



## Request for Proposals (RFP) – Screening Equipment Relocation and Calibration

The County of Marquette (County), Marquette Sawyer Regional Airport (SAW), seeks bids from qualified vendors to provide disassembly, relocation, assembly and calibration services of security screening equipment belonging to the Transportation Security Administration (TSA), as part of a relocation of the screening checkpoint. Proposals must be submitted no later than **May 07, 2024 at 3:00 p.m. EDT**. Vendors shall submit the documents using the **Proposal Form** contained in this Request for Proposal (RFP) by mail or in person in a sealed envelope, which identifies the proponent and states “**Marquette Sawyer Regional Airport Screening Equipment Relocation and Calibration**” on the outside of the envelope. Proposals must be delivered to: Airport Services Center, 125 G Avenue, Gwinn, Michigan 49841. Proposals will be publicly opened and read aloud at 125 G Avenue, Gwinn, Michigan 49841 at the date and time specified below.

### PRE-PROPOSAL MEETING

There will be no pre-proposal meeting for this project. Please refer to drawings prepared for by Northern Design Works.

### SCHEDULE OF EVENTS

April 09, 2024 – RFP issued to Vendors

April 16, 2024 – Questions from Vendors due (written only)

April 19, 2024 – Addendum issued (If required)

\*All addendums and RFP documents will be posted on the County of Marquette and Marquette Sawyer Regional Airport’s websites.

May 07, 2024 – DUE DATE FOR RFP – (Bid Opening Immediately After)

3:00 p.m. EDT     *Responses received after the deadline **cannot** be considered and if mailed, will be returned unopened.*

METHOD OF SUBMITTAL: By mail or delivered in person.

May 07, 2024 – Opening of Bids @ 3:00 p.m. EDT

Although every effort will be made to follow this schedule, the County reserves the right to modify the dates as necessary and to accommodate special circumstances. All RFP’s are due by the time specified. Any RFP received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. The County is not responsible for delays occasioned by the US Postal Service, the internal mail delivery system of the county, or any other delivery method employed by the Vendor.

## TECHNICAL PROVISIONS

The County of Marquette/ Marquette Sawyer Regional Airport is seeking bids from qualified vendors to provide disassembly, relocation, assembly and calibration services of security screening equipment belonging to the Transportation Security Administration (TSA), as part of a relocation of the screening checkpoint in accordance with the specifications below, and within the overall construction timeline.

1. The contractor will need to conduct a survey of the proposed new location to ensure appropriate electrical infrastructure is in place per TSA standards.
2. The contractor will need to disassemble, relocate, assemble and calibrate the security screening equipment from the old checkpoint location to the new checkpoint location. The equipment will need to be tested once installed in the final location to adhere to TSA standards.
3. The equipment is as follow:
  - a. "1" CT x-ray
  - b. "1" WTMD
  - c. "2" ETD
  - d. "1" AIT
  - e. "1" BLS unit

## PROPOSAL REQUIREMENTS

1. The County of Marquette/Marquette Sawyer Regional Airport shall issue the award for bid within **90 days** from the due date of this Request for Proposal. (*Award will be issued by 8/07/2024*)
2. The contract will go into effect upon request from the customer (Marquette Sawyer Regional Airport), in coordination with construction phasing, and after approval from the Marquette County Board is received.
3. Please note that prevailing wage does apply to this project scope.
4. Successful proponent must be able to provide Certificate of Liability Insurance to the County of Marquette, Marquette Sawyer Regional Airport, as specified in Addendum A: Insurance Requirements attached.

## NOTE TO VENDORS

Bids are requested from Transportation Security Administration (TSA) Approved System Integrators. A TSA Approved System Integrator is defined as an organization that adheres to TSA's Checkpoint Requirements and Planning Guide and uses Original Equipment Manufacturer(OEM) certified technicians.

## RFP POINT OF CONTACT

Bradley O. Wheeler, Assistant Airport Manager  
Telephone: 906.346.3308 Ext. 3131  
Facsimile: 906.346.3309  
Email: [bwheeler@mqtco.org](mailto:bwheeler@mqtco.org)

Marquette Sawyer Regional Airport  
Airport Services Center  
125 G Avenue  
Gwinn, Michigan 49841



**MARQUETTE  
SAWYER**  
REGIONAL AIRPORT  
*Connect to what matters*

 Airport Administrative Office 906-346-3308  
Water/Wastewater Dept. 906-346-3137  
Maintenance Dept. 906-250-1928

 Airport Services Center, 125 G Ave.  
Gwinn, MI 49841  
 [flymarquette.com](http://flymarquette.com)

#### FORM OF RESPONSE

1. Proposal response form
2. Price must be firm for ninety (90) days.

#### PAYMENT TO CONTRACTOR

1. Payment will be made within 30 days after satisfactory completion. The cost must include all associated service fees.

The County will award the bid to the lowest responsive bidder. A responsive bidder is one that does not vary from specifications and terms required. The County reserves the right to wave irregularities in the bid proposals.



PROPOSAL FORM  
Marquette Sawyer Regional Airport  
Screening Equipment Relocation and Calibration

Description	Total	Lead Time
To provide disassembly, relocation, assembly and calibration services of TSA security screening equipment		

Proponent Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

LUMP SUM AMOUNT FOR BID: \$ \_\_\_\_\_

WRITTEN AMOUNT: \_\_\_\_\_ dollars

ADDENDUM ACKNOWLEDGEMENT FORM

Proponent Name: \_\_\_\_\_

Proponents must acknowledge by signature, receipt of addenda **if issued**.  
(*ADDENDUM TO CONTRACT: CONTRACTORS, listing* County of Marquette insurance requirements are part of the RFP and do not need to be recorded on proposal form)

Addendum No. 1: \_\_\_\_\_

Addendum No. 2: \_\_\_\_\_

## Addendum A: INSURANCE REQUIREMENTS

### LIABILITY INSURANCE

The Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees, volunteers, or subcontractors.

### INSURANCE REQUIREMENTS

The insurance coverage required shall be at least as broad as:

1. Commercial General Liability ("occurrence" form).
2. Automobile Liability, "any auto".
3. Workers' Compensation insurance as required by the laws of the state of Michigan and Employer's Liability insurance.

### LIMITS OF INSURANCE

The Contractor shall maintain limits on said policy of no less than:

1. Commercial General Liability: \$3,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.
2. Automobile Liability: \$3,000,000 combined single limit per accident for bodily injury and property damage.
3. Worker's Compensation and Employer's Liability: Shall be those limits as required by the Worker's Disability Compensation Act for the state of Michigan and Employer's Liability limits of \$500,000 per occurrence.

### DEDUCTIBLES

Any deductibles or self-insured retentions must be declared to and approved by the County.

### OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages:
  - a. The County, its officers, agents, employees, elected and appointed officials, and volunteers shall be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the County, its officers, agents, employees, elected and appointed officials, and volunteers.
  - b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, agents, employees, elected and appointed officials, and volunteers. Any insurance or self-insurance maintained by the County, its officers, agents, employees, elected and appointed officials, and volunteers shall be excess of the Contractor's insurance and shall not contribute

to it.

- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, agents, employees, elected and appointed officials, and volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages:

- a. Contractor hereby releases County from any claim for recovery for any loss or damage which is insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance. It is further agreed that this waiver shall apply only when permitted by the applicable policy of insurance.
- b. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County.

**ACCEPTABILITY OF INSURERS**

Unless otherwise approved by the County, insurers must be identified as authorized and eligible by the Michigan Insurance Bureau. In addition, insurance is to be placed with insurers with a Best's rating of A or better.

**CERTIFICATES/ENDORSEMENTS OF INSURANCE**

Contractor shall furnish the County with certificates of insurance and with any and all original endorsements affecting coverage required by this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies, at any time.

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

The said certificates and endorsements shall be forwarded with the contract number to the individual identified below:

**CONTRACT NUMBER** \_\_\_\_\_

Molly Strohm, Risk Manager  
234 West Baraga Avenue  
Marquette, MI 49855  
(906) 225-8165 or Fax (906) 225-8155

**ACCEPTANCE OF CERTIFICATE**

Acceptance of any certificate(s) and/or endorsement(s) of insurance by the County does not waive the insurance requirements provided in the foregoing paragraphs. Should the County sustain any loss or be required to pay any claim as a result of the Contractor's failure to obtain or maintain insurance as is required by this contract, the Contractor shall indemnify the County for any such loss. This indemnification shall occur regardless of whether or not the County has accepted any certificate(s) and/or endorsement(s) of insurance provided by the Contractor or its carrier.

**ADDITIONAL INSURED ENDORSEMENT**

It is understood and agreed that the County of Marquette shall be Additional Insureds, which shall include all elected and appointed officials, all employees, agents, and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.

This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether said other available coverage be primary, contributing or excess.