



Request for Proposals (RFP) – Mobile Passenger Boarding Ramp

The County of Marquette, Marquette Sawyer Regional Airport (SAW), seeks bids from qualified vendors to provide a mobile passenger boarding ramp, in accordance with the specifications listed below. Proposals must be submitted no later than **July 22, 2025 at 11:00 a.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 Mobile Passenger Boarding Ramp**” 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

SCHEDULE OF EVENTS

July 09, 2025 – RFP issued to Vendors

July 15, 2025– Questions from Vendors due (written only)

July 17, 2025 – Addendum issued (If required)

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

July 22, 2025 – DUE DATE FOR Bid – (Bid Opening Immediately After)

11:00 a.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.

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 proposal 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 for a mobile passenger boarding ramp in accordance with the specifications.

Provide

- A passenger boarding ramp that meets or exceeds all requirements as stated in A/C 150/5220-21C.
- A passenger boarding ramp, capable of adjusting platform height and capable of servicing, at minimum, the following types of aircraft: Bombardier CRJ-200, Bombardier CRJ-700/900, Embraer ERJ135/145, Embraer E170/175, Boeing 737, Boeing 737 MAX, and Airbus A320 family.
- A passenger boarding ramp that meets 90 MPH FAA wind standards requirement when stowed.
- A passenger boarding ramp that is mobile and able to be repositioned around the apron.
- A passenger boarding ramp of sufficient material quality to withstand adverse weather conditions that can be reasonably expected in this region.
- Freight costs associated with transport of product to Marquette Sawyer Regional Airport
- Onsite installation, setup, and training
- Anti-slip material installed on the walkway surface
- For the deck at the aircraft door level, an 8 foot wide platform

SPECIAL CONDITIONS

The delivery location is in a secure area and will be limited to work under an escorted option.

PROPOSAL REQUIREMENTS

1. The County of Marquette/Marquette Sawyer Regional Airport shall issue the award for bid within **30 days** from the due date of this Request for Proposal.
2. The contract will go into effect once the order is requested from the customer (Marquette Sawyer Regional Airport) after approval from the Marquette County Board is received.

RFP POINT OF CONTACT

David Erhart, Assistant Airport Manager
Telephone: 906.346.3308 Ext. 3131
Facsimile: 906.346.3309
Email: derhart@mqtco.org

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

FORM OF RESPONSE

1. Proposal response form
2. Price must be firm for sixty (60) days.

INSURANCE DOCUMENTS

Respondents must be able to meet the County of Marquette's insurance standards as set forth in the attached description of required coverage.

PAYMENT TO CONTRACTOR

- 1. Payment will be made upon Purchase Order processing. The cost must include delivery 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
Mobile Passenger Boarding Ramp

Description	Unit Cost	Total	Lead Time
Mobile Passenger Boarding Ramp			

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: _____

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,