB and BHS is conducted in a first class manner, in accordance with manufacturer's recommendations and these specifications, and that upon completion of maintenance activity, the PLB and BHS's perform to the specifications for which they were designed. The Contractor shall provide the name, telephone number, and address of its Project Manager, in writing, to Superintendent of Maintenance or designee, at least five days prior to Contract start date. The Project Manager shall have complete authority to act for the Contractor during the term of contract. The Project Manager shall have the authority to accept notices, inspection reports and all other correspondence on behalf of the Contractor. The Project Manager shall look for solutions to operational problems, purchases of hard to obtain parts, and generally expedite the repairs. The Superintendent or designee shall be able to contact the Project Manager or a designated representative at any time, day or night, to initiate emergency work requirements. The designated recipient of emergency work notifications shall have at such person's disposal the means to contact and assemble the required personnel, tools and equipment to start and affect necessary repair within established time frames. Electronic answering services or other such devices do not meet the requirements of the paragraph unless the call is automatically transferred to the appropriate Contractor Office after being placed by the Superintendent or designee. The proposed Project Manager shall be subject to the approval of the City and shall not be changed without the written consent, which consent shall not be unreasonably withheld.
- b. **Preventive Maintenance (PM) Program:** Contractor shall develop a routine computer generated Preventive Maintenance (PM) schedule, in accordance with the manufacturer's recommendations, and submit it to the Airport Maintenance Superintendent or designee for approval. PM program will

consist of quarterly, semi-annual, and Annual (see schedule in Attachment E). The services shall be performed diligently and without unnecessary delays during periods scheduled for service. The PM program approved by the Superintendent or designee shall commence upon written notice to proceed and continue according to the submitted schedule. All maintenance will be in strict compliance with the original equipment manufacturer's specifications and recommendations. The PM program shall assure high system reliability and indicate necessary actions to be taken to continue reliable operation.

- c. Remedial Maintenance: Contractor shall respond within the response times required in the Schedules included in this RFP. Contractor personnel shall work continuously until the critical malfunctions are corrected or as may be acceptable to the superintendent or designee.
- d. Where it is evident that safety, reliability or efficiency can be improved through capital investment in equipment, Contractor shall notify on such matters, in writing, to the attention of the Airport Maintenance Superintendent or designee and Deputy of Operations and Maintenance .
- e. Contractor shall have a minimum of five consecutive years of recent experience in the inspection, maintenance and repair of PLB and three consecutive years of recent experience in the inspection, maintenance and repairs of the BHS or similar equipment. The Contractor must possess and provide a copy of a C10 (electrical) and C20 (HVAC) license classifications for the contractor at time of proposal submission and through the duration of the contract, as demonstration to address electrical, mechanical/HVAC for the PLB and BHS.
- f. Contractor shall provide the required personnel and equipment, with common or expected spare parts on hand for regular preventive maintenance, for non-routine and on-call emergency corrective repairs on a 24-hour basis, 7 days per week.
- g. Contractor shall provide all tools, office equipment, communications equipment and vehicles to perform the duties under the Scope of Work.
- h. The Airport does not require the Contractor to maintain an on-site presence but the City shall provide Contractor a un-secured storage area of approximately 200sf. at no cost, for the purpose of storing spare parts and equipment. This area will be viewed as City space, and as such will not be used for any purpose other than the execution of this contract.
- i. Contractor shall be issued repair work orders generated via the Airport's computerized maintenance management system. Work orders issued by Airport Control Center / Operations will be filled out by Contractor and returned to Operations staff upon job completion. Contractor will provide its own intelligent communications/equipment (e.g., Smart phone, etc.) to adapt to the Airport Work Order system (i.e., Facility Dude).

- j. Contractor shall submit a preventive maintenance (PM) report at the end of each scheduled PM, detailing the repairs, adjustments, parts used, and inspections performed. Contractor will schedule and meet with the superintendent or his designee after each PM.
- k. All labor provided will have a 60 day warranty.

IV. SPARE AND REPLACEMENT PARTS

- a. Contractor shall have the availability of adequate parts and service facilities in the Southern California area to properly service all aspects of the systems.
- b. All replacement parts are to be new and of the same manufacture as equipment being worked upon, and shall have a warranty of one year. Where this is not possible, Contractor may provide rebuilt parts of the original manufacturer, or use new parts of another manufacturer. In either case, parts shall be equal or better in quality and operation, be free from defects, and shall have a warranty of one year. Contractor shall obtain Airport Maintenance Superintendent or designee approval prior to purchasing or installing parts that are not new and/or of the same manufacture as original.

The Contractor shall maintain a stock of expendable supply items such as various sizes and types of nuts, bolts, washers, screws, lock-washers, etc.

- f. All control and instrumentation devices that are replaced shall be new and of original manufacture, or of equal or better quality and operating characteristics than the original. Contractor shall not mix control and instrumentation devices from different manufacturers within a specific control system without the prior approval of the Superintendent or designee.
- g. Parts must meet OEM specifications; however, they do not need to be purchased from the OEM supplier. If an alternate brand or model meets or exceeds the OEM specifications and performs as well or better than the specified brand or type, and causes no interference with operational activities or damage to the facilities, then the item may be approved for use, but not before approval by the Superintendent or designee.
- h. An Inventory of parts owned by the Airport is listed in Attachment "G" and is available for use during this contract. The Airport considers utilization of these parts as first in first out. Contractor will immediately replace these parts as they are used, upon quote and written approval of Superintendent or designee for invoicing.

IV. Employees

- a. Contractor shall staff its operations in classifications and numbers needed to meet the requirements of the Request for Proposal. These levels are based on a **minimum** number of employees as follows:
 - (4) Two (2) Journeymen level Technicians per scheduled PM, capable of repairing all systems covered in the Scope of Work section. This includes electrical, mechanical, and troubleshooting repairs to the PLB and related systems.
 - (5) Sufficient qualified staff, as may be required, to perform all trouble call work in a complete and expeditious manner.
 - (6) One (1) management level employee to act as a point of contact for the Airport and be responsible for all parts of the execution of the contract. Changes in the staffing of this position must be approved by the Contract Officer.
- e. All employees, representatives, and officials shall be expected to maintain excellent relations with the public, Airport officials and employees. Any display of offensive, discourteous or rude behavior by any representative of the Contractor may be cause for contract termination.
- f. Use of alcoholic beverages by Contractor representatives is prohibited, and representatives are prohibited from being on the premises under the influence of alcohol or other substances.
- g. Contractor's personnel shall possess factory certifications for PLB only to be serviced under this agreement. BHS requires a minimum of 3 consecutive years of recent experience in the inspection, maintenance and repair of similar equipment.

V. **SCHEDULE OF WORK**

- a. Scheduled work shall be performed according to the Schedule of Performance included in this RFP. Any work to be performed contrary to this schedule shall be approved by the Contract Officer prior to such occurrence. The Schedule shall be kept throughout the duration of the Contract, and if modified shall be resubmitted to the Contract Officer for approval as required.

VI. **RESPONSE TIME**

- a. Response time for work requirements is dependent upon work priority and shall be in accordance with the following standards:
 - (1) **Emergency Work**: 24/7 365 days a year - the Contractor shall have available personnel to take action at the emergency job **site within four hours** following notification by the Superintendent or designee.
 - (2) **Non Routine Work**: If notified before 1100 hours, same day, response time is 4 hours from notification (**4 hours minimum response**): after 1100hrs but before 2000, response time is before

0600 hours next day. After 2000 before 2300, response time before 1000 hours next day.

Time of Notification *	Required Response Time *
<1100hrs	SAME DAY (4 hours of call)
>1100hrs and <2000hrs	0600hrs NEXT DAY
> 2000hrs and <2300hrs	1000hrs NEXT DAY

** all times are local KPSP*

Response time requires physical presence of Contractor Employees as defined in Section VI above.

- (3) All work is to be scheduled in a manner agreeable to the Superintendent or Designee.
- b. All work, once initiated, the Contractor shall maintain continued and steady progress to ensure completion. Work schedules shall accommodate airline schedules where the work will have the least impact on the airline's operation whenever possible.
- c. Non Routine Work shall be at the applicable labor hourly rate plus parts. This hourly rate shall be provided in the cost proposal.

VII. SPECIAL SECURITY REQUIREMENTS

(SECURED ACCESS TO WORK AREAS)

The areas in which work is to be performed are considered secure areas in accordance with Federal Aviation Administration and Transportation Security Administration security guidelines. The Contractor must comply with all of the following security related procedures/conditions.

- (1) **Employment History:** Prior to commencement of the Services of the Contract, the successful Contractor will be required to submit a letter authorizing an individual(s) to approve the issuance of Security Information Display Area (SIDA) badges. All Contractor personnel designated to receive SIDA badges are required to complete a fingerprint based Criminal History Records Check (CHRC) prior to authorization for SIDA area training.
- (2) **Employee Security Badges:** All Contractor personnel who access the Airport SIDA area must obtain, and conspicuously display on their person at all times, an Airport issued security identification badge. The appropriate badge may be obtained at the Airport Operations Control Center located in the terminal building. A \$38.00 (subject to change) fee is required for each fingerprint CHRC check, and a \$38.00 (subject to change) processing fee is also required for each badge. All SIDA badges remain the property of the Airport and shall be surrendered to Airport Operations upon completion of contract or

employee termination. To obtain a SIDA badge, each Contractor employee must have satisfactorily undergone the fingerprint CHRC and successfully completed required two hour training on airport security. Attendance of the class and issuance of the security identification badge may take longer than two hours per person. Airport SIDA forms are available on the internet at:

<http://www.palmsprings-ca.gov/airportsecurity>

- (3) Site Access: Access to SIDA shall be through Perimeter Gate 15, unless otherwise arranged with Airport Operations. Access to any SIDA area will be permitted only for SIDA badge personnel or for personnel under escort by a SIDA badge Contractor employee. No deviations from any security measure will be permitted.
- (4) Vehicles and Equipment: All licensed vehicles operated on the Airport property are required to have conspicuously displayed in the windshield a vehicle permit issued by Airport personnel. This vehicle permit shall hold the Contractor responsible for both the vehicle and all personnel within the vehicle while on Airport property.

- i. Procedures to Obtain an AOA Vehicle Permit

The Airport requires a separate "Authorization Signature Letter" to be on file for each Contractor requesting AOA Permits. The letter must have at least one individual who is authorized to request ID badges for your company. We prefer that you include only management or supervisors on this letter. A sample form is available by visiting the Airport Permitting Office or e-mailing Airport Operations at VIP@palmsprings-ca.gov. Please submit your letter with "original" signatures.

An AOA Vehicle Permit request form must be submitted each time you are requesting vehicle permits. More than one vehicle may be listed with each request, and the form will require the following information: Vehicle make, vehicle type, color, year, and license number. A sample form is available by visiting the Airport Permitting Office or e-mailing Airport Operations at VIP@palmsprings-ca.gov. An information package is also available for reference.

All vehicle permit fees must be paid at the time of issuance.

- (5) Identification: Each employee obtaining SIDA access shall at all times display on their person the SIDA badge while in the secure area. Additionally, all personnel shall wear Contractor supplied uniforms at all times during the performance of this work. Contractor's supervisory staff may wear identification badges in lieu of uniforms.

VII. COMMUNICATIONS

- a. At the discretion of the Superintendent or designee, Contractor may be required to utilize a radio communications system supplied by the Palm Springs Airport during all work performed. The Contractor will be required to have mobile/cell capability whenever on airport.

VIII. STANDARD OPERATING PROCEDURES (SOP)/ REFERENCES

- a. The following are the references for the maintenance SOP manuals/checklists that shall be followed for the equipment to be serviced under the contract:
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 - (3) FMC Jetway® Systems Apron Drive 2&3 Tunnel, Solid State FRC-HD-AC Drive, Semi-annual preventive maintenance checklist, Section 6, 2-6
 - (4) FMC Jetway® Systems Apron Drive 2 & 3 Tunnel, Solid State FRC-HD-AC Drive, Annual preventive maintenance checklist, Section 6, 2-7

Note: The manuals are available on site for reference but shall remain airport property. Contractor should have access to these manuals independently.

- c. Six (6) of the Palm Springs International Airport's baggage handling equipment were installed and have been maintained since the 1960's. Because of the age and various systems utilized, the airport requires the Contractor to, at minimum, complete a inspection checklist when performing Annual Inspections of the Baggage Handling Systems for BHS #'s 4,5,6,7,8 and 9 (Sample Inspection Check list provided in Attachment "F"). Although these units are maintained by the Airline Operators, prior to each busy season, the Airport performs an annual inspection on ALL Baggage Handling Systems (BHS #1 thru 9) so as to avoid any unplanned down time. Discrepancies resulting from these inspections are to be reported to the Airport and the corresponding Operators. Inspections will be the Airport's responsibility and is part of this package proposal. All repairs will be separate and considered Non Routine.

WORK SUMMARY REPORT

- iii. **Weekly Summary**: A Weekly Summary Report must be turned in to the Superintendent or designee utilizing a mutually agreeable form not later than the close of business of the first working day of each week indicating all completed or in-progress work. This is for Passenger Loading Bridge Systems only.
- iv. **Backlog Report**: A report indicating the current, accumulated backlog by type of work and reason shall be prepared on a mutually agreeable form and submitted to the Superintendent or Designee by the 10th day of each

month showing the status as of the last day of the preceding month. This is for Passenger Loading Bridge Systems only.

4. PROPOSAL REQUIREMENTS: The firm's proposal should describe the methodology to be used to accomplish each of the project tasks. The proposal should also describe the work which shall be necessary in order to satisfactorily complete the task requirements.

Please note: this RFP cannot identify each specific, individual task required to successfully and completely implement this project. The City of Palm Springs relies on the professionalism and competence of the selected firm to be knowledgeable of the general areas identified in the scope of work and to include in its proposal all required tasks and subtasks, personnel commitments, man-hours, direct and indirect costs, etc. The City of Palm Springs will not approve addenda to the selected firm's agreement which do not involve a substantial change from the general scope of work identified in this RFP.

5. SELECTION PROCESS: This solicitation has been developed in the Request for Proposals (RFP) format. Accordingly, proposers should take note that multiple factors as identified in the RFP will be considered by the Evaluation Committee to determine which proposal best meets the requirements set forth in the RFP document. **PRICE ALONE WILL NOT BE THE SOLE DETERMINING CRITERIA.** The City shall review the proposals submitted in reply to this RFP, and a limited number of Contractors may be invited to make a formal presentation at a future date if desired by the City. The format, selection criteria and date of the presentation will be established at the time of short listing, if conducted.

6. PROPOSAL EVALUATION CRITERIA: An Evaluation Committee, using the following evaluation criteria for this RFP, will evaluate all responsive proposals to this RFP. Contractors are requested to submit their proposals so that they correspond to and are identified with the following specific evaluation criteria (100 total points possible):

- A. Firm / Staff / Team (including any sub-contractors) **PASSENGER LOADING BRIDGE:** Qualifications, background, licensing, certifications and experience in providing similar services to equipment as defined in the RFP, including references. (15 POINTS)
- B. Firm / Staff / Team (including any sub-contractors) **BAGGAGE HANDLING SYSTEM:** Qualifications, background and experience in providing similar services to equipment as defined in the RFP, including references. (10 POINTS)
- C. Proposal Organization, conformance with the RFP instructions, and demonstrated Understanding of the overall project and requested Scope of Work (15 POINTS)
- D. Work Proposal, including detailed proposed methodology and approach, inclusive of all necessary materials, equipment and labor necessary to fully execute and provide inspection and maintenance services for the passenger loading bridges and baggage handling system as requested in the Scope of Work (15 POINTS)
- E. Detailed Project Schedule, including quarterly service and project reports and quarterly testing and inspections as outlined in the Scope of Work (10 POINTS)
- F. Local Preference (5 POINTS)
Contractors that qualify as a Local Business, or employ local sub-Contractors, and submit a valid business license as more fully set forth in Section F.1 below, pursuant to the City of

Palm Springs Local Preference Ordinance 1756). The full local preference, five (5) points, may be awarded to those that qualify as a Local Business. Two (2) points may be awarded to a non-local business that employs or retains local residents and/or Contractors for this project. Non-local Contractors that do not employ or retain any local residents and/or Contractors for this project shall earn zero (0) points for this criteria.

G. Cost Proposal (30 POINTS)

PRIOR CITY WORK: If your firm has prior experience working with the City **DO NOT** assume this prior work is known to the evaluation committee. All Contractors are evaluated solely on the information contained in their proposal, information obtained from references, and presentations if requested. All proposals must be prepared as if the evaluation committee has no knowledge of the firm, their qualifications or past projects.

7. PROPOSAL CONTENTS: Contractors are requested to format their proposals so that responses correspond directly to, and are identified with, the specific evaluation criteria stated in Section 6 above. **The proposals must be in an 8 ½ X 11 format, minimum 10pt font size, minimum ¾" margins, and may be no more than a total of twenty-five (25) sheets of paper (a "page" is defined as a single sheet of paper, which may be double-sided).** The page count limit includes cover letters, organization charts, staff resumes, appendices, and any exceptions to the language in the sample agreement, or in the insurance requirements. **NOTE:** Dividers, Attachments "A", "B" & "C", Addenda acknowledgments, and the Cost Proposal (*in a separate sealed envelope*) do **NOT** count toward the page limit (everything else does). Interested Contractors shall **submit SIX (6) copies (one marked "Original" plus five (5) copies)** of your Technical/Work Proposal **and** your Cost Proposal, and **one (1) Thumb Drive or CD** of the **entire** proposal (including the cost proposal), by the deadline.

All proposals shall be sealed within one package and be clearly marked, "RFP #06-16, REQUESTS FOR PROPOSALS FOR PASSENGER LOADING BRIDGE AND BAGGAGE HANDLING SYSTEM MAINTENANCE SERVICE. Within the sealed proposal package, the Cost Proposal shall be separately sealed from the Technical/Work Proposal. **Proposals not meeting the above criteria may be found to be non-responsive.**

EACH PROPOSAL PACKAGE MUST INCLUDE TWO (2) SEPARATELY SEALED ENVELOPES:

Envelope #1, clearly marked "Technical/Work Proposal", shall include the following items:

- Completed Signature authorization and Addenda Acknowledgment (see Attachment A)
- If applicable, your specific request for Local Preference (see Attachment A) and a copy of a valid business license from a jurisdiction in the Coachella Valley.
- Completed, and notarized, Affidavit of Non-Collusion (see Attachment B)

In addition to the items above, at a minimum, Contractors must provide the information identified below. All such information shall be presented in a format that directly corresponds to the numbering scheme identified here.

TECHNICAL/WORK PROPOSAL: The Technical/Work Proposal (Envelope #1) shall be clearly marked and shall include the Sections A, B, C, D, E and F (*if Local Preference is applicable) below:

SECTION A:

FIRM, STAFF, TEAM (including any sub-contractors) QUALIFICATIONS AND EXPERIENCE, INCLUDING REFERENCES FOR PASSENGER LOADING BRIDGES:

A.1 Follow the instructions and properly complete and execute both **Attachment "A" and Attachment "B"** that are provided in the RFP and include them here in your proposal. If applicable, your specific request for Local Preference (reference Attachment A) and a copy of a valid business license from a jurisdiction in the Coachella Valley is to also be included here.

A.2 Describe the firm's background and qualifications in the type of effort that this project will require, provide copies of licenses and certifications, and specifically identify experience with relevant projects successfully completed of similar size and scope.

A.3 Indicate the name of any sub-contractor Contractors or Contractor s that will be utilized to make up your team. Describe each sub-contractor's qualifications, background and specific expertise that they bring to the Project.

A.4 List the name and qualifications of the key staff/team members including copies of C-10 and C-20 contractor's license issued by the state of California and certifications that will be assigned to the Project. Provide detailed qualifications, including resume' of the Project Manager that will be assigned to the Project.

A.5 Include a minimum of three (3) references of recent customers for who your firm has provided similar passenger loading bridge inspection and maintenance services as contemplated herein for a minimum of five (5) consecutive years. You must include the name of a contact person, their title, and a current phone number, fax number, email address and business address along with a brief description of the scope of work and cost for each successfully completed referenced project.

SECTION B:

FIRM, STAFF, TEAM (including any sub-contractors) QUALIFICATIONS AND EXPERIENCE, INCLUDING REFERENCES FOR BAGGAGE HANDLING SYSTEM:

B.1 Describe the firm's background and qualifications in the type of effort that this project will require, specifically identifying experience with relevant projects successfully completed of similar size and scope.

B.2 Indicate the name of any sub-contractor Contractors or Contractor s that will be utilized to make up your team. Describe each sub-contractor's qualifications, background and specific expertise that they bring to the Project.

B.3 List the name and qualifications of the key staff/team members that will be assigned to the Project. Provide detailed qualifications of the Project Manager that will be assigned to the Project.

B.4 Include a minimum of three (3) references of recent customers for who your firm has provided similar baggage handling system inspection and maintenance services as contemplated herein for a minimum of three (3) consecutive years. You must include the name of a contact person, their title, and a current phone number, fax number, email address and business address along with a brief description of the scope of work and cost for each successfully completed referenced project.

**SECTION C:
PROPOSAL ORGANIZATION, CONFORMANCE WITH RFP INSTRUCTIONS, AND
DEMONSTRATED UNDERSTANDING OF THE OVERALL PROJECT AND REQUESTED
SCOPE OF WORK**

C.1 Carefully review and verify that your proposal is well organized and follows ALL OF THE INSTRUCTIONS on proper organization, format, order, and conformance with all requirements, including any and all required signatures, attachments, acknowledgements, or other documents that are required to be submitted. Failure to follow the instructions may result in your proposal being non-responsive and rejected from consideration.

C.2 Without reciting the information regarding the Project verbatim as contained in this RFP, convey your overall understanding of the Project and an understanding of the City's expectations upon implementation of the Project.

C.3 Identify any "key" or "critical" issues that you believe may be encountered on the Project based on the firm's prior experiences; and provide steps to be taken to ensure the issues identified do not affect the successful delivery of the Project.

**SECTION D:
WORK PROPOSAL**

D.1 Proposer should refine and/or expand the Scope of Work to reflect their understanding of the project and include a detailed technical work proposal, including methodology and technical approach, inclusive of all necessary materials, detailed proposed equipment list, parts inventory maintenance (see "Attachment G") and all labor (work and staffing plan) necessary to fully execute and provide passenger loading bridge and baggage belt maintenance services as requested in the scope of work. Identify all tasks and sub-tasks required to successfully implement all phases of the project.

**SECTION E:
PROJECT SCHEDULE**

E.1 Proposer shall provide a detailed Project Schedule, including all tasks and sub-tasks, as well as estimated response time to non-routine work to provide preventative maintenance and on-call repairs of the Passenger Loading Bridges and baggage handling systems. Contractor shall acknowledge and agree to the response times as set forth in VI. Response Times.

E.2 Discuss lines of communication necessary to maintain the project schedule. Discuss the key issues that could impact the schedule and ways to minimize or eliminate them.

E.3 Discuss your quality control methods to ensure consistent and accurate final results.

**SECTION F:
LOCAL PREFERENCE**

F.1 Pursuant to the City of Palm Springs Local Preference Ordinance 1756, in awarding contracts for services, including Contractor services, preference to a Local Business shall be given whenever practicable and to the extent consistent with the law and interests of the public. The term "Local Business" is defined as a vendor, Contractor, or Contractor who has a valid physical business address located within the Coachella Valley, at least six months prior to bid or

proposal opening date, from which the vendor, Contractor, or Contractor operates or performs business on a day-to-day basis, and holds a valid business license by a jurisdiction located in the Coachella Valley. "Coachella Valley" is defined as the area between the Salton Sea on the south, the San Jacinto and Santa Rosa Mountains on the west, and the Little San Bernardino Mountains on the east and north. For the purposes of this definition, "Coachella Valley" includes the cities of Beaumont and Banning and the unincorporated areas between Banning and the City of Palm Springs. Post office boxes are not verifiable and shall not be used for the purpose of establishing such physical address.

The Contractor will also, to the extent legally possible, solicit applications for employment and proposals for sub-contractors and sub-contractors for work associated with the proposed contract from local residents and Contractors as opportunities occur and hire qualified local residents and Contractors whenever feasible.

In order for a business to be eligible to claim the preference, the business **MUST request the preference in the Solicitation response (see Attachment A)** and provide a copy of its current business license (or of those it employs for this project) from a jurisdiction in the Coachella Valley. A non-local business that requests the preference based on employing local residents must provide proof of full-time primary residency from a jurisdiction in the Coachella Valley with the proposal. The City reserves the right to determine eligibility.

F.2 List all team members with local expertise. Clearly define their role in the overall project.

COST PROPOSAL: The Cost Proposal (Envelope #2) shall be clearly marked in a **separately sealed envelope** and shall include Section G below:

SECTION G:

COST PROPOSAL (*see instructions in Section 6 above and Attachment "C")

G.1 The cost proposal (in a separate sealed envelope) shall be the total annual Preventative Maintenance portion as detailed in Attachment "C" plus pricing for Ball Screw Inspection, hourly pay for telephone support, on-call non-routine maintenance portal to portal, weekend hourly pay, Ball Screw installation costs, and OEM and Non-OEM parts pricing structure as detailed in Attachment "C" Cost Proposal pages. **PROPOSERS MUST USE THE COST PROPOSAL FORM, ATTACHMENT "C", PROVIDED BY THE CITY IN THE RFP DOCUMENTS.** Failure to use the Cost Proposal form Attachment "C" provided by the City **WILL** be cause for rejection of a proposal. **Do NOT include Attachment "A" or Attachment "B" in the Cost Proposal, Envelope #2.** Attachments "A" and "B" are to be included in Envelope #1, "Technical/Work Proposal".

8. GENERAL AND SPECIAL CONDITIONS:

DEADLINE FOR SUBMISSION OF PROPOSALS: Proposals will be received in the City of Palm Springs, Office of Procurement and Contracting until **3:00 P.M., LOCAL TIME, TUESDAY, JULY 19, 2016.** Proof of receipt before the deadline is a City of Palm Springs, Office of Procurement and Contracting time/date stamp. It is the responsibility of the Contractors replying to this RFP to see that any proposal sent through the mail, or via any other delivery method, shall have sufficient time to be received by the Procurement Office prior to the proposal due date and time. Late proposals will be returned to the firm unopened. **Proposals shall be clearly marked and identified and must be submitted to:**

**City of Palm Springs
Procurement and Contracting Department
3200 E. Tahquitz Canyon Way
Palm Springs, CA 92262
Attn: Leigh Gileno, Procurement Specialist II**

QUESTIONS: Contractors, their representatives, agents or anyone else acting on their behalf are specifically directed **NOT** to contact any city employee, commission member, committee member, council member, or other agency employee or associate for any purpose related to this RFP other than as directed below. **Contact with anyone other than as directed below WILL be cause for rejection of a proposal.**

Any questions, technical or otherwise, pertaining to this RFP must be submitted IN WRITING and directed ONLY to:

Leigh Gileno
Procurement Specialist II
3200 East Tahquitz Canyon Way
Palm Springs, CA 92262
via **FAX (760) 323-8238**
or via **EMAIL: Leigh.Gileno@palmspringsca.gov**

Interpretations or clarifications considered necessary in response to such questions will be resolved by the issuance of formal Addenda to the RFP. **The deadline for all questions is 3:00 P.M., Local Time, Tuesday, July 12, 2016.** Questions received after this date and time may not be answered. Only questions that have been resolved by formal written Addenda via the Division of Procurement and Contracting will be binding. Oral and other interpretations or clarifications will be without legal or contractual effect.

FORM OF AGREEMENT: The selected firm will be required to enter into a contractual agreement, inclusive of insurance requirements, with the City of Palm Springs in accordance with the standard Contract Services Agreement (**see Attachment "H"**). Please note that the Exhibits are intentionally not complete in the attached sample standard document. These exhibits will be negotiated with the selected firm, and will appear in the final Contract Services Agreement executed between the parties.

We **specifically draw your attention** to the language in the sections of the sample contractual agreement attached entitled "**Conflict of Interest**" and "**Covenants Against Discrimination**" and recommend all Contractors carefully consider these contractual requirements prior to submitting a proposal in response to this RFP.

Failure or refusal to enter into an Agreement as herein provided or to conform to any of the stipulated requirements in connection therewith shall be just cause for an annulment of the award. If the highest ranked Proposer refuses or fails to execute the Agreement, or negotiations are not successful, or the agreement is terminated, the City may, at its sole discretion, enter negotiations with and award the Contract to the second highest ranked Proposer, and so on.

The term of the agreement that is awarded as a result of this RFP shall be in effect for a period of three (3) years, with two (2) additional one year renewal options, renewable upon mutual consent of the City and the Contractor. The Contract will commence on the date of the Notice to Proceed.

Failure or refusal to enter into an Agreement as herein provided or to conform to any of the stipulated requirements in connection therewith shall be just cause for an annulment of the award. If the highest ranked Proposer refuses or fails to execute the Agreement, or negotiations are not successful, or the agreement is terminated, the City may, at its sole discretion, enter negotiations with and award the Contract to the second highest ranked Proposer, and so on.

AWARD OF CONTRACT: It is the City's intent to award a contract to the firm that can provide all of the scope of work, equipment and services identified in the RFP document. However, the City reserves the right to award a contract, or to make no award, whichever is in the best interest of the City. It is anticipated that award of the contract will occur at the next regularly scheduled City Council meeting after the evaluation committee has made its final selection of the firm to be recommended for award and a contract has been negotiated and agendized for consideration. The decision of the City Council will be final.

RIGHT TO ACCEPT OR REJECT PROPOSALS: The City of Palm Springs reserves the right to waive any informality or technical defect in a proposal and to accept or reject, in whole or in part, any or all proposals and to cancel all or part of this RFP and seek new proposals, as best serves the interests of the City. The City furthermore reserves the right to contract separately with others certain tasks if deemed in the best interest of the City.

INSURANCE: Insurance provisions are contained in the Standard Contract Services sample agreement included in the RFP. The successful Proposer will be required to comply with these provisions. It is recommended that Proposers have their insurance provider review the insurance provisions BEFORE they submit their proposal.

RESPONSIBILITY OF PROPOSER: All Contractors responding to this RFP shall be responsible. If it is found that a firm is irresponsible (e.g., has not paid taxes, is not a legal entity, submitted an RFP without an authorized signature, falsified any information in the proposal package, etc.), the proposal shall be rejected.

PUBLIC RECORD: All documents submitted in response to this solicitation will become the property of the City of Palm Springs and are subject to the California Code Section 6250 et seq., commonly known as the Public Records Act. Information contained in the documents, or any other materials associated with the solicitation, pursuant to CA Government Code 6255 during the negotiation process, may be made public after the City's negotiations are completed, and staff has recommended to the City Council the award of a contract to a specific firm, but before final action is taken by the City Council to award the contract.

Although the California Public Records Act ("CPRA") recognizes that certain confidential trade secret information may be protected from disclosure, the City may not be in a position to establish that the information submitted in a proposal is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," "Proprietary," or any other similar designation, the City will provide the party submitting such information with reasonable notice to allow the party to seek protection from disclosure by a court of competent jurisdiction.

If a submitting party contends that a portion of the proposal is confidential even under the CPRA, the party: 1) must clearly label each document and/or page deemed a confidential document 2) the legal rationale supporting such contention including specific references to applicable provisions of the Public Records laws of the State 3) must actively defend against

any request for disclosure of information which the party has determined should not be released, and 4) must indemnify and hold harmless the City from any loss, claim or suit, including attorneys' fees, brought by a person challenging the City's refusal to release the documents. The City will not, under any circumstances, incur any expenses, or be responsible for any damages or losses incurred by a party submitting a proposal or any other person or entity, because of the release of such information. The City will not return the original or any copies of the proposal or other information or documents submitted to the City as part of this RFP process. **NOTE THAT THE CITY MAY NOT RECOGNIZE PROPOSALS WHERE ALL OF THE INFORMATION, VIA A BLANKET STATEMENT, IS SUBMITTED AS PROPRIETARY INFORMATION OR A TRADE SECRET. SUCH PROPOSALS MAY BE FOUND NON-RESPONSIVE.**

COST RELATED TO PROPOSAL PREPARATION: The City will NOT be responsible for any costs incurred by any firm responding to this RFP in the preparation of their proposal or participation in any presentation if requested, or any other aspects of the entire RFP process.

COMPLIANCE WITH LAW. Proposer warrants that all Services rendered shall be performed in accordance with all applicable federal, state, and local laws, statutes, ordinances lawful orders, rules, and regulations.

LICENSES, PERMITS, FEES, AND ASSESSMENTS. Proposer represents and warrants to City that it will obtain all licenses, permits, qualifications, and approvals of whatever nature that are legally required to practice its profession and perform the Work and Services requested in this RFP. Proposer represents and warrants to City that Proposer shall, at its sole cost and expense, keep in effect at all times during the term of the Agreement if so awarded, any license, permit, qualification, or approval that is legally required for Proposer to perform the Work and Services under the Agreement if so awarded. Proposer shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Proposer's performance of the Work and Services required under the Agreement if so awarded. Proposer shall indemnify, defend, and hold harmless City against any such fees, assessments, taxes penalties, or interest levied, assessed, or imposed against City to the fullest extent permitted by law.

BUSINESS LICENSE: The selected firm will be required to be licensed in accordance with the City of Palm Springs Business License Ordinance, Municipal Code Chapter 3.40 through 3.96, entitled "Business Tax".

INVESTIGATIONS: The City reserves the right to make such investigations as it deems necessary to determine the ability of the Contractors responding to this RFP to perform the Work and the firm shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by or investigation of such firm fails to satisfy the City that such firm is properly qualified to carry out the obligations of the Contract and to complete the Work contemplated therein.

NONCOLLUSION: The undersigned, by submission of this Proposal Form, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal. Proposer must execute an Affidavit of Non-Collusion provided as **Attachment "B"** in the RFP and include it with their proposal.

PROPOSALS TO REMAIN OPEN: The Proposer shall guarantee that all contents of their proposal shall be valid for a period of 120 calendar days from the due date of proposals.

SIGNED PROPOSAL AND EXCEPTIONS: Submission of a signed proposal will be interpreted to mean that the firm responding to this RFP has hereby agreed to all the terms and conditions set forth in all of the sheets which make up this Request for Proposals, and any attached sample agreement. Exceptions to any of the language in either the RFP documents or attached sample agreement, including the insurance requirements, must be included in the proposal and clearly defined. Exceptions to the City's RFP document or standard boilerplate language, insurance requirements, terms or conditions may be considered in the evaluation process; however, the City makes no guarantee that any exceptions will be approved.

ATTACHMENT "A"

***THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR TECHNICAL/WORK PROPOSAL
(Envelope #1)*
REQUESTS FOR PROPOSALS (RFP) # 06-16
PASSENGER LOADING BRIDGE AND BAGGAGE HANDLING SYSTEM
MAINTENANCE SERVICES**

SIGNATURE AUTHORIZATION

NAME OF CONTRACTOR(PROPOSER): _____

BUSINESS ADDRESS: _____

TELEPHONE: _____ CELL PHONE _____ FAX _____

CONTACT PERSON _____ EMAIL ADDRESS _____

A. **I hereby certify that I have the authority** to submit this Proposal to the City of Palm Springs for the above listed individual or Contractor. I certify that I have the authority to **bind** myself/this company in a contract should I be successful in my proposal.

PRINTED NAME AND TITLE

SIGNATURE AND DATE

B. The following information relates to the legal Contractor listed above, whether an individual or a Contractor. Place check marks as appropriate:

1. If successful, the contract language should refer to me/my company as:

___ An individual;
___ A partnership, Partners' names: _____

___ A company;
___ A corporation If a corporation, organized in the state of: _____

Please check below IF your firm qualifies as a Local Business as defined in the RFP:

___ A Local Business (Licensed within the jurisdiction of the Coachella Valley).
Copy of current business license **is required** to be attached to this document.

2. My tax identification number is: _____

ADDENDA ACKNOWLEDGMENT:

Acknowledgment of Receipt of any Addenda issued by the City for this RFP is required by including the acknowledgment with your proposal. Failure to acknowledge the Addenda issued may result in your proposal being deemed non-responsive.

**In the space provided below, please acknowledge receipt of each Addenda:
Addendum(s) # _____ is/are hereby acknowledged.**

ATTACHMENT "B"

***THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR
TECHNICAL/WORK PROPOSAL (Envelope #1)***

**NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY
PROPOSER AND SUBMITTED WITH PROPOSAL**

STATE OF CALIFORNIA) ss
COUNTY OF RIVERSIDE)

The undersigned, being first duly sworn, deposes and says that he or she is

_____ of _____, the party making the foregoing Proposal. That the Proposal is not made in the interests of, or on the behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham Proposal, or that anyone shall refrain from Proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the Proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereof, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, Proposal depository, or any other member or agent thereof to effectuate a collusive or sham Proposal.

By: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2016.

ATTACHMENT "C"

***THIS FORM MUST BE COMPLETED AND SUBMITTED IN A SEPERATELY SEALED ENVELOPE#2 "Cost Proposal", NOT with Envelope #1, Technical/Work Proposal*)**

**REQUEST FOR PROPOSAL (RFP #06-16)
PASSENGER LOADING BRIDGE AND BAGGAGE HANDLING SYSTEM
MAINTENANCE SERVICES**

COST PROPOSAL

Responding to Request for Proposal No. 06-16 Passenger Loading Bridge and Baggage Handling System Maintenance Services, I/WE will accept as full payment the following lump sum payment for providing all labor, supervision, services, materials equipment, supplies, installation, testing, and training to complete the Passenger Loading Bridge and Baggage Handling System Maintenance and Inspection Services. The undersigned Proposer proposes and agrees to provide all work and services necessary to deliver *describe here* as defined in the Scope of Work herein.

NAME OF FIRM SUBMITTING THIS COST PROPOSAL: _____

1. The Preventive Maintenance portion of this agreement will be an annual fixed price agreement for the first three (3) year term of the contract. Compensation for the Preventative Maintenance portion shall be calculated and paid to the Contractor in four (4) equal quarterly payments. Cost must include any and all federal, state and local taxes. For optional years 4 and 5, Contractor may request a price adjustment not to exceed the Bureau of Labor Statistic's Consumer Price Index (CPI) for the LA/Riverside/Anaheim region for the prior 12 month period effective on the anniversary date. Optional renewal years 4 and 5, and any associated CPI increase, are at the mutual consent of the City and the Contractor.

Proposed Inspection and Preventative Maintenance Per Year:

Total for All FMC Jetway Passenger Loading Bridges (8): \$ _____
Inclusive of Jet-Aire Preconditioned air units,
400HZ GPU's, Jet-Flow Potable Water Systems
and cable receivers.

Total for Baggage Handling Systems; Glidepath (3): \$ _____

Total for Baggage Handling Systems; Belt (6): \$ _____

TOTAL ANNUAL INSPECTION AND PREVENTATIVE MAINTENANCE AMOUNT:

\$ _____

(PRICE IN FIGURES)

(PRICE IN WORDS)

Ball Screw Inspection:
(One time only, within first 3 months of contract): \$ _____

1. A telephone support hourly rate will be quoted separate from the Preventative Maintenance portion of the work. In addition, the on-site trouble call (for non-routine maintenance services) portion will be quoted as an hourly rate (both regular and non-regular hours), portal to portal, not including parts. Cost of parts shall be itemized and submitted along with labor costs for all trouble call work performed.

Telephone Support.....\$ _____/hour

**On-call non-routine maintenance, portal to portal:
Monday through Friday 7:00 am–4:00 pm.....\$ _____/hour**

**Saturday-Sunday, and all other hours outside
of hours listed above.....\$ _____/hour**

**Ball Screw Installation costs
(Each, upon inspection verification).....\$ _____/hour**

2. Identify your firm's pricing structure for: (i.e.: % discount? Other?)

OEM parts _____

Non-OEM parts _____

Non-routine maintenance and repairs are difficult to predict by their very nature. The contract will provide for an allowance of estimated non-routine repair costs based on historical data. The City may or may not use this allowance during the term of the contract. Penalty for non-compliant response times will result in forfeiture of travel pay.

ATTACHMENT "D"

Service Bulletin #109 FMC TECHNOLOGIES-JETWAY®®

Ball Screw Inspection

A. Description

This service bulletin is to clarify time intervals and inspection procedures for ball screw assemblies used in FMC Technologies-Jetway® Passenger Boarding Bridges.

B. Affectivity

This service bulletin supersedes all instructions and procedures for ball screw inspection in all other service bulletins and manuals.

C. Inspection Procedure

It is necessary to remove the ball screw from the column for inspection. Removal procedures and safety measures outlined in Chapter 4, Installation and Removal, section of the maintenance manual should be followed.

- (a) All single screw lift columns should be inspected every three (3) years for excessive corrosion, cracking, pitting, gouges, brinelling, or unusual wear of ball grooves. See Figure 1 for reference to area of inspection on next page.
- (b) All double screw lift columns should be inspected after ten (10) years of service for excessive corrosion, cracking, pitting, gouges, brinelling, or unusual wear of ball grooves (see Figure 1 on next page). After this initial inspection, the ball screws should be inspected every five (5) years.

Any ball screws which have excessive wear or damage as described above should be replaced. Replacement part numbers can be found in the maintenance manual.

D. Compliance

This service bulletin applies to all Jetway®® Passenger Boarding Bridges equipped with either single or double, ball screw driven, vertical drive columns. Adherence to this bulletin is **MANDATORY**.

Service Bulletin #109
FMC TECHNOLOGIES - JETWAY®

Ball Screw Inspection

⚠ WARNING - Failure to perform this inspection as outlined could result in failure of the ball screw. Failure of the ball screw can cause the bridge to drop and/or rack causing damage to equipment and serious injury to personnel.

FMC Technologies – Jetway® strongly recommends that these inspection procedures be followed.

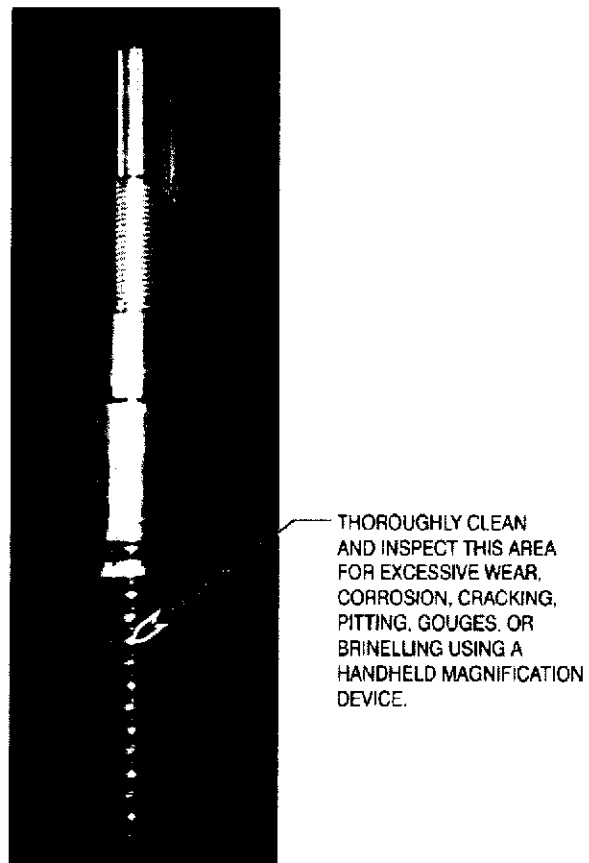


Figure 1

ATTACHMENT "E"

Passenger Boarding Bridge Preventative Maintenance Program Schedule Total of 4 Occasions Per Year

Minimum maintenance intervals shall include the inspection for each Passenger Boarding Bridge, preconditioned air units, Ground Power units, Potable Water Systems, cable receivers, and submit non routine repair requests as necessary to maintain the safety, security and sanitary conditions for each unit: (this is not to replace Jetway® Systems recommended Preventative Maintenance Checklists*):

Quarterly:

Perform a controlled operational check by running the vertical drive to the maximum up and down positions.
Inspect the steer limit switches to see that they are correctly making contact with the actuator bar. The limit arm should also be hand manipulated to see that it is free in movement and not bent.
Check control panel, console and indicator lights.
Inspect vertical, horizontal and cab rotation sprockets and chains.
Check cab and rotunda curtain tension.
Check all parking booms for proper alignment and height measurement for various aircraft.
Check electrical cables and equipment; including canopy curtains, drive system cable tension and sheaves.
Check service door and stairs. Repair as required.
Check flashing and seals; rotunda to building.
Check tires for proper inflation.
Check auto-leveler for proper operation.
Check condition of the bridge interior.
Check tunnel position, tracking and rollers.
Check vertical, horizontal and cab rotation motor brakes for disc wear.
Check lubrication level of all gearboxes.
Inspect gutters and drains for debris.
Inspect sheaves mounts on cable tension device.
Check sheave, cable tension roads and guide rollers on the cable take-up and equalizing system.
Audible inspection of Saginaw ball screw, idler sprocket and column bushings on the high drive column and upper drive assembly.
Inspect trunnion pin, steering limit switch arm and column bushings on the wheel carriage and swivel column.
Check support and center pivot flange bearings on the cable lifting gate.
Inspect Saginaw and column bushings on the standard drive column.
Check cable roller bushings, plunger support rollers and limit switch pivot point on the cab closure.
Ball-lock pins on the cab side curtains should be inspected.
Inspect sprocket shafts and flange bearings on the cab rotation drive and wheel position indicator assemblies.
Check door guides on the roll-up door.
Inspect the condition of interior and exterior paint. Report.
Inspect drive motor sprockets and chains.

Quarterly (continued):

Check drive chains for cracks and excessive wear. Replace or adjust as required.
Inspect auto-leveler assembly for signs of wear, missing parts and security of mounting.
Lubricate all drive chains, idler sprocket bushings, and thrust bearings.
Lubricate the sheave mounts on the cable tension device.
Lubricate sheave rods, cable tensions rods, and cable guide rollers on cable take-up and equalizing system.
Inspect ball screw brakes.
Lubricate hinged portions of cable lifting device.
Lubricate drive chains, sprocket shafts and flange bearings on cab rotation drive and wheel position indicator assembly.
Inspect rotunda to tunnel A seals, hinge pins, and floor alignment.
Lubricate drive chains on wheel carriage.
Document and submit report.

SEMI-ANNUALLY: (to include Quarterly)

Lubricate tunnel ramp hinges.
Lubricate idler roller, spring-loaded barrel, roof pivot, column sleeve bearings and tunnel hinge bushings on the rotunda.
Lubricate cam roll bearings on the two-tunnel cable tension device.
Lubricate vertical drive limit switch pillow block and thrust bearings on the high and standard drive assemblies and upper drive assembly.
Lubricate thrust bearings on the swivel column.
Lubricate spring-loaded barrel, idler roller bearings and curtain slat joints on the cab side curtains.
Lubricate roller assemblies on the cab and tunnel rollers.
Lubricate pillow block bearings on the wheel position indicator assembly, auto-leveler assembly and parking boom.
Wash exterior of bridge. Rinse with water.
Drain, flush and refill following gear cases; vertical and horizontal drive, cab closure and rotation gear cases, parking boom, height indicator rheostat gear case.
Document and submit report

ANNUALLY: (to include Quarterly and Semi-Annually)

Lubricate the following motor bearings; vertical and horizontal drive motors, motor generator bearings, cab rotation and parking boom motor and wheel bearings on wheel carriage.
Check all motor windings to ground using a megohmmeter.
Perform electrical inspection for the ball screw brake.
Audible inspection of ball screw assembly through full range of motion.
Document and submit report

**As published in Jetway® Systems, Apron Drive 2 & 3 Tunnel, Solid State FRC-HD-AC Drive, December 2000 documents date, for Quarterly, Semi Annual and Annual Checklists or Manufactures publications which may supersede this original document date. See "section CIII, page 12 for appropriate FMC Maintenance SOP Checklists.*

**Potable Water Systems and Cable Retrievers for Passenger Boarding Bridges
Program Schedule Total of 4 Occasions Per Year**

Potable Water Systems

Minimum maintenance intervals shall include the inspection for each Passenger Boarding Bridge Potable Water Systems and Cable Retrievers and submit non routine repair requests as necessary to maintain the safety, security and sanitary conditions for each unit: (this is not to replace Jetway® Systems recommended Preventative Maintenance Checklists *):

Quarterly:

Change out all Filters in addition to Inspect and submit non-routine repair for the following:

Physical damage to cabinet	Lubricate spindle ends
Missing hardware	Lubricate chain drive
Door loose	Inspect gear alignment
Electrical components	Water hoses & leaks
Broke hardware "Warning" signs	Inspect filter for contaminates

Document and submit report.

Annually (to include Quarterly)

Test backflow valves and related plumbing.

Testing must be completed by licensed personnel and all required paperwork must be completed per City of Palm Springs Building and Safety requirements.

Document and submit report.

Cable Retrievers – 8 Each

Included in the maintenance and repair of the Passenger Boarding Bridges the Contractor shall inspect and recommend non-routine repairs to electrical cable retrievers, cables, and related wiring.

Document and submit report.

** As published in Jetway® Systems, Apron Drive 2 & 3 Tunnel, Solid State FRC-HD-AC Drive, December 2000 documents date, for Quarterly, Semi Annual and Annual Checklists or Manufactures publications which may supersede original document date.*

**Baggage Handling System (BHS)
Glidepath Systems – 1,2,3 – 1 Occasion Per Year Per BHS**

The Contractor shall perform the operational inspection of three Glidepath BHS Systems utilizing pallet loop composition. These systems are independent and built out as defined below. Included are related control systems and Baggage Security Doors as listed.

These systems are to be inspected annually, September/October or other date as may be preapproved by Superintendent of Maintenance or designee. Work will be performed in accordance with Standard Industrial Practices. Contractor will submit non routine repair requests as are necessary to correct and maintain operational safety and security of these units. The Airport does own and maintain this system unlike the belt system which is Airport owned however Airline maintained.

BHS #	1	2	3
Operator	PSP	PSP	PSP
Linear Feet	250	350	210
Motor	3	4	3
Speed	3	4	3
Clutch/Brake Assembly	3	4	3
Bearing	36	48	36

Conveyors and security doors (as may be applicable):

- a. Motor/s
- b. Clutch/brake assemblies
- c. Amperage Readings
- d. Motor Control Center
- e. System Wiring/Insulating
- f. Coupling/s
- g. Speed Reducer
- h. Drive & Idler Sprockets
- i. Drive Chain Wear
- j. Drive Chain Assemblies
- k. Conveyor Chain/Drive Chain Pin Roller
- l. Conveyor Pallets
- m. Bumpers
- n. Leveling Pads
- o. Hardware Tightness
- p. Electrical Connections
- q. Photo Cells
- r. Motor Control Panels
- s. Baggage Snag Points/Excessive Gaps/Bed structural integrity
- t. Grommets
- u. Chain Guides
- v. Pulleys
- w. Rollers
- x. Locking Devices

- y. General Overall Inspection and Repair
- z. Lubrication per Specifications

OTHER - Perform a general inspection of all other functions and parts not specifically listed above.

At a minimum, but not limited to, the Contractor shall inspect and REPORT on the following for each BHS and submit for non-routine repairs for correction:

Annually

Check trim panels for loose screws and bent on protruding corners.
Clean baggage carousel and attached conveyor system.
Check finger guard for breaks and security.
Check carrier panels for bends, dents, loose bumpers, and loose or broken connecting strips.
Check for positive start and stop control.
Inspect drive assembly.
Inspect rollers.
Inspect electrical cables and equipment.
Clean debris from beneath and within carousel units as well as remove all stickers on carousel slope plates.
Check lubrication of level of reducer.
Inspect and lubricate chain assembly.
Check V-belts for condition and proper tension.
Visual inspection of operation on all fire and security doors.
Inspect drive chains for cracks and wear.
Inspect drive chain and V-belts.
Inspect guide wheels for general condition and lubricate guide wheel shafts.
Inspect cleanliness of inboard and outboard tracks.
Document Annual and submit Report of Inspection of each BHS. Where required, provide itemized cost and detail of work needed, to bring equipment into, safe, secure, nominal / correctable operating condition.

**Baggage Handling System (BHS)
Belt Systems – 4,5,6,7,8,9 - 1 Occasion Per Year Per BHS**

The Contractor shall perform the operational inspection of Six (6) belt BHS Systems. These systems are independent and built out as defined below. Included are related control systems and Baggage Security Doors as listed.

These systems are to be inspected annually, September/October or other date as may be preapproved by Superintendent of Maintenance or designee. Work will be performed in accordance with Standard Industrial Practices. Contractor will submit non routine repair requests as are necessary to correct and maintain operational safety and security of these units.

BHS # Operator	4 Alaska	5 Virgin America	6 & 7 United/Delta	8 US Airways/American	9 West Jet
Linear feet (Main + Curve side)	210 Feet	50 Feet	128 Feet	125 Feet	153 Feet
Motor	6	2	5	7	7
Speed Reducers	6	2	5	7	5
Clutch/Brake Assembly	3	1	2	3	2
Make up	N/A	N/A	1	1	N/A
Trans-Norms Belts	N/A	N/A	2	1	3
Curve Side	1	N/A	N/A	1	N/A
Rollers/Shafts	18	8	18	18	18
Bearings	36	20	36	36	36
Chain/Belts	6	2	5	7	7
Belt (with) Reducer	N/A	N/A	N/A	1	N/A

Conveyors and security doors (as may be applicable):

- a. Motor/s
- b. Clutch/brake assemblies
- c. Belt tracking
- d. Amperage Readings
- e. Hour meter Readings
- f. Motor Control Center
- g. System Wiring/Insulating
- h. Coupling/s
- i. "V" Belts & Sheaves
- j. Speed Reducer
- k. Drive & Idler Sprockets
- l. Drive Chain Wear
- m. Drive Chain Assemblies
- n. Conveyor Chain/Drive Chain Pin Roller
- o. Conveyor Pallets
- p. Bumpers
- q. Leveling Pads
- r. Hardware Tightness
- s. Electrical Connections
- t. Photo Cells
- u. Motor Control Panels
- v. Baggage Snag Points/Excessive Gaps/Bed structural integrity
- w. Grommets
- x. Chain Guides
- y. Pulleys
- z. Rollers
- aa. Locking Devices
- bb. General Overall Inspection and Repair
- cc. Lubrication per Specifications

OTHER - Perform a general inspection of all other functions and parts not specifically listed above.

At a minimum, but not limited to, the Contractor shall inspect and **REPORT** on the following for each BHS and submit for non-routine repairs for correction:

Annually

Check trim panels for loose screws and bent on protruding corners.
Clean baggage carousel and attached conveyor system.
Check finger guard for breaks and security.
Check carrier panels for bends, dents, loose bumpers, and loose or broken connecting strips.
Check for positive start and stop control.
Inspect drive assembly.
Inspect rollers.
Inspect electrical cables and equipment.
Clean debris from beneath and within carousel units as well as remove all stickers on carousel slope plates.
Check lubrication of level of reducer.
Inspect and lubricate chain assembly.
Check V-belts for condition and proper tension.
Visual inspection of operation on all fire and security doors.
Inspect drive chains for cracks and wear.
Inspect drive chain and V-belts.
Inspect guide wheels for general condition and lubricate guide wheel shafts.
Inspect cleanliness of inboard and outboard tracks.
Document Annual and submit Report of Inspection of each BHS. Where required, provide itemized cost and detail of work needed, to bring equipment into, safe, secure, nominal / correctable operating condition.

ATTACHMENT "F"

SAMPLE INSPECTION CHECK LIST FOR BAGGAGE HANDLING SYSTEM

ANNUAL INSPECTIONS (or as recommended by BHS Manufacturer)		
Complete	Inspection Type	Inspection Procedures
<input type="checkbox"/>	Electrical Equipment Contamination	Inspect for accumulation of dust, moisture or other contamination. Clean up contaminated parts/components and eliminate cause of problem.
<input type="checkbox"/>	Electrical Contacts	Check electrical contacts for dirt or foreign matter accumulation. Replace contacts as needed.
<input type="checkbox"/>	Electrical Terminals	Inspect electrical terminals for secure connection. Tighten connections as needed
<input type="checkbox"/>	Electrical Coils	Check voltage at each coil to ensure that no under or over current exists.
<input type="checkbox"/>	Pilot Lamps	Check and replace any burned out lamps. Replace any damaged lenses.
<input type="checkbox"/>	Electrical Equipment General Maintenance	Clean up area around electrical equipment. Remove any spills and debris in the area.

<input type="checkbox"/>	Conveyor Belt Motor Surface Cleaning	Use a clean cloth and degreaser to clean the outer surface of the motor.
<input type="checkbox"/>	Oversize Belt Motor Surface Cleaning	Use a clean cloth and degreaser to clean the outer surface of the motor.
<input type="checkbox"/>	Ticket Counter Belt Motor Surface Cleaning	Use a clean cloth and degreaser to clean the outer surface of the motor.
<input type="checkbox"/>	Power Turn Belt Motor Surface Cleaning	Use a clean cloth and degreaser to clean the outer surface of the motor.
<input type="checkbox"/>	Carousel Motor Surface Cleaning	Use a clean cloth and degreaser to clean the outer surface of the motor.

<input type="checkbox"/>	Conveyor Belt Reducer Cleaning	Use a clean cloth and degreaser to clean the outer surface of the reducer.
<input type="checkbox"/>	Oversize Belt Reducer Cleaning	Use a clean cloth and degreaser to clean the outer surface of the reducer.
<input type="checkbox"/>	Ticket Counter Belt Reducer Surface Cleaning	Use a clean cloth and degreaser to clean the outer surface of the reducer.
<input type="checkbox"/>	Power Turn Reducer Surface Cleaning	Use a clean cloth and degreaser to clean the outer surface of the reducer.

Authorized Contractor Signature: _____ Date: _____

MONTHLY INSPECTIONS (or as recommended by BHS Manufacturer)		
Complete	Inspection Type	Inspection Procedures
<input type="checkbox"/>	Carousel Motor	Inspect for proper operation and mounting security. If necessary, tighten mounting bolts.
<input type="checkbox"/>	Carousel Reducer	Inspect for proper operation and mounting security. If necessary, tighten.
<input type="checkbox"/>	Carousel Drive Chain/Sprocket	Inspect conveyor drive chain/sprocket alignment, tension, lubrication and general condition. Correct alignment, adjust tension or lubricate if needed.
<input type="checkbox"/>	Carousel Cam Drive Chains	Inspect cam drive chain alignment, tension, lubrication and general condition. Correct alignment, adjust tension or lubricate if needed.
<input type="checkbox"/>	Carousel Shafts	Inspect cam shafts alignment, tension, lubrication and general condition. Correct alignment, adjust tension or lubricate if needed.
<input type="checkbox"/>	Carousel Drive Cams	Inspect for proper chain engagement, mounting security and general condition. Repair, or replace, as needed.
<input type="checkbox"/>	Carousel Pallet Assemblies	Inspect for general condition of exterior trim and ensure that there are no loose pallet assemblies.
<input type="checkbox"/>	Carousel Pallet Nylon Strap	Inspect for general condition and mounting security. Repair, or replace, as needed.
<input type="checkbox"/>	Carousel Gearbox	Ensure appropriate oil level of gearbox. Add oil as needed.
<input type="checkbox"/>	Carousel Pillow Block Bearings	Inspect for general condition, lubrication and mounting security. Repair, lubricate and/or replace, as needed.
<input type="checkbox"/>	Carousel Finger guard	Inspect general condition. Repair, or replace, as needed.

Authorized Contractor Signature: _____ Date: _____

MONTHLY INSPECTIONS (or as recommended by BHS Manufacturer)		
Complete	Inspection Type	Inspection Procedures
<input type="checkbox"/>	Conveyor Curve Belts	Visually inspect belt run and belting tension. If necessary, adjust belting tension.
<input type="checkbox"/>	Conveyor Rollers and Pulleys	Visually Inspect for surface and rotation damage. Inspect roller and pulley assemblies for bearing and shaft tightness of attachment.
<input type="checkbox"/>	Conveyor Motor	Inspect for mounting security, excessive heat and unusual noise. Inspect and tighten motor sheave set screws. Repair, or replace, as necessary. Check motor bearings for damage. Repair, or replace, if necessary.
<input type="checkbox"/>	Conveyor Reducer	Inspect for general condition, proper operation, excessive heat and mounting security. If necessary, tighten and/or re-align reducer sheave set screws. Tighten all drain plugs and clean grease fitting.
<input type="checkbox"/>	Conveyor Bearings	Ensure that bearings are properly bolted in place, grease seal has not been damaged and that bearings are running quietly and at proper temperature. Repair, or replace, as necessary.
<input type="checkbox"/>	Conveyor Guard	Ensure that guard and bed fasteners are in place and operating properly. Inspect mounting security and alignment. Adjust as needed.
<input type="checkbox"/>	Conveyor Frame	Inspect mounting security. If necessary, tighten mounting bolts.
<input type="checkbox"/>	Conveyor V-Belt Condition	Visually inspect for general condition including breaks, missing teeth and cracks. Replace, if necessary.
<input type="checkbox"/>	Conveyor V-Belt Tension	Ensure that belt tension is correct. If necessary, re-tension belt.
<input type="checkbox"/>	Conveyor Sprockets	Inspect for proper alignment and broken teeth. Replace as needed.
<input type="checkbox"/>	Conveyor Sheaves	Inspect for condition of groove and sheave tightness. Ensure proper alignment. Adjust, or replace, as needed.

Authorized Contractor Signature: _____ Date: _____

MONTHLY INSPECTIONS (or as recommended by BHS Manufacturer)		
Complete	Inspection Type	Inspection Procedures
<input type="checkbox"/>	Ticket Counter Curve Belts	Visually inspect belt run and belting tension. If necessary, adjust belting tension.
<input type="checkbox"/>	Ticket Counter Rollers and Pulleys	Visually Inspect for surface and rotation damage. Inspect roller and pulley assemblies for bearing and shaft tightness of attachment.
<input type="checkbox"/>	Ticket Counter Drive Motor	Inspect for mounting security, excessive heat and unusual noise. Inspect and tighten motor sheave set screws. Repair, or replace, as necessary. Check motor bearings for damage. Repair, or replace, if necessary.
<input type="checkbox"/>	Ticket Counter Reducer	Inspect for general condition, proper operation, excessive heat and mounting security. If necessary, tighten and/or re-align reducer sheave set screws. Tighten all drain plugs and clean grease fitting.
<input type="checkbox"/>	Ticket Counter Bearings	Ensure that bearings are properly bolted in place, grease seal has not been damaged and that bearings are running quietly. Repair, or replace, as necessary.
<input type="checkbox"/>	Ticket Counter Conveyor Guard	Ensure that guard and bed fasteners are in place and operating properly. Inspect mounting security and alignment. Adjust as needed.
<input type="checkbox"/>	Ticket Counter Conveyor Frame	Inspect mounting security. If necessary, tighten mounting bolts.
<input type="checkbox"/>	Ticket Counter V-Belt Condition	Visually inspect for general condition including breaks, missing teeth and cracks. Replace, if necessary.
<input type="checkbox"/>	Ticket Counter V-Belt Tension	Ensure that belt tension is correct. If necessary, re-tension belt.
<input type="checkbox"/>	Ticket Counter Sprockets	Inspect for proper alignment and broken teeth. Replace as needed.
<input type="checkbox"/>	Ticket Counter Sheaves	Inspect for condition of groove and sheave tightness. Ensure proper alignment. Adjust, or replace, as needed.

Authorized Contractor Signature: _____ Date: _____

MONTHLY INSPECTIONS (or as recommended by BHS Manufacturer)		
Complete	Inspection Type	Inspection Procedures
<input type="checkbox"/>	Oversize Conveyor Curve Belts	Visually inspect general condition, belt run and belting tension. If necessary, adjust belting tension.
<input type="checkbox"/>	Oversize Conveyor Rollers and Pulleys	Visually Inspect for surface and rotation damage. Inspect roller and pulley assemblies for bearing and shaft tightness of attachment.
<input type="checkbox"/>	Oversize Conveyor Drive Motor	Inspect for mounting security, excessive heat and unusual noise. Inspect and tighten motor sheave set screws. Repair, or replace, as necessary. Check motor bearings for damage. Repair, or replace, if necessary.
<input type="checkbox"/>	Oversize Conveyor Reducer	Inspect for general condition, proper operation, excessive heat and mounting security. If necessary, tighten and/or re-align reducer sheave set screws. Tighten all drain plugs and clean grease fitting. Ensure that torque arm is appropriately tightened.
<input type="checkbox"/>	Oversize Conveyor Bearings	Ensure that bearings are properly bolted in place, grease seal has not been damaged and that bearings are running quietly and at an appropriate temperature. Repair, or replace, as necessary.
<input type="checkbox"/>	Oversize Conveyor Guard	Ensure that guard and bed fastener are in place and operating properly. Inspect mounting security and alignment. Adjust as needed.
<input type="checkbox"/>	Oversize Conveyor Frame	Inspect mounting security. If necessary, tighten mounting bolts.
<input type="checkbox"/>	Oversize Conveyor V-Belt Condition	Visually inspect for general condition including breaks, missing teeth and cracks. Replace, if necessary.
<input type="checkbox"/>	Oversize Conveyor V-Belt Tension	Ensure that belt tension is correct. If necessary, re-tension belt.
<input type="checkbox"/>	Oversize Conveyor Sprockets	Inspect for proper alignment and broken teeth. Replace as needed.
<input type="checkbox"/>	Oversize Conveyor Sheaves	Inspect for condition of groove and sheave tightness. Ensure proper alignment. Adjust, or replace, as needed.
<input type="checkbox"/>	Door Travel	Visually confirm that door travels proper distance in both directions.

Authorized Contractor Signature: _____ Date: _____

QUARTERLY INSPECTIONS (or as recommended by BHS Manufacturer)		
Complete	Inspection Type	Inspection Procedures
<input type="checkbox"/>	Conveyor Belt Tracking	Visually inspect belt for signs of tracking problems and correct, if necessary.
<input type="checkbox"/>	Conveyor Belt Surface	Visually inspect belting surfaces for fraying, tears, exposed cord and dirt accumulation.
<input type="checkbox"/>	Conveyor Belt and Fasteners Tension	Confirm that belt tension is correct. If necessary, re-tension belt.
<input type="checkbox"/>	Conveyor Belt Lacing	Visually inspect lacing for security and tightness.
<input type="checkbox"/>	Conveyor Baggage Snag Points	Check points along the belt where baggage snags are possible and correct situation
<input type="checkbox"/>	Conveyor Head/Tail-End Pulleys and Take up Pulleys	Ensure that Pulleys are square and attachment hardware is secure. Visually inspect for rotation and surface damage. Repair, or replace, as necessary.
<input type="checkbox"/>	Conveyor Drive and Snub Pulleys	Ensure that Snub Pulleys are square and bearing hardware is secure. Visually inspect for rotation or surface damage. Repair, or replace, as necessary.
<input type="checkbox"/>	Conveyor Return Rollers	Ensure that the rollers are square with respect to the centerline of the conveyor frame. Visually inspect for rotation or surface damage. Repair, or replace, as necessary.
<input type="checkbox"/>	Conveyor Bearings and Bronze Bushings	Ensure that bearings are properly bolted in place, grease seal has not been damaged and that bearings are running quietly. Repair, or replace, as necessary.
<input type="checkbox"/>	Conveyor Bearing Lubrication	If required by Manufacturer, ensure that bearings are lubricated.
<input type="checkbox"/>	Conveyor Drive Chain/Sprocket Alignment	Inspect conveyor drive chain/sprocket alignment. If necessary, correct alignment.
<input type="checkbox"/>	Conveyor Chain Guard	Ensure that chain guard is in place and operating quietly. Adjust, or replace, as necessary.
<input type="checkbox"/>	Conveyor Drive Motor	Inspect for excessive heat and unusual noise. Repair, or replace, as necessary.
<input type="checkbox"/>	Conveyor Drive Motor Brake	Visually inspect for damaged, or loose, hardware. Replace as necessary.
<input type="checkbox"/>	V-Belt Sheave Alignment	Visually inspect alignment and re-align, if necessary.
<input type="checkbox"/>	V-Belt Tension	Ensure that belt tension is correct. If necessary, re-tension belt.
<input type="checkbox"/>	Power Turn Belt Tracking	Visually inspect belt for signs of tracking problems and correct, if necessary.

Authorized Contractor Signature: _____ Date: _____

QUARTERLY INSPECTIONS (or as recommended by BHS Manufacturer)		
Complete	Inspection Type	Inspection Procedures
<input type="checkbox"/>	Power Turn Belt Surface	Visually inspect belting surfaces for fraying, tears, exposed cord and dirt accumulation.
<input type="checkbox"/>	Power Turn Belt Tension	Confirm that belt tension is correct. If necessary, re-tension belt.
<input type="checkbox"/>	Power Turn Drive Motor	Inspect for excessive heat and unusual noise. Repair, or replace, as necessary.
<input type="checkbox"/>	Power Turn Drive Motor Brake	Visually inspect for damaged, or loose, hardware. Replace as necessary.
<input type="checkbox"/>	Power Turn Drive Motor Bolts	Ensure that drive motor bolts are in place and tight. If necessary, adjust bolt tightness.
<input type="checkbox"/>	Power Turn Perimeter Chain Lubrication	Visually inspect for any damage. Lubricate perimeter chain with manufacturer approved grease.
<input type="checkbox"/>	Power Turn Bolts Inspection	Ensure that power turn bolts are in place and tight. If necessary, adjust bolt tightness.
<input type="checkbox"/>	Power Turn Drive Chain Lubrication	Visually inspect for any damage. Lubricate perimeter chain with manufacturer approved grease.
<input type="checkbox"/>	Power Turn Belt Link	Visually inspect power turn belt link. If necessary, replace
<input type="checkbox"/>	Power Turn Belt Seam	Visually inspect belt seam for excessive wear or damage. Replace as necessary.
<input type="checkbox"/>	Hardware Tightness	Inspect electrical hardware for tightness. If needed, tighten hardware.
<input type="checkbox"/>	Electrical Connections	Inspect electrical connections for loose connections, damaged wires, frayed wires and/or insulation integrity.
<input type="checkbox"/>	Carousel Motor	Inspect for proper operation and mounting security. If necessary, tighten mounting bolts.
<input type="checkbox"/>	Carousel Reducer	Inspect for proper operation and mounting security. If necessary, tighten.
<input type="checkbox"/>	Carousel Drive Chain/Sprocket	Inspect conveyor drive chain/sprocket alignment, tension, lubrication and general condition. Correct alignment, adjust tension or lubricate if needed.
<input type="checkbox"/>	Carousel Cam Drive Chains	Inspect cam drive chain alignment, tension, lubrication and general condition. Correct alignment, adjust tension or lubricate if needed.
<input type="checkbox"/>	Carousel Shafts	Inspect cam shafts alignment, tension, lubrication and general condition. Correct alignment, adjust tension or lubricate if needed.

<input type="checkbox"/>	Carousel Drive Cams	Inspect for proper chain engagement, mounting security and general condition. Repair, or replace, as needed.
<input type="checkbox"/>	Carousel Pallet Assemblies	Inspect for general condition of exterior trim and ensure that there are no loose pallet assemblies.
<input type="checkbox"/>	Carousel Pallet Nylon Strap	Inspect for general condition and mounting security. Repair, or replace, as needed.
<input type="checkbox"/>	Carousel Gearbox	Ensure appropriate oil level of gearbox. Add oil as needed.
<input type="checkbox"/>	Carousel Pillow Block Bearings	Inspect for general condition, lubrication and mounting security. Repair, lubricate and/or replace, as needed.
<input type="checkbox"/>	Carousel Finger Guard	Inspect general condition. Repair, or replace, as needed.

Authorized Contractor Signature: _____ Date: _____

QUARTERLY INSPECTIONS (or as recommended by BHS Manufacturer)		
Complete	Inspection Type	Inspection Procedures
<input type="checkbox"/>	Oversize Conveyor Belt Tracking	Visually inspect belt for signs of tracking problems and correct, if necessary.
<input type="checkbox"/>	Oversize Conveyor Belt Tension	Confirm that belt tension is correct. If necessary, re-tension belt.
<input type="checkbox"/>	Oversize Conveyor Belt Lacing	Visually inspect lacing for security and tightness.
<input type="checkbox"/>	Oversize Conveyor Baggage Snag Points	Check points along the belt where baggage snags are possible and correct situation
<input type="checkbox"/>	Oversize Conveyor Head/Tail-End Pulleys and Take up Pulleys	Ensure that Pulleys are square and attachment hardware is secure. Visually inspect for rotation and surface damage. Repair, or replace, as necessary.
<input type="checkbox"/>	Oversize Conveyor Drive and Snub Pulleys	Ensure that Snub Pulleys are square and bearing hardware is secure. Visually inspect for rotation or surface damage. Adjust, or replace, as necessary.
<input type="checkbox"/>	Oversize Conveyor Return Rollers	Ensure that the rollers are square with respect to the centerline of the conveyor frame. Visually inspect for rotation or surface damage. Repair, or replace, as necessary.
<input type="checkbox"/>	Oversize Conveyor Bearing Lubrication	If required by Manufacturer, ensure that bearings are lubricated.
<input type="checkbox"/>	Oversize Conveyor Drive Chain/Sprocket Alignment	Inspect conveyor drive chain/sprocket alignment. If necessary, correct alignment.
<input type="checkbox"/>	Oversize Conveyor Chain Guard	Ensure that chain guard is in place and operating quietly. Adjust, or replace, as necessary.
<input type="checkbox"/>	Oversize Conveyor Drive Motor	Inspect for excessive heat and unusual noise. Grease fittings. Repair, or replace, as necessary.
<input type="checkbox"/>	Oversize Conveyor Reducer	Inspect for proper operation and mounting security. If necessary, tighten.
<input type="checkbox"/>	Oversize Conveyor V-Belt Sheave Alignment	Visually inspect alignment and re-align, if necessary.
<input type="checkbox"/>	Oversize Conveyor V-Belt Tension	Ensure that belt tension is correct. If necessary, re-tension belt.
<input type="checkbox"/>	Oversize Conveyor Hardware Secureness	Ensure all hardware is mounted and tightened properly. Tighten as needed.

Authorized Contractor Signature: _____ Date: _____

QUARTERLY INSPECTIONS (or as recommended by BHS Manufacturer)		
Inspection Type		Inspection Procedures
<input type="checkbox"/>	Ticket Counter Belt Tracking	Visually inspect belt for signs of tracking problems and correct, if necessary.
<input type="checkbox"/>	Ticket Counter Belt Tension	Confirm that belt tension is correct. If necessary, re-tension belt.
<input type="checkbox"/>	Ticket Counter Belt Lacing	Visually inspect lacing for security and tightness. Repair as needed.
<input type="checkbox"/>	Ticket Counter Baggage Snag Points	Check points along the belt where baggage snags are possible and correct situation
<input type="checkbox"/>	Ticket Counter Head/Tail-End Pulleys and Take up Pulleys	Ensure that Pulleys are square and attachment hardware is secure. Visually inspect for rotation and surface damage. Repair, or replace, as necessary.
<input type="checkbox"/>	Ticket Counter Drive and Snub Pulleys	Ensure that Snub Pulleys are square and bearing hardware is secure. Visually inspect for rotation or surface damage. Adjust, or replace, as necessary.
<input type="checkbox"/>	Ticket Counter Return Rollers	Ensure that the rollers are square with respect to the centerline of the conveyor frame. Visually inspect for rotation or surface damage. Repair, or replace, as necessary.
<input type="checkbox"/>	Ticket Counter Bearing Lubrication	If required by Manufacturer, ensure that bearings are lubricated.
<input type="checkbox"/>	Ticket Counter Drive Chain/Sprocket Alignment	Inspect conveyor drive chain/sprocket alignment. If necessary, correct alignment.
<input type="checkbox"/>	Ticket Counter Chain Guard	Ensure that chain guard is in place and operating quietly. Adjust, or replace, as necessary.
<input type="checkbox"/>	Ticket Counter Drive Motor	Inspect for excessive heat and unusual noise. Grease fittings. Repair, or replace, as necessary.
<input type="checkbox"/>	Ticket Counter Reducer	Inspect for proper operation and mounting security. If necessary, tighten.
<input type="checkbox"/>	Ticket Counter V-Belt Sheave Alignment	Visually inspect alignment and re-align, if necessary.
<input type="checkbox"/>	Ticket Counter V-Belt Tension	Ensure that belt tension is correct. If necessary, re-tension belt.
<input type="checkbox"/>	Ticket Counter V-Belt Sheave Wear	Inspect general condition of sheave groove and tightness. Replace, if needed.
<input type="checkbox"/>	Hardware Secureness	Ensure all hardware is mounted and tightened properly. Tighten as needed.
<input type="checkbox"/>	General Maintenance	Clean up area around the belt conveyor. Remove any spills and debris in the area.
<input type="checkbox"/>	Fire Door	Ensure no leaks at gearbox exist. Inspect general condition and security. Tighten bolts as needed.

Authorized Contractor Signature: _____ Date: _____

WEEKLY INSPECTIONS (or as recommended by BHS Manufacturer)		
Complete	Inspection Type	Inspection Procedures
<input type="checkbox"/>	Carousel Finger Guard	Inspect finger guards. Replace as necessary
<input type="checkbox"/>	Carousel Annunciation Devices	Ensure operating lights, start-up warning lights and alarms are operational. Replace as necessary.
<input type="checkbox"/>	Carousel Operation	Inspect carousel for abnormal noise from drive section or around wheel tracks. Repair, or replace, as necessary.

<input type="checkbox"/>	Fire Door Cycling	Note position of fire door and cycle belt system to raise, or lower, the door.
<input type="checkbox"/>	Fire Door Travel	Ensure door travels proper distance, both up and down.
<input type="checkbox"/>	Fire Door Limit Switch - Up	Ensure that door does not pass the vertical limit of the door track.
<input type="checkbox"/>	Fire Door Limit Switch - Down	Ensure that door achieves full travel, but does not bulge

<input type="checkbox"/>	Conveyor Belt Motor Brake	Inspect motor brake for loose or damaged hardware and any evidence of external damage. Repair, or replace, as needed.
<input type="checkbox"/>	Oversize Belt Motor Brake	Inspect motor brake for loose or damaged hardware and any evidence of external damage. Repair, or replace, as needed.
<input type="checkbox"/>	Ticket Counter Belt Motor Brake	Inspect motor brake for loose or damaged hardware and any evidence of external damage. Repair, or replace, as needed.
<input type="checkbox"/>	Power Turn Belt Motor Brake	Inspect motor brake for loose or damaged hardware and any evidence of external damage. Repair, or replace, as needed.
<input type="checkbox"/>	Carousel Motor Brake	Inspect motor brake for loose or damaged hardware and any evidence of external damage. Repair, or replace, as needed.

Authorized Contractor Signature: _____ Date: _____

ATTACHMENT "G"

Spare Parts Inventory

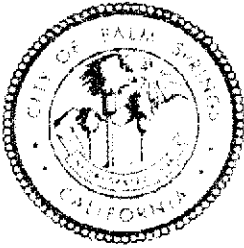
Schedule *

Inventoried Spare Parts - PSP		
QTY	DESCRIPTION	PART NUMBER
2	Probe Disch7716	502743
1	Cab Probe	503742
2	RLR Unit Assembly Spare Original	1600617
1	RLR Unit Assembly	1600622
1	RLR Unit Assembly	1600623
22	Polyester Straps 1 1/2 x 2'2"	2120584
2	String Pot	2910109
1	Bus Charge Board	2911633
3	CKT Board Cab/String Pot	2911676
2	Proportional Board	2911682
1	IGBT Drive Boards	2911693
3	Ckt Bd Res/Cap	2911709
1	IV Sense PWM	2911734
2	Bus Discharge Board	2912277
2	24 Phase Board	2912623
2	Logic Board	2912626
4	Bar Round 5/8 x 2 7/8	3007607
1	Contactor (Con-1)	3613732
4	Brake Lining for Vertical Drive	3614767
1	Exp Board (Already installed)	3623301
2	Temp. Sensor Duct 8" w/box	3626957
2	Current Transformer	3626958
1	Phase Monitor (Used)	3632388
3	Fan Contactor	3632505
2	Compressor Contactor CL45	3632506
3	Blower Contactor (3-con)	3632507

1	Damper Motor	3639077
1	Ram Board 12 Steps for SCR's	3639859
1	New DDC Board w/program	3644623
1	Hoist Motor	3650123
1	RLR Unit Assembly Jit	3654258
2	Temperature Probe	3656154
1	7.5 HP Inverter	3659845
4	Brg RLR 20DX.875 STUD	3671056
4	Bearing Tpr Rlr 1.375 ID x 2.562 OD	3671504
1	Aircraft Door Stop	3691223
2	Capacitor 3300 UFD 450 VDC	3703616
1	1/2 HP Motor Reel Hose	3713036
1	Smoke Detector	3716813
3	400 Hz Cable Nose	3725287
7	PSB-120 (Small light bulb)	4080065
2	Limit Switch Auto Level	4100210
1	Bottom Black ON Lense	4140425
2	Ventilator White Lense	4140462
1	Lamp Test Lense	4142337
4	Blue Warning Lense	4142565
5	SCR's	4501023
3	IGBT's	4503370
6	Canopy Straps	7668006
2	RLR Unit Assembly	8007275
1	Electra Gear Box EL8265421	26HIC142-50F Ratio 12.5/1
2	Circuit Breaker PCA	3632973
1	Original Gear Box 14 OT CM21A-25 K1	7862833001D R RPM 1750
1	Baggage System Hytol Gear Box	R00164-20R RH Ratio 20/1
1	400 mhz GPU Cable	JB 9516-60
4	Large AC Hoses Rollout to Plane	J21022-25
6	14" AC Hoses from Unit to Rollout Hose	J21410-25

1	AC Hose Reducer (Rollout to clamp)	J21022-20
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**The above list represents PSP's inventory at the time of this RFP, is subject to change, and, is not to be construed as minimum required parts needed to meet the contractual obligation of this service agreement.*



**RFP #06-16
PASSENGER LOADING BRIDGE AND BAGGAGE
HANDLING SYSTEM INSPECTION
ADDENDUM NO. 1**

This Addendum is being issued for the following changes and informational items:

THE FOLLOWING REVISIONS AND/OR ADDITIONS TO THE SPECIFICATIONS AND INSTRUCTIONS ARE TO BE INCLUDED IN THE ORIGINAL DRAWINGS AND SPECIFICATIONS. THIS ADDENDUM SHALL TAKE PRECEDENCE OVER ANYTHING CONTRARY ON THE PREVIOUSLY ISSUED SPECIFICATIONS AND INSTRUCTIONS AND SHALL BE REFERRED TO HEREINAFTER AS PART OF THE CONTRACT DOCUMENTS.

The City has received the following questions and is hereby providing answers thereto:

Q 1. How many linear feet are the baggage handling systems?

A 1. Please refer to pages 32 and 34 of the RFP document for all baggage handling systems linear footage.

Q 2. Will the Airport provide escorting to Airside for this contract?

A 2. No. Contractor's staff is expected to be properly badged allowing unescorted access to all areas for maintenance of equipment. Contractor is responsible for the escorting any and all un-badged personnel working in secured areas.

Q 3. Do you have Ball Screws on site?

A 3. Yes. Two (2) spare.

Q 4. If the contract becomes effective during the peak season for the airport (January-April) will the Airport be flexible in the 3 month required window for the Ball Screw inspections, as this would have to be done during your busiest travel time?

A 4. Yes

Q 5. Is there a scissor lift or other equipment available for use on site?

A 5. No

Q 6. Do the Airlines have a consortium for the baggage handling system?

A 6. No there is no consortium for the airlines.

Q 7. Are all the tires on the passenger loading bridge solid rubber?

A 7. No they are not solid rubber

Q 8. Is the airport painting or pressure washing the passenger loading bridges?

A 8. No. Contractor is to wash exterior of bridge, rinse with water, reference Attachment "E" Passenger Boarding Bridge Preventative Maintenance Program Schedule, (total of 2 occasions per year), Page 30, Under SEMI-ANNUALLY (to include Quarterly).

Q 9. Is the Airport responsible for backflow testing for potable water systems?

A 9. No. Contractor is responsible to test backflow valves and related plumbing, per Attachment "E", Annually (to include Quarterly).

Q 10. Must hired contractor have FMC Certification?

A 10. Yes – must have FMC Factory Certified Technician.

Q 11. What happens if you cannot make the 4 hour Emergency Work window?

A 11. Four (4) hour response time is required for emergency service.

Q 12. What is the difference between Emergency Work and Non-Routine work?

A 12. Anything outside of inspections and related maintenance is considered non-routine. Emergency work is deemed as elevated non-routine work that requires a 4 hour response time.

Q 13. Could you please let me know where I might find a copy of the City's Airport Use and Lease Agreement or send me a copy?

A 13. Please see the separate PDF copy of the City's Airport Use and Lease Agreement which is available in the Open Bids and Proposal section of the Procurement & Contracting page on the City's website (see the following link: <http://www.palmsprings-ca.gov/government/departments/procurement-contracting/bids-proposals>)

Q 14. Who is the current vendor for this contract?

A 14. Riselo Engineering Solutions Inc.

CORRECTION:

On page 11 of 73 the table with the response times is here by deleted and replaced with the following corrected table for NEXT DAY hours.

Time of Notification *	Required Response Time *
<1100hrs	SAME DAY (4 hours of call)
>1100hrs and <2000hrs	0600hrs NEXT DAY
> 2000hrs and <2300hrs	1000hrs NEXT DAY

** all times are local KPSP*

BY ORDER OF THE CITY OF PALM SPRINGS, CALIFORNIA

Leigh Gilano

Procurement Specialist II

DATE: June 30, 2016

ADDENDUM ACKNOWLEDGMENT:

Proposer Firm Name: _____

Authorized Signature: _____

Date: _____

Acknowledgment of Receipt of Addendum 1 is required by signing and returning a copy of this addendum with your response. Failure to acknowledge this Addendum may result in your RFP being deemed non-responsive.



**RFP #06-16
PASSENGER LOADING BRIDGE AND BAGGAGE
HANDLING SYSTEM INSPECTION
ADDENDUM NO. 2**

This Addendum is being issued for the following changes and informational items:

THE FOLLOWING REVISIONS AND/OR ADDITIONS TO THE SPECIFICATIONS AND INSTRUCTIONS ARE TO BE INCLUDED IN THE ORIGINAL DRAWINGS AND SPECIFICATIONS. THIS ADDENDUM SHALL TAKE PRECEDENCE OVER ANYTHING CONTRARY ON THE PREVIOUSLY ISSUED SPECIFICATIONS AND INSTRUCTIONS AND SHALL BE REFERRED TO HEREINAFTER AS PART OF THE CONTRACT DOCUMENTS.

CORRECTIONS:

STRIKE:

*Bottom of page 6 and top of page 7 of 73, Section I, **CONTRACTOR'S LICENSE** is here by deleted and replaced with the following corrections regarding contractors license requirements:*

CONTRACTOR'S LICENSE: The selected firm must possess a valid, current and in good standing a C-10 ~~or~~ C-20 contractor's license issued by the California State Contractor Licensing Board at the time of submitting a proposal and throughout the duration of the contract term. A copy of the contractor's license number and date of expiration shall be included in the submitted Proposal. Failure to produce and possess the specified licenses will render the Proposal as non-responsive.

REPLACE WITH:

CONTRACTOR'S LICENSE: The selected firm must possess a valid, current and in good standing a C-10 **and** C-20 contractor's license issued by the California State Contractor Licensing Board at the time of submitting a proposal and throughout the duration of the contract term. A copy of the contractor's license number and date of expiration shall be included in the submitted Proposal. Failure to produce and possess the specified licenses will render the Proposal as non-responsive.

STRIKE:

Page 6, Section II, Item 1 is here by deleted and replaced with the following corrections regarding technicians:

j. Contractor shall be limited to two hours travel per ~~technician~~ per day for non-routine maintenance callout. This shall be limited to no more than four hours per day thereby reasonably allowing for two Contractor ~~technicians~~ 1 hour of travel each way.

REPLACE WITH:

i. Contractor shall be limited to two hours travel per **Stationary Engineer** per day for non-routine maintenance callout. This shall be limited to no more than four hours per day thereby reasonably allowing for two Contractor **Stationary Engineers** 1 hour of travel each way.

STRIKE:

Page 10, Section IV, Item (1) is here by deleted and replaced with the following corrections regarding Journeymen level Technicians:

- (7) Two (2) ~~Journeymen level Technicians~~ per scheduled PM, capable of repairing all systems covered in the Scope of Work section. This includes electrical, mechanical, and troubleshooting repairs to the PLB and related systems.

REPLACE WITH:

- (1) Two (2) **Stationary Engineers** per scheduled PM, capable of repairing all systems covered in the Scope of Work section. This includes electrical, mechanical, and troubleshooting repairs to the PLB and related systems.

The City has received the following questions and is hereby providing answers thereto:

Q 1. We currently have a California license # 720614. WE have a C61 and D21 license which is what we have used in California for almost 20 years to supply, install, and maintain baggage conveyors and airport equipment. Will this class of license be OK?

A 1. *The City is seeking a qualified and properly licensed contractor that can perform the scope of work for both the passenger loading bridges and the baggage handling systems. Because the scope of work for the passenger loading bridges requires a C-10 and a C-20 license, the successful contractor must possess both of these licenses. Possession of a C61 and D21 license only does not meet the license requirements.*

Q 2. Is a Customs Bond needed?

A 2. *No.*

Q 3. Page 6 Section II Item i.: Do prevailing wage rates apply during travel?

A 3. *Yes.*

Q 4. Attachment H Section 1.6: Please verify that Contractor shall not be responsible for damages, as a result of Airline or Operator's negligence.

A 4. *Correct.*

Q 5. Would the airport accept a Section 608 Technician (US EPA certification for HVAC service and repair) in lieu of the C-20 license?

A 5. *No. A C-20 license is required.*

Q 6. In lieu of being "Certified" by JBT, can the Supplier show that we meet or exceed JBT PBB Certification training?

A 6. *No.*

BY ORDER OF THE CITY OF PALM SPRINGS, CALIFORNIA

Leigh Gilano

Procurement Specialist II

DATE: July 13, 2016

ADDENDUM ACKNOWLEDGMENT:

Proposer Firm Name: _____

Authorized Signature: _____

Date: _____

Acknowledgment of Receipt of Addendum 2 is required by signing and returning a copy of this addendum with your response. Failure to acknowledge this Addendum may result in your RFP being deemed non-responsive.

EXHIBIT "C"
CONTRACTOR'S PROPOSAL

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Technical/Work Proposal

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Licences, Résumés, Certifications.....	Page 14
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Work Proposal

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Project Schedule

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July 15, 2016

City of Palm Springs

Attn: Leigh Ann Gileno

Procurement Specialist II

3200 East Tahquitz Canyon Way

Palm Springs, CA. 92262

RE: Request for Proposals (RFP #06-16) for the Maintenance and Repair of the Passenger Boarding Bridges and Baggage Handling System Located at the Palm Spring International Airport in the City of Palm Springs, California.

Dear Mrs. Gileno,

RISELO ENGINEERING SOLUTIONS, Inc., formerly known as R&A Services, has been the company in charge of implementing the preventive maintenance, troubleshooting, servicing, repairing and providing phone technical support for the passenger loading bridges at the Palm Springs International Airport for the last fifteen (15) years. As a subcontractor and, for the last 5 years, as Prime Contractor. Our experienced and qualified technicians, working side by side with Airport management and technicians, implement a team player philosophy to provide solutions for all the site's needs. We possess a complete understanding of the processes and protocols already established by the Airport Authorities; we are also familiar with Airport management and technicians. All the experience accumulated throughout the years working on the passenger loading bridges make us confident that RISELO ENGINEERING SOLUTIONS, Inc. is your best option to continue with this trend of quality service.

With **ZERO LOST TIME ACCIDENTS** and implementing our policy of "**SAFETY BEFORE YOU OR ME**" for the last fifteen (15) years while working on the passenger boarding bridges and the baggage handling systems at the Palm Springs International Airport, among other airports in the Southern California region, RISELO ENGINEERING SOLUTIONS, INC has conducted, and will continue conducting, all business in full compliance of safety regulations prescribed by the California Occupational Safety and Health Act. As part of this implementation, all of our personnel obtain monthly training in order to ensure proper and safe methods to handle our

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different tasks on passenger loading bridges and baggage system. This regular training is conducted by management staff, with years of experience, led by Mr. Romeo Lopez and Mr. Ivan V. Lopez.

Due to his experience working at this airport, and in order to continue the trend of quality service for these bridges, RISELO ENGINEERING SOLUTIONS, Inc. has assigned Mr. Romeo Lopez as Project Manager for this RFP NO 06-16. Mr. Lopez is a certified journeyman electrician, and is Manufacturer Certified, whose experience spans 17 ½ years. He has worked in several airports as Project Manager, Technician and/or trainer in the US (including Hawaii) and abroad in Guam. His experience covers conventional and PLC controlled passenger loading bridges, 400 HZ Ground Power Units, Pre-Conditioning Air units (known as PCAirs), Potable Water Cabinets, Baggage Handling Systems, mechanical, plumbing, electrical and HV/AC systems. Mr. Lopez is a former instructor for the California Electrical Training School, whose curriculum included teaching implementation and understanding of the National Electrical Code (NEC), along with basic and advanced electrical and electronics courses. With all these qualifications, we are assigning this project to one of the most experienced Project Managers in the Airports industry

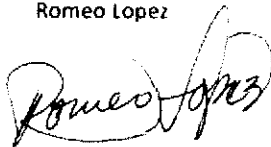
For the last 15 years, RISELO ENGINEERING SOLUTIONS, Inc., with its' certified and experienced technicians, has been acquiring knowledge and experience working on other contract projects with the same scope of work. We have experience working on passenger boarding bridges, as well as baggage handling systems, at the Ontario International Airport, John Wayne Airport, Los Angeles International Airport and Meadows Field Airport.

We trust that with all the experience acquired through the years working at the Palm Springs International Airport and other airports, we will meet the necessary requirements to be awarded this contract. The vast experience of the assigned Project Manager and detailed information about RISELO ENGINEERING SERVICES, Inc. is included in this proposal (RFP #06-16).

If you need more information or have any questions, please do not hesitate to call us at (909) 356-8827.

Thank you very much

Romeo Lopez

A handwritten signature in black ink that reads "Romeo Lopez". The signature is written in a cursive, flowing style.

General Manager
RISELO ENGINEERING SOLUTIONS, Inc.

ATTACHMENT "A"
 *THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR TECHNICAL/WORK PROPOSAL
 (Envelope #1)*
 REQUESTS FOR PROPOSALS (RFP) # 06-16
 PASSENGER LOADING BRIDGE AND BAGGAGE HANDLING SYSTEM
 MAINTENANCE SERVICES

SIGNATURE AUTHORIZATION

NAME OF CONTRACTOR (PROPOSER): RISE ENGINEERING SOLUTIONS, INC.
 BUSINESS ADDRESS 1733B HOLLY DR. FONTANA, CA 92331
 TELEPHONE (909) 352-8827 CELL PHONE (909) 730-6730 FAX (909) 352-8826
 CONTACT PERSON ROMEO LOPEZ EMAIL ADDRESS ALOPEZ@RISEENGINEERING.COM

A. I hereby certify that I have the authority to submit this Proposal to the City of Palm Springs for the above listed individual or Contractor. I certify that I have the authority to bind myself/this company in a contract should I be successful in my proposal.

ROMEO LOPEZ / GENERAL MANAGER
 PRINTED NAME AND TITLE

Romeo Lopez
 SIGNATURE AND DATE

B. The following information relates to the legal Contractor listed above, whether an individual or a Contractor. Place check marks as appropriate.

1. If successful, the contract language should refer to me/my company as:

- An individual.
 A partnership. Partners' names: _____
 A company.
 A corporation If a corporation, organized in the state of: CA

Please check below IF your firm qualifies as a Local Business as defined in the RFP:

A Local Business (Licensed within the jurisdiction of the Coachella Valley).
 Copy of current business license **is required** to be attached to this document.

2. My tax identification number is: 26-1109695

ADDENDA ACKNOWLEDGMENT:

Acknowledgment of Receipt of any Addenda issued by the City for this RFP is required by including the acknowledgment with your proposal. Failure to acknowledge the Addenda issued may result in your proposal being deemed non-responsive

In the space provided below, please acknowledge receipt of each Addenda:
 Addendum(s) # 1, 2 is/are hereby acknowledged.

ATTACHMENT "B"

**"THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR
TECHNICAL/WORK PROPOSAL (Envelope #1)"**

**NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY
PROPOSER AND SUBMITTED WITH PROPOSAL**

STATE OF CALIFORNIA) ss
COUNTY OF RIVERSIDE)

The undersigned, being first duly sworn, deposes and says that he or she is

ROALED LOPEZ of RISEW ENGINEERING SOLUTIONS, LLC the party making the foregoing Proposal. That the Proposal is not made in the interests of, or on the behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham Proposal, or that anyone shall refrain from Proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the Proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereof, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, Proposal depository, or any other member or agent thereof to effectuate a collusive or sham Proposal.

By: Roaed Lopez

Title: GENERAL MANAGER

Subscribed and sworn to before me this 14 day of JULY, 2016



CALIFORNIA JURAT WITH AFFIANT STATEMENT

See Attached Document (Notary to cross out lines 1-6 below)
 See Statement Below (Lines 1-5 to be completed only by document signer(s); not Notary)

State of California
 County of SAN BERNARDINO

Subscribed and sworn to (or affirmed) before me on this

14 day of July, 2016, by

(1) Romod Lopez
Name of Signer

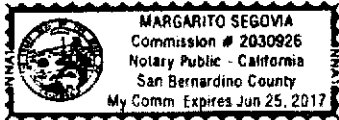
proved to me on the basis of satisfactory evidence to be the person who appeared before me () ()

(and

(2) _____
Name of Signer

proved to me on the basis of satisfactory evidence to be the person who appeared before me)

Signature Margarito Segovia
Signature of Notary Public



Printed Name: Segovia

OPTIONAL

Though the impression block is not required by law, it may prove valuable to persons relying on the document and to aid in identifying the document and its contents.

Further Description of Any Attached Document

Title or Type of Document: TECHNICAL WORK PROPOSAL

Document Date: 07-14-2016 Number of Pages: _____

Signer(s) Other Than Named Above: _____

RIGHT THUMBPRINT OF SIGNER #1	RIGHT THUMBPRINT OF SIGNER #2
Imp. of Thumbprint	Imp. of Thumbprint

NOTARY PUBLIC REGISTRATION INFORMATION: A notary public's commission expires on the last day of the month shown in the expiration date. For example, a notary public whose commission expires on 06/30/17, must renew the commission on or before 06/30/17. If the commission is not renewed by that date, the notary public's authority to perform notary public duties ends on 06/30/17. For more information, visit the State Bar of California's website at www.notary.ca.gov. The State Bar of California is a not-for-profit organization. Its principal office is located at 2900 North Tustin Avenue, Suite 400, Orange, CA 92668-2302. A link to the State Bar of California's website is provided at the bottom of this page. For more information, visit the State Bar of California's website at www.notary.ca.gov.

SECTION A

Firm, Staff, Team (including any Sub-Contractor) Qualification and Experience Including References for Passenger Loading Bridges. This Section Also Covers/Includes Section "B" for Baggage Handling Systems

Same Technicians Will be Working on Both: Passenger Loading Bridges and Baggage Handling Systems

Local Service Provider

RISELO ENGINEERING SOLUTIONS, Inc. was originally established twenty-two (22) years ago as an air conditioning and heating business and entered in the airport industry eighteen (18) years ago. Initial duties consisted of working on passenger boarding bridges and baggage handling systems at the Ontario International Airport. We are a Certified Minority Business Enterprise (MBE) located in the City of Fontana, in San Bernardino County, approximately 70 miles from the Palm Springs International Airport. In order to offer top quality service for this contract, Mr. Romeo Lopez, with all his previous experience working on these bridges and Baggage Handling System has been assigned as Project Manager. As such, he will be the primary point of contact and shall be available 24 hours, 7 days a week, for the duration of this project. He may be contacted via telephone, e-mail or cellular phone. His contact information is already available to the Airport Authorities, Maintenance Superintendent and most of the in-house technicians. His duties will include immediate attention to any calls from either the Superintendent or any in-house technician seeking assistance or support. If necessary, he will also be readily available to arrive at Palm Springs International Airport immediately in order to provide help and resolve any problems/issues. If necessary, our Project Manager will be assisted by any of the other excellent and experienced technicians mentioned in this proposal. Such occasions include, but are not necessarily limited to, inspection (and replacement, if necessary) of the ball screws, compressors, motor chokes, removal, installation and/or replacement of components.

RISELO ENGINEERING SOLUTIONS, Inc. completely understands the needs and the benefits of supporting local small businesses. We will strive to hire local businesses as subcontractors, hire local people to be part of this project and buy parts from local distributors. In the event that we are the awarded entity for this contract, we would like to contact some of the local colleges and/or trade schools, like Cathedral City's Mayfield College, to implement, if possible, an apprenticeship program with some of these institutions.

RISELO ENGINEERING SOLUTIONS, Inc. is an Equal Opportunity Employer. As a minority local business, we completely understand the need of supporting local, small, minority businesses. As a good faith effort for this proposal, we have conducted the proper research in the Coachella Valley, along with the cities of Beaumont and Banning, and implemented an advertising campaign in some local newspapers covering these areas soliciting suppliers, sub-contractors and employees. We are soliciting applications

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for employment and proposals from local residents and firms for future opportunities to work with us at the Palm Springs International Airport, should RISELO ENGINEERING SOLUTIONS Inc. be awarded this contract. Attached with this proposal, on page 16, is proof of the good faith effort mentioned above.

Team of Key Staff/Personnel

Attached to this proposal, on page 15, you will find the résumé of our **Project Manager, Mr. Romeo Lopez**. On Pages 17, 18 and 19 you will find certifications from Jetway and JBT Aerotech, along with information about the technicians assigned to this project. Each of these technicians has sufficient prior experience to perform preventive maintenance programs, troubleshoot and conduct repairs, as needed, on the eight (8) Passenger Loading Bridges and the Baggage Handling System.

All technicians will be led by the assigned Project Manager. We are completely confident that we will keep providing the same top-of-the-line service required to fulfill your expectations for this contract. The Project Manager and assigned technicians all have extensive mechanical and electrical experience working on Passenger Boarding Bridges, 400 Hz Ground Power Units, PCAirs, Potable Water Cabinets and Baggage Handling Systems. The Project Manager and all personnel involved in assisting the Project Manager for the performance of this contract, all have previous experience working on these particular Passenger Boarding Bridges and the Baggage Handling System located at the Palm Springs International Airport. With that being said, we can assure that we are well prepared to perform the preventive maintenance program for the Passenger Boarding Bridges, Aircraft Ground Power Generators, PCAir Systems, Potable Water Units, Baggage Handling Systems and all related equipment. All work shall be conducted with high quality service, in accordance to the Manufacturer's recommendations and specifications. In the same manner, we will troubleshoot and repair any problem on Passenger Loading Bridges, Baggage Handling Systems or any related mechanical/electrical system covered under this project scope, as needed.

Our Project Manager will continue working closely, as a team player, with the respective Management and Technician staff at the Palm Springs International Airport; sharing experiences, communicating and discussing any topic related to problems, concerns, or safety issues, that may arise in the daily operation of these passenger loading bridges or the baggage handling system will also be shared. The Project Manager will be the only person authorized in making suggestions to the Airport Superintendent for any necessary actions to be taken, or modification needed, to ensure reliable operation. As he has done for the last fifteen (15) years, our Project Manager will prepare the Quarterly reports, in accordance with the manufacturer's recommendations. He will be the only person with authorization to submit such reports to the Airport Maintenance Superintendent.

It is relevant to mention that Mr. Romeo Lopez, with his capable management skills and motivation of employees, has always been able to meet the goals and deadlines established by the Palm Springs International Airport Authorities. For the last fifteen (15) years, he has been in charge of implementing the preventive maintenance program, troubleshooting and repair of all equipment at Palm Springs International Airport. His responsibilities have also included assisting the in-house technicians with technical and telephone support, in order to maintain these bridges and the baggage handling system in

excellent condition for their daily operation. Mr. Lopez is well recognized at the airport and, through the years, has been able to maintain excellent working relations with previous and current Management staff. He also maintains an excellent working relation with the sites technical personnel as well. He has all the necessary management and technical experience that the Palm Springs International Airport needs to keep the Passenger Boarding Bridges and Baggage Handling System in excellent working condition.

In the event of an emergency, our Project Manager is instructed to contact the Maintenance Superintendent or the authorities at the airport to ensure everything is working properly or to offer support for any problem that may need immediate attention. Any assistance needed to help the Palm Springs International Airport Authorities in restoring service of the passenger boarding bridges or the baggage handling system will always be provided

In the event that Mr. Romeo Lopez is not available, for any unforeseen reasons or circumstances, Mr. Romeo Lopez Jr. or Ivan Lopez will also be available 24 hours per day, 7 days per week. This strategy shall ensure a backup, or second option, in the event that immediate service is required.

Mr. Ivan Lopez, Vice-President of RISELO ENGINEERING SOLUTIONS, Inc., holds a Bachelor's Degree in Mechanical Engineering from the University of California Riverside. Since 2003, Mr. Ivan Lopez is also certified by Jetway-JBT-Aerotech and has been involved with the Passenger Boarding Bridges and the Baggage Handling System at the Palm Springs International Airport, performing on his own and/or assisting Mr. Romeo Lopez, our assigned Project Manager. Mr. Ivan Lopez has been involved in the different phases of the preventive maintenance program, troubleshooting and repairs. His high level of education has always allowed him to analyze different problems in different situations and provide the best solutions to the Airport management authorities. Mr. Ivan Lopez is knowledgeable in all aspects of maintenance and service for the Passenger Boarding Bridges and the Baggage Handling System, he has vast experience with previous and current Management, and personnel, as well. Besides the operations at Palm Springs International Airport, Mr. Ivan Lopez has also been a key person in the successful performance of projects with similar scopes of work in airports such as the Ontario International Airport and Los Angeles international Airport. See attached résumé.

Mr. Romeo A. Lopez Jr is a highly qualified Electrician and HVAC technician who works on the Passenger Boarding Bridges and Baggage Handling System located at the Palm Springs International Airport. He has been working at this airport since June 2010 and has acquired extensive electrical and mechanical experience working on said Passenger Boarding Bridges and Baggage Handling Systems during these years. With his seven (7) years of experience working at this airport, Mr. Romeo Lopez Jr. has sometimes acted as our Project Manager and will be acting as such, if needed, for the new contract under RFP #06-16. He will also perform preventive maintenance, troubleshoot and repairs to the equipment stipulated under this RFP program. See attached résumé.

Mr. Courtney Sears is a Certified Journeyman Electrician, and for the last twelve (12) years has been working in different airports in The Southern California area on passenger loading bridges and baggage handling systems including the Palm Springs International Airport.

Mr. Andre Miller is a Certified Electrician. Since 2009, he has been assisting RISELO ENGINEERING SERVICES Inc. with different projects. He has extensive experience with Passenger Boarding Bridges, 400 Hz Ground Power Units, Potable Water Cabinets and Baggage Handling Systems.

Specialist Company Working for the Airport Industry



PCAIR UNITS (PCAIR)

Ground Power Units (GPU)

Passenger Loading Bridges (PLB)

Mr. Rafael Ruelas has twenty-five (25) years of experience in the Airport industry working on baggage handling systems. He is a former employee of Baggage Handling Systems (BHS), located in Azusa California. BHS, working as a Sub-Contractor for Glade Path Baggage Handling Systems, was the original installer of the entire Baggage Handling System at the Palm Springs International Airport. Mr. Ruelas, as one of the original installers, possesses a strong understanding of the Baggage Handling Systems. Now, as a member of our team, he has helped us solve many problems we have confronted during the past five (5) years working at the airport. He is, and will continue to be, a key player for the Baggage Handling System.

References

1) Palm Spring International Airport
3400 E. Tahquitz Canyon Way
Palms Springs, CA. 92262

Contact: Mr. Steve Bowser
Deputy Director of Aviation
Phone: (760) 318-3845
Fax: (760) 318-381
E-mail: Steve.Bowser@palmsprings-ca.gov

Estimated Average Cost of Contract for the Last Five (5) Years: \$ 150,000.00/year

Description of the Scope of Work:

Implementing preventive maintenance program according to manufacturer requirements, as detailed in FMC Jetway Systems Operation and Maintenance Manual, since 2001. Responsibilities also included troubleshooting, repairs and modifications of eight (8) Passenger Boarding Bridges, six (6) 45-Ton PCAirs, two (2) 75-Ton PCAirs and eight (8) Ground Power Units (GPUs) and Baggage Handling System, as needed. We also provided telephone assistance and support.

2) Ontario International Airport
2900 East Airport Drive
Ontario, CA 91761

Contact: Mr. Tony Ceja
Regional Director
Phone: (909) 841-0956
E-mail: Tony.Ceja@jbtcc.com

Estimated Average Cost for the Last Five (5) Years of Previous Contract: \$ 21,803.47/year

Description of Scope of Work:

Implementing preventive maintenance program according to manufacturer's requirements, as detailed in FMC Jetway System Operation and Maintenance Manual, since 2005. Responsibilities also included troubleshooting, repairs and modifications of twenty-six (26) Passenger Boarding Bridges, twenty-six (26) 45-Ton PCAirs, twenty-six (26) Ground Power Units (GPUs) and twenty-six (26) Potable Water Systems, as needed

3) Los Angeles International Airport
LAX Terminal 1
PO Box 445
El Segundo, CA 90245

Contact: Roberto Coto
Site Manager
Phone: (770) 361-6240
E-mail: Roberto.Coto@Vanderlande.com

Estimated Average Cost for the Last Five (5) Years of Previous Contract: \$ 25,000/year

Description of Scope of Work:

Implementing preventive maintenance program according to manufacturer's requirements, as detailed in FMC Jetway System Operation and Maintenance Manual since 2005. Responsibilities also included troubleshooting, repairs and modifications of thirteen (13) Passenger Boarding Bridges, thirteen (13) 45-

Ton PCAirs and ten (10) Ground Power Units (GPUs), as needed. This contract also included maintenance, service and repair of the Baggage Handling System.

4) Meadows Field Airport
3701 Wings Way, Suite 300
Bakersfield, CA 93308

Contact: Mr. Christian B. Von Platen
Airport Maintenance Superintendent
Phone: (661) 747-4054
Fax: (661) 391-1801
E-mail: VonPlaten@cp.kern.ca.us

Estimated Average Cost for the Last Five (5) Years of Previous Contract: **\$ 4,516.37/year**

Description of Scope of Work:

Implementing preventive maintenance program according to manufacturer's requirements, as detailed in FMC Jetway System Operation and Maintenance Manual since 2005. Responsibilities also included troubleshooting, repairs and modifications of three (3) Programmable Logic Controller (PLC) controlled Passenger Boarding Bridges, three (3) PLC controlled 50-Ton PCAirs and three (3) PLC controlled Ground Power Units (GPUs). We also provided telephone assistance and support.



Technicians Refurbishing the Floor of a Passenger Loading Bridge

SECTION B

Firm, Staff, Team (including any Sub-Contractor) Qualifications and Experience, including References for Baggage Handling System.

This Section is Covered/Included in Section A. The same Project Manager, and same personnel will be assigned to work on Passenger Loading Bridges and/or Baggage Handling System

STATE OF CALIFORNIA

Contractors State License Board

Division of Engineering Division of the Business and Professions Code
and the Board of Registration of the Contractors State License Board
The Board of Contractors does hereby issue this license to:

RISELO ENGINEERING SOLUTIONS INC

License Number 953223

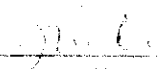
Issued upon the business of and in the capacity of the contractor in
the following classification:

- C10 - ELECTRICAL
- C24 - WARM-AIR HEATING, VENTILATING AND AIR-CONDITIONING
- C21 - MACHINERY AND PUMPS

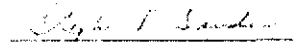
Effective Date of License Issuance:

04/01/2010 - 03/31/2011

Issued October 7, 2010



 James Miller
 Board Chair



 Stephen P. Sands
 Registrar of Contractors

Romeo Lopez
17338 Holly Dr.
Fontana, CA. 92335
(909) 356-8827

ACCOMPLISHMENTS/ABILITIES:

- **ABLE TO COMPETENTLY ANALYZE AND SOLVE PROBLEMS FROM ENGINEERING DESIGN TO PRODUCTION.** Can evaluate and carry out projects to streamline processes which may include equipment modification. This has resulted in different levels of cost savings
- **SOURCE INSPECTION:** For capacitors, varistors, voltage regulators, transistors, diodes, precious metals and paint finishes. Decision responsibility for acceptance or rejection
- **ACCURATELY PREPARE VENDOR INSPECTION REPORTS**
- **PROCESS FAILURE ANALYSES (Destruct- Non-Destruct)**
- **PERSONAL TRAINING:** Mechanical, electronic, and electrical blueprints. Job procedures and inspection criteria
- **EQUIPMENT USED:** Oscilloscope, Hi-Gauge, Vernier calipers, Pin Gauges, Multimeters, curve tracer, inductor analyzer, Hy-Pot, Precision Tools and milling machines. Have operated a fork lift and also know how to operate, troubleshoot, and perform maintenance on the following equipment:
Residential HV AC, Baggage system, all type of electrical motors and electronic equipment utilized for commercial aviation including HV AC (PLC controlled) systems up to 100 ton

- **JETWAY-JBT AEROTECH CERTIFICATION**
- **HAVE E.P.A. CERTIFICATION**
- **HAVE COMPUTER KNOWLEDGE (WORD, WORD PERFECT, EXCEL, ETC.)**
- **AM FLUENT IN SPANISH, ENGLISH**
- **CERTIFIED GENERAL JOURNEYMAN ELECTRICIAN (No. 115592)**
- **ACCREDITED BY THE INSTITUTE OF HEATING AND AIR CONDITIONING INDUSTRIES (IHACI) AND SOUTHERN CALIFORNIA EDISON (SCE)**
- **PLC knowledge and ALWAYS WILLING TO LEARN NEW SKILLS AND TECHNIQUES**

WORK EXPERIENCE:

2007 to Actual	Riselo Engineering Solutions, Inc. General Manager
1998 to June 2012	JBT Aerotech, Project Manager. Teaching, Troubleshooting, Repairing Passenger Loading Bridges, PC Air unit, 400 HZ GPU, Baggage Systems
1994 to 1998	R & A SERVICES, Fontana, CA. Do HVAC Installations, diagnosis, repairs.
11-89 to 6-93	DAICO INDUSTRIES, Compton, CA. Electrical/Electronic Service Technician.
1-86 to 10-89	CASA BLANCA FAN COMPANY, City of Industry. Source Inspector
6-83 to 1-86	SELF-EMPLOYED ELECTRICIAN AND MECHANIC
6-81 to 6-83	SEALS METHODS CO., Santa Fe Springs, CA. Machine Operator

EDUCATION:

NATIONAL UNIVERSITY OF EL SALVADOR, C.A., E.E. Major 1978 to 1980. No degree.
PASADENA CITY COLLEGE, A.S. Degree in Electronics with additional classes in industrial electricity and a Laser Major, 1986 to 1992
ASSOCIATION OF FACILITIES AND PLANT OPERATING ENGINEERS, 1995. Received Refrigeration certificate and completed an AC HV training course.
Several seminars, training classes covering: Electrical, Electronic, HV AC, PLC Systems.

Printed: 9:28 am
on Monday, July 11, 2016

ad # 0010180594
Order taken by: Seller

THE PRESS-ENTERPRISE
Classified Advertising
Receipt

1825 Chicago Ave. Suite 100
Riverside, CA 92507
(951) 684-1200
(800) 514-7253
(951) 368-9018 Fax

Date	Payment#	Type	Payment Information Card Holder	Exp	Approval	Amount
07/11/2016	P1096186	Credit Card	Romeo V. Lopez	28-OCT-18	0a55fntk	144.00

Total Payments: 144.00

Account Information
Phone # 909-356-8827
Name RISELO ENGINEERING SOLUTIONS, INC
Address 17338 HOLLY DR
FONTANA, CA 92335

Gross price: \$144.00
Net price: \$144.00
Total Payments: \$144.00
Amount Due: \$0.00

Account # 1001104779
Client
Placed By Romeo Lopez Jr.
Fax #

Ad Copy:

RISELO ENGINEERING SOLUTIONS, Inc is submitting a bid for a 1 year contract to perform complete maintenance and repair on the passenger loading bridges and baggage system at Palm Springs International Airport. REP #RIE016 our job #91, 0416. RISELO ENGINEERING SOLUTIONS, Inc is looking for local businesses and subcontractors to supply replacement parts such as electric motors, relays, circuit breakers, etc. We are also seeking for local certified Journeymen electricians for future jobs. More information can be obtained by calling REP at (909) 356-8827.

State Of California
CONTRACTORS STATE LICENSE BOARD
ACTIVE LICENSE

953223 CORP

RISELO ENGINEERING SOLUTIONS
INC

CLASS. C10, C20, C61/D21

10/31/2016 www.cstb.ca.gov




CITY OF PALM SPRINGS BUSINESS LICENSE

3200 E TAHQUITZ CANYON WAY, PALM SPRINGS, CA 92262 (760) 323-8289

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO RENEW AND UPDATE THIS LICENSE ANNUALLY.

BUSINESS NUMBER:	BUSINESS TYPE:	OWNER NAME:	BUSINESS NAME:	BUSINESS ADDRESS:	EXPIRATION	TAX/ADMIN. FEE	CERT NO
20014256	CONTRACTOR-HVAC	ROMEO LOPEZ	RISELO ENGINEERING SOLUTIONS	17338 HOLLY DR	03/31/2017	18.00	47243
		IVAN LOPEZ		FONTANA, CA 92335	03/31/2017	67.00	47245
					03/31/2017	1.00	55601

RISELO ENGINEERING SOLUTIONS
17338 HOLLY DR
FONTANA CA 92335

ISSUANCE OF THIS LICENSE DOES NOT ENTITLE
THE LICENSEE TO OPERATE OR MAINTAIN A
BUSINESS IN VIOLATION OF ANY OTHER LAW
OR ORDINANCE. THIS IS NOT AN ENDORSEMENT
OF THE ACTIVITY NOR OF THE APPLICANT'S
QUALIFICATIONS.

MUST BE POSTED IN A CONSPICUOUS PLACE



FMC
JETWAY SYSTEMS

This certificate is awarded to

Romeo Lopez

For completion of the
Jetway Maintenance & Operation Training Course
for JetAire PreConditioned Aircraft Air Conditioner

Awarded this 7th day of March, 2001


Customer Service Manager


Instructor



FMC
JETWAY SYSTEMS

This certificate is awarded to

Romeo Lopez

For completion of the
Jetway Maintenance Training Course
for Jetpower 400 HZ Ground Power Unit

Awarded this 16th day of February, 2001


Customer Service Manager


Instructor

Section C

Proposal Organization, Conformance with RFP Instructions and Demonstrated Understanding of the Overall Project and Requested Scope of Work.

For the last fifteen (15) years, RISELO ENGINEERING SOLUTIONS, Inc. has been working as a subcontractor, and as prime contractor, providing service and repairs on Passenger Boarding Bridges and Baggage Handling System across several airports, including the Palm Springs International Airport. Our, current, and future Project Manager, Mr. Romeo Lopez, has been working side-by-side with management and in-house technicians at the Palm Spring International Airport. He has always done this while implementing the preventive maintenance program and servicing of all relevant equipment. For the last fifteen (15) years, Mr. Lopez has trained all the technicians assigned to this project. Our personnel have acquired experience and familiarity with the Passenger Boarding Bridges and the Baggage Handling System under the guidance of Mr. Lopez, and no other company can match the experience and knowledge our personnel possess with the systems located at the Palm Springs International Airport

Our technicians' familiarity with the Operations and gate systems, along with previously completed background checks and clearance requirements, will make it an easier transition to maintain the top quality service we have always provided.

The experience acquired during the last fifteen (15) years working on the Passenger Boarding Bridges and the Baggage Handling System at the Palm Springs International Airport has also being useful to identify critical issues that have impacted the speed of the service provided, such as:

Parts

Lack of availability of parts from the original manufacturer has been a major problem to repair the Passenger Boarding Bridges and the Baggage Handling System in an efficient manner. As of late, the original manufacturer waits until there is a demand for a specific quantity before ordering production. Accordingly, the parts needed are not always available for immediate delivery. This delay is reflected in the amount of time the equipment is out of service. RISELO ENGINEERING SOLUTIONS, INC. is aware of this problem. In order to be more proactive within other airports, we are using alternative manufacturers which meet or exceed the same specifications of original equipment manufacturer. All material and components are submitted to the Airport Authority for approval, prior to procurement. This solution not only results in cost savings, but also in procuring needed parts in a timely manner. Considering the lack of original manufacturing distributors in the area of Palm Springs, RISELO ENGINEERING SOLUTIONS will allocate money to buy Original Equipment Manufacturer (OEM) parts with extended lead times. We will keep this stock of parts ready for use at any moment, exclusively at this airport. Should the airport authorities allow the use of approved equals, we plan to keep buying these parts locally to local businesses such as Allied Refrigeration, located in Cathedral City, as part of our support for local businesses policy.

Note: All parts purchased by RISELO ENGINEERING SOLUTIONS, INC. that is kept in stock for the sole purpose of being utilized or used as replacement for any equipment covered under this RFP No 06-16 must be purchased by Palm Springs International Airport upon completion of this contract, or in the event of a cancelation.

Training

RISELO ENGINEERING SOLUTIONS, INC would like to implement a basic training program for all the in-house technicians with an emphasis in safe, and best, practices for related issues. The program would be applicable to working on the electrical, electronic and mechanical portions of the Passenger Loading Bridge and the Baggage Handling System assembly. The purpose of this training is to allow the in-house technicians to become more comfortable in their abilities working on applicable equipment. This would concurrently allow the technicians to be more proactive every time they call for technical support. We want to help the personnel feel comfortable, and secure, as this will allow them to be able to fix any minor problems without the need of having to wait for an outside technician. This would be a good incentive for all personnel, and would maintain the effective and efficient situation established through the years. We are confident that empowering the in-house personnel to handle any problems, big or small, will provide cost savings to the Palm Springs International Airport. The individual, who will head the effort for this training, if approved by the authorities, would be the Project Manager, Mr. Romeo Lopez, or Ivan Lopez.

Section D: Work Proposal

RISELO ENGINEERING SOLUTIONS, INC has assigned personnel with a minimum of five years of experience working at the Palm Springs International Airport for this project. All the technicians are very familiar with the Passenger Loading Bridges, Baggage Handling System, Airport Authorities and in-house personnel. For this contract, we plan to implement the same maintenance program; we will also cover small repairs which can be addressed while the quarterly maintenance program is being implemented. In the event the Project Manager considers a major repair needs to be performed, the Superintendent will be notified in order to schedule future repairs.

As previously mentioned, if RISELO ENGINEERING SOLUTIONS, Inc. is awarded this contract, we plan to allocate money to buy a stock of parts sold exclusively by the original manufacturer in order to save time when needed. We shall also propose the use of parts from alternative manufacturers, which meet or exceed the same specifications, to the Maintenance Superintendent. RISELO ENGINEERING SOLUTIONS, INC will still provide the same warranty of the original equipment manufacturers. A dedicated/assigned vehicle will be utilized for this project. Our vehicle will carry a stock of parts which, based on our vast experience at this site, are the most common replaceable parts.

Note: All parts purchased by RISELO ENGINEERING SOLUTIONS, INC. that is kept in stock for the sole purpose of being utilized or used as replacement for any equipment covered under this RFP No 06-16

must be purchased by Palm Springs International Airport upon completion of this contract, or in the event of a cancellation.



Installing a Brand New PLC Ground Power Unit (GPU)

Section E: Project Schedule

The Preventive Maintenance program will remain the same as the one implemented for the last fifteen (15) years by RISELO ENGINEERING SOLUTIONS, INC. We will be following the strict OEM specifications and instructions, using the same format, and forms from the manufacturer. As previously mentioned, all this work will be performed by experienced certified technicians already familiarized with the Passenger Boarding Bridges and the Baggage Handling System located at the Palm Springs International Airport. This will ensure that all work is carried out by personnel with proper manufacturer certifications, and that all work is completed in accordance to the Authorities. After the preventive maintenance is completed, a detailed report with recommendations, necessary correctives actions and repairs will be presented to the Maintenance Superintendent.

RISELO ENGINEERING SOLUTIONS Inc. maintains a comprehensive safety program to ensure that our employees will work in a safe environment, adhering and complying with all the Safety Regulations prescribed by the California Occupational Safety and Health Act (CALOSHA). **It is highly recommended that the company awarded this contract, due to the high voltage and electrical current present throughout these Passenger Boarding Bridges, and/or Baggage Handling System, utilize two (2) technicians at all times, in case of any emergency.**

As the successful bidder, and upon receiving notice to proceed, RISELO ENGINEERING SOLUTIONS, INC will coordinate with the Airport Authorities and the Maintenance Superintendent to implement the following implementation plan and project schedule for year 2016

Action	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	March 2017	April 2017
Badging/background check/vehicle permit	X Done	X Done							
Buy stock of parts	X Done	X Done							
Quarterly Inspection		X			X			X	
Ball screw Inspection		X	X						
Pressure Washing		X						X	

The schedule for years 2020 through 2021 (in case of contract extension); will utilize the same format. Please note that we have not included any specific dates when these inspections will be performed, as we would rather discuss with the Maintenance Superintendent for the most convenient dates for the Palm Springs International Airport

Annual Inspection Calendar

Action	April	June	September	December
Quarterly Inspection	X		X	
Pressure Washing	X		X	
Semi-annual Inspection		X		
Annual Inspection				X

Communication

If RISELO ENGINEERING SOLUTIONS, Inc. is awarded this contract, we will keep the same quality service we have provide for the last fifteen (15) years; first as a sub-contractor, and then as a prime contractor.

Being a local company from Fontana, CA, less than 70 miles from Palm Springs International Airport, with all the relevant experience our technicians have acquired throughout all these years on the

passenger loading bridges and the baggage handling system at PSP, the end results will be reflected in time savings to fix any problem that may keep the bridges out of service.

Ball Screw Inspection and/or Replacement (If Needed) Quality Control Program

This inspection will be performed as described in Chapter Four of Service Bulletin #109 published by FMC Technologies-JBT. The area shall be inspected for excessive wear, corrosion, cracking, pitting, gouges, or brinelling. According to the manufacturer, this needs to be inspected using a handheld magnification device.

Our Project Manager, a former Quality Control Manager and source inspector for five years will be in charge of implementing the **Quality Control Program**. In order to provide an efficient service for our customer's satisfaction, the process of inspecting the ball screws will be the first where we shall implement our quality control program under this new contract.

Although not mentioned by the manufacturer, we are aware that the high stress and vibrations applied to these ball screws when moving the bridge may cause surface-breaking cracks that are not visible to the naked eye or magnifying devices. As part of our quality control program, aside from the manufacturers' recommendation, we will take an additional step and perform a Fluorescent Dye Penetrator inspection. Such an inspection will be performed with use of ZYGLO FLUORESCENT DYE, which complies with most Military specifications for fluorescent inspections, due to its sensitive nature.

1) Pre-Cleaning:

The whole test surface will be cleaned to remove any oil, grease or loose scale; these items may cause irrelevant or false indications. For this cleaning method, the usage of biodegradable solvents will be used. The end goal of this step is a clean surface where any defects present are open to the surface, dry and free of contamination.

2) Application of Penetrator:

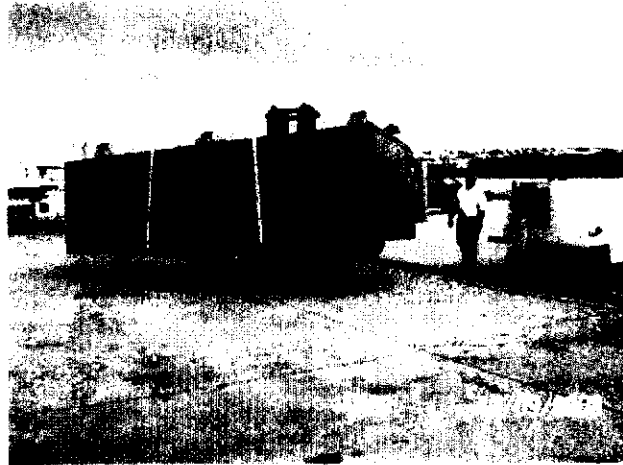
The penetrator is then applied to the whole surface of the ball screw being tested. The penetrator will be allowed to soak into any flaws (generally 10 to 30 minutes). The soak time mainly depends upon the area to be inspected and the flaws sought; smaller flaws require a longer penetration time.

3) Excess Penetrator Removal:

The excess penetrator will then be removed from the surface. The removal method is controlled by the type of penetrator used. We will use a solvent remover and lint-free cloth, without spraying or applying the solvent remover directly on the surface to be inspected. This will be done in order to remove all the penetrator from the surface, the penetrator trapped in real defects will remain in place.

4) Application of Developer and Final Inspection:

After excess penetrator has been removed, developer is applied to the surface under test for possible cracks. This developer should form a thin, even coating on the surface to be inspected, and will draw the penetrator from defects out onto the surface to form a visible indication. We will inspect the whole area of the ball screw, as recommended by the manufacturer, using an ultra violet (UV) black light. We will remove and replace if determined defective.



RISELO ENGINEERING SOLUTIONS, INC. Working on the Installation of a New PLC Panel for a 100-Ton PCAIR Unit

25

Service Schedule for Baggage Handling System

BAGGAGE HANDLING SYSTEM (BHS) SERVICE SCHEDULE					
Annual Inspection Schedule					
Action	May 2017	May 2018	May 2019	May 2020	May 2021
Annual Inspection	X	X	X	X	X

Addendum #2 Acknowledgement Page

BY ORDER OF THE CITY OF PALM SPRINGS, CALIFORNIA

Laird Gilano

Procurement Specialist II

DATE: July 13, 2016

ADDENDUM ACKNOWLEDGMENT:

Proposer Firm Name: RISALO ENGINEERING SOLUTIONS

Authorized Signature: *Ronnie Lopez*

Date: JUL 15, 2016

Acknowledgment of Receipt of Addendum 2 is required by signing and returning a copy of this addendum with your response. Failure to acknowledge this Addendum may result in your RFP being deemed non-responsive.

Addendum #1 Acknowledgement Page

CORRECTION:

On page 11 of 73 the table with the response times is here by deleted and replaced with the following corrected table for NEXT DAY hours.

Time of Notification *	Required Response Time *
<1100hrs	SAME DAY (4 hours of call)
>1100hrs and <2000hrs	0600hrs NEXT DAY
> 2000hrs and <2300hrs	1000hrs NEXT DAY

** all times are local
KPSP*

BY ORDER OF THE CITY OF PALM SPRINGS, CALIFORNIA

Liaigh Gilano

Procurement Specialist II

DATE: June 30, 2016

ADDENDUM ACKNOWLEDGMENT:

Proposer Firm Name: Rizele Engineering Solutions, Inc.

Authorized Signature: *[Signature]*

Date: 7/2/16

Acknowledgment of Receipt of Addendum 1 is required by signing and returning a copy of this addendum with your response. Failure to acknowledge this Addendum may result in your RFP being deemed non-responsive.

ATTACHMENT "C"

***THIS FORM MUST BE COMPLETED AND SUBMITTED IN A SEPERATELY SEALED ENVELOPE#2 "Cost Proposal", NOT with Envelope #1, Technical/Work Proposal*)**

**REQUEST FOR PROPOSAL (RFP #06-16)
PASSENGER LOADING BRIDGE AND BAGGAGE HANDLING SYSTEM
MAINTENANCE SERVICES**

COST PROPOSAL

Responding to Request for Proposal No. 06-16 Passenger Loading Bridge and Baggage Handling System Maintenance Services, IAVE will accept as full payment the following lump sum payment for providing all labor, supervision, services, materials equipment, supplies, installation, testing, and training to complete the Passenger Loading Bridge and Baggage Handling System Maintenance and Inspection Services. The undersigned Proposer proposes and agrees to provide all work and services necessary to deliver "describe here" as defined in the Scope of Work herein.

NAME OF FIRM SUBMITTING THIS COST PROPOSAL: RIEDEL ENGINEERING SOLUTIONS

1. The Preventive Maintenance portion of this agreement will be an annual fixed price agreement for the first three (3) year term of the contract. Compensation for the Preventative Maintenance portion shall be calculated and paid to the Contractor in four (4) equal quarterly payments. Cost must include any and all federal, state and local taxes. For optional years 4 and 5, Contractor may request a price adjustment not to exceed the Bureau of Labor Statistic's Consumer Price Index (CPI) for the LA/Riverside/Anaheim region for the prior 12 month period effective on the anniversary date. Optional renewal years 4 and 5, and any associated CPI increase, are at the mutual consent of the City and the Contractor.

Proposed Inspection and Preventative Maintenance Per Year:

Total for All FMC Jetway Passenger Loading Bridges (8): \$ 53,550⁰⁰
Inclusive of Jet-Aire Preconditioned air units,
 400HZ GPU's, Jet-Flow Potable Water Systems
 and cable receivers.

Total for Baggage Handling Systems; Glidepath (3): \$ 6,120⁰⁰

Total for Baggage Handling Systems; Belt (6): \$ 14,680⁰⁰

TOTAL ANNUAL INSPECTION AND PREVENTATIVE MAINTENANCE AMOUNT:

\$ 74,350⁰⁰
 (PRICE IN FIGURES)

SEVENTY FOUR THOUSAND THREE HUNDRED FIFTY DOLLARS
 (PRICE IN WORDS)

EXHIBIT "D"

**SCHEDULE OF COMPENSATION
COST PROPOSAL**

The Preventive Maintenance portion of this agreement will be an annual fixed price agreement for the first three (3) year term of the contract. Compensation for the Preventative Maintenance portion shall be calculated and paid to the Contractor in four (4) equal quarterly payments. Cost must include any and all federal, state and local taxes. For optional years 4 and 5, Contractor may request a price adjustment for OEM and Non-OEM parts not to exceed the Bureau of Labor Statistic's Consumer Price Index (CPI) for the LA/Riverside/Anaheim region for the prior 12 month period effective on the anniversary date. Hourly rates are subject to California State prevailing wage adjustments. Optional renewal years 4 and 5, and any associated CPI increase, are at the mutual consent of the City and the Contractor.

Proposed Inspection and Preventative Maintenance Per Year:

Total for All FMC Jetway Passenger Loading Bridges (8): \$ 53,550.00
Inclusive of Jet-Aire Preconditioned air units, 400HZ GPU's,
Jet-Flow Potable Water Systems and cable receivers.

Total for Baggage Handling Systems; Glidepath (3): \$ 6,120.00

Total for Baggage Handling Systems; Belt (6): \$ 14,680.00

TOTAL ANNUAL INSPECTION AND PREVENTATIVE MAINTENANCE AMOUNT:

\$ 74,350.00
(PRICE IN FIGURES)

Seventy Four Thousand Three Hundred Fifty Dollars
(PRICE IN WORDS)

Ball Screw Inspection:

(One time only, within first 3 months of contract): \$ 1,600.00 per ball screw (inspection only)

A telephone support hourly rate will be quoted separate from the Preventative Maintenance portion of the work. In addition, the on-site trouble call (for non-routine maintenance services) portion will be quoted as an hourly rate (both regular and non-regular hours), portal to portal, not including parts. Cost of parts shall be itemized and submitted along with labor costs for all trouble call work performed.

Telephone Support.....\$ 0 /hour

On-call non-routine maintenance, portal to portal:

Monday through Friday 7:00 am–4:00 pm.....\$ 98.00 /hour

**Saturday-Sunday, and all other hours outside
of hours listed above.....\$ 125.00 /hour**

**Ball Screw Installation costs
(Each, upon inspection verification).....\$ 800.00 /hour**

Identify your firm's pricing structure for: (i.e.: % discount? Other?)

OEM parts + 5%

Non-OEM parts + 5%

Non-routine maintenance and repairs are difficult to predict by their very nature. The contract will provide for an allowance of estimated non-routine repair costs based on historical data. The City may or may not use this allowance during the term of the contract. Penalty for non-compliant response times will result in forfeiture of travel pay.

EXHIBIT "E"

SCHEDULE OF PERFORMANCE

SCHEDULE OF WORK

- a. Scheduled work shall be performed according to the Schedule of Performance included in this RFP. Any work to be performed contrary to this schedule shall be approved by the Contract Officer prior to such occurrence. The Schedule shall be kept throughout the duration of the Contract, and if modified shall be resubmitted to the Contract Officer for approval as required.

RESPONSE TIME

- a. Response time for work requirements is dependent upon work priority and shall be in accordance with the following standards:
 - (1) Emergency Work: 24/7 365 days a year - the Contractor shall have available personnel to take action at the emergency job site within four hours following notification by the Superintendent or designee.
 - (2) Non Routine Work: If notified before 1100 hours, same day, response time is 4 hours from notification (4 hours minimum response); after 1100hrs but before 2000, response time is before 0600 hours next day. After 2000 before 2300, response time before 1000 hours next day.

Time of Notification *	Required Response Time *
<1100hrs	SAME DAY (4 hours of call)
>1100hrs and <2000hrs	0600hrs NEXT DAY
> 2000hrs and <2300hrs	1000hrs NEXT DAY

* all times are local KPSP

Response time requires physical presence of Contractor Employees as defined in Section VI above.

- (3) All work is to be scheduled in a manner agreeable to the Superintendent or Designee.
- b. All work, once initiated, the Contractor shall maintain continued and steady progress to ensure completion. Work schedules shall accommodate airline schedules where the work will have the least impact on the airline's operation whenever possible.
- c. Non Routine Work shall be at the applicable labor hourly rate plus parts. This hourly rate shall be provided in the cost proposal.

Passenger Loading Bridge Inspection Maintenance Service Schedule:

Action	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	March 2017	April 2017
Badging/background check/vehicle permit	X Done	X Done							
Buy stock of parts	X Done	X Done							
Quarterly Inspection		X			X			X	
Ball screw Inspection		X	X						
Pressure Washing		X						X	

The schedule for years 2020 through 2021(in case of contract extension); will utilize the same format. Please note that we have not included any specific dates when these inspections will be performed, as we would rather discuss with the Maintenance Superintendent for the most convenient dates for the Palm Springs International Airport.

Action	April	June	September	December
Quarterly Inspection	X		X	
Pressure Washing	X		X	
Semi-annual Inspection		X		
Annual Inspection				X

BAGGAGE HANDLING SYSTEM (BHS) SERVICE SCHEDULE					
Annual Inspection Schedule					
Action	May 2017	May 2018	May 2019	May 2020	May 2021
Annual Inspection	X	X	X	X	X

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