



## INVITATION FOR BIDS

**Metropolitan Airport Authority  
Of Rock Island County, Illinois**

### IFB TITLE

### AIRPORT SNOW AND ICE REMOVAL

### PURPOSE

The purpose of this IFB is to solicit bids from responsive and responsible bidders to furnish labor, supervision, materials, tools, equipment, incidentals and services including traffic control as necessary- to complete the snow and ice control operations throughout the Airport property.

### BID PACKETS

Available online at [www.qcairport.com](http://www.qcairport.com) or at the airport administrative offices located in the west end of the airport terminal building at the address below.

### DEADLINE FOR SUBMISSIONS

**2:30 P.M. Central Time  
Wednesday August 18, 2021**

Bid opening immediately following.  
LATE, FAXED, ELECTRONIC MAIL OR UNSIGNED BIDS WILL BE REJECTED

### SUBMIT BID TO THIS ADDRESS

QUAD CITIES INTERNATIONAL AIRPORT  
PO BOX 9009  
2200 69<sup>TH</sup> AVE  
MOLINE, IL 61265-9009

### REQUIRED BID COPIES

**Submit a total of ( 2 ) copies of your sealed bid**

### VENDOR PRE-BID CONFERENCE/TOUR

There is no pre-bid meeting for the project.

### PLEASE DIRECT ALL INQUIRES TO

<b>NAME</b>	Joseph Goetz
<b>TITLE</b>	Airport Operations Manager
<b>PHONE #</b>	309-757-1754
<b>FAX #</b>	309-757-1515
<b>EMAIL</b>	<a href="mailto:jgoetz@qcairport.com">jgoetz@qcairport.com</a>
<b>WEB SITE</b>	<a href="http://www.qcairport.com">www.qcairport.com</a>

### **GENERAL GUIDELINES AND INFORMATION**

#### 1. Introduction:

The Metropolitan Airport Authority of Rock Island County (MAA), owner and operator of the Quad Cities International Airport (QCIA) invites and will accept sealed bids for snow and ice control operations. The MAA intends to use the results of this process to award a contract(s) or issuance of purchase order.

#### 2. Errors and Discrepancies:

Should bidder find an error, discrepancy, ambiguity or omission in the project documents prior to submittal of a bid, the Bidder is obligated to contact the MAA with written notice of the error, discrepancy, ambiguity, or omission. The written notice shall identify the nature and location of the error, discrepancy, ambiguity, or omission.

**3. Clarification/Questions:**

Any questions concerning this Bid must be submitted in writing by mail, fax or email at least **THREE WORKING DAYS** prior to the bid deadline. Requests submitted after that time **WILL NOT** be considered. All inquiries must be directed to the person indicated on the cover page.

**4. Addendums:**

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this IFB, revisions/amendments and/or supplements will be posted on the QCIA web site at [www.qcairport.com](http://www.qcairport.com). Bidders are reminded to regularly monitor the web site for any such postings. Bidders must acknowledge the receipt/review of any addendum(s) on the bottom of the Signature Affidavit.

The MAA has the sole authority for modifications of this specifications and or bid.

**5. Bid Protest Procedure:**

Any potential Bidder wishing to file a protest concerning alleged improprieties in this solicitation must submit the protest in written format forty eight (48) hours prior to the specified time of the bid opening. The formal written protest must identify the name of vendor contesting the solicitation, the project name, and the specific grounds for the protest. All determinations made by the MAA are final.

All correspondence should be sent to the contact listed on the cover sheet of this IFB.

**6. Acceptance:**

Bid shall remain fixed and valid for acceptance through the life of the contract. The MAA also retains the right to accept or reject any or all bids and negotiate contract terms.

**7. Withdrawal of Bids:**

Bidders may withdraw a bid in writing, at any time up to the bid due date and time. The written request must be signed by an authorized representative of the bidder and submitted to the MAA. If a previously submitted bid is withdrawn before the bid due date and time, the **bidder may submit another bid, at any time up to the bid due date and time.**

**8. Preliminary Evaluation**

Bids must be submitted on the attached bid forms as included in the required documents section. The bid will be reviewed initially to determine responsiveness.

**9. Proven Experience/Qualifications:**

Bidders shall provide information with their proposal that will certify that they are experienced with or meets the requirement of this specification to be eligible for a contract award. **(Complete Statement of Qualifications Form)**

#### **10. Award:**

Written Notice of Award to a vendor will be mailed or delivered to the address shown on the bid and will be considered sufficient notice of acceptance of bid.

The MAA will award the bid to the lowest responsive and responsible bidder. In determining if a bidder is responsive and responsible the MAA will consider criteria in Part 2 – Technical Requirements such as, but not limited to bidder's past performance and/or service reputation, and service capability, quality of the bidder's staff or services, customer satisfaction, references, the extent to which the bidder's staff or services meet the MAA's needs, bidder's past relationship with the MAA, total unit price based on provided estimated quantities, fleet continuity and any other relevant criteria listed elsewhere in this solicitation. The MAA may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

The price proposals shall be scored based on the weighted average of each line item as shown in the price schedule. Each line will be assigned a point value based on the total number of proposals received. Example: if 5 proposal are received each proposal line item would be scored 1 through 5 with 5 being awarded to the lowest priced proposal for that line item. Each line item will be weighted as shown in the price schedule. The proposal with the highest total score will be considered to have submitted the lowest price proposal.

The MAA reserves the right to accept any bid proposal or to reject any or all bid proposals, or to award a contract on such basis as deemed to be in the agency's best interest. The MAA reserves the right to reduce the scope of services during the term of the contract.

## **SAMPLE CONTRACT**

### **1. GENERAL TERMS AND CONDITIONS**

This Agreement is entered into by and between the Metropolitan Airport Authority of Rock Island County ("MAA" or "Authority") and \_\_\_\_\_ (Contractor) on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 ("Effective Date").

1.1 The Contractor, in the performance of this Agreement, shall comply with all applicable federal, state, and local laws, statues, and ordinances, including regulations for (i) licensing, registration, certification and operation of equipment; and (ii) certification and/or licensing of individuals to operate the equipment; and (iii) any other standards or criteria described in this Agreement to assure the quality of equipment and services expected.

1.2 The Contractor will provide the following insurance requirements, naming MAA as additional insured on a primary and non-contributory basis with respect to liability coverage.

1.2.1 Comprehensive General Liability \$1,000,000 per occurrence, \$2,000,000 General Aggregate

1.2.2 Auto Liability for owned, non-owned and hired vehicles with a Combined Single Limit of \$2,000,000 and an additional Umbrella Policy with a limit of liability of \$2,000,000.

1.2.3 Evidence of Worker's Compensation coverage meeting the statutory requirements of the State of Illinois with a waiver of subrogation.

1.3 The Term of this Agreement shall be from the effective date above through June 30, 2022. The Authority reserves the right to extend the Agreement for a total of two (2) one (1) year extensions with agreement terms of July 1<sup>st</sup> through June 30<sup>th</sup> each year.

### **2. SCOPE AND CLASSIFICATION**

The services performed under this Agreement will include snow removal services for road systems and parking lots as identified by the Authority. Services as defined here in shall be available twenty-four (24) hours a day, seven (7) days a week, including holidays. Snow removal shall consist of pushing all snow off the surfaces of designated areas to bare pavement. The Contractor shall furnish all labor, supervision, equipment, fuel, lubricants, parts, maintenance repairs, and all items of cost necessary to adequately perform the services identified here in.

The need for services as identified within shall be determined and requested as needed solely by the Authority.

No guarantee or identified quantity of actual services is implied or expressed by this Contract. Service requirements shall be determined as needed by the Authority.

### 3. SERVICE REQUIREMENTS

- 3.1. The services covered under this contract shall include, but are not limited to, all required labor, supervision, transportation, equipment, fluids, fuel, accessories, equipment service and repairs, operation training, and insurance required to successfully provide snow removal services as defined and requested by the Authority for the period of October 15, 2021 to April 30, 2022.
- 3.2. A map of the areas to be maintained have been provided in Appendix A, pages 1-4. A list prioritizing the various areas is shown in Appendix B.
- 3.3. Compensation for services shall be in the form of fixed hourly rates as shown on the submitted bid forms in the required documents section.
- 3.4. Throughout the life of the contract, the Contractor and its employees must be available to respond to all service request within one (1) hour of being contacted by the Authority via telephone, twenty-four (24) hours per day, seven (7) days a week, including holidays.
- 3.5. The Contractor will be responsible for providing the Authority with a single point of contact for all service requested. The identified point of contact will be the person that Authority staff will contact directly for all service requests.
- 3.6. Upon notification to the Contractor's primary point of contact by the Authority, the Contractor shall dispatch adequate staff, equipped with all required equipment, to successfully complete the services identified herein within one (1) hour.
- 3.7. Response time is defined as time from the Authority making the initial call to the time of reporting to the Airport ready for work. The lapse of time between the call-up and the arrival at the Authority site shall not exceed one (1) hour.
- 3.8. In the event that the Contractor or its employees do not report to the Airport within the identified time requirements, the Contractor must demonstrate that conditions were such that travel to the site would be/or was extremely hazardous, or provide that there was some extraordinary impediment preventing travel to the site. Should this be the case, the Contractor is required to immediately contact the Authority and communicate the problem. If Contractor fails to respond to "call-out" two (2) times during the contract period, the contract may be cancelled by MAA, and awarded to another vendor.
- 3.9. Compensation for services shall be in the form of fixed hourly rates. Compensation paid under this Contract shall only be for hours at the job site. Transportation of workers or movement of Contractor owned or rental equipment is not chargeable directly but is overhead and the cost shall be included in the fixed hourly rate(s). The hourly rate will cease if a piece of equipment breaks down while working on the Authority parcels. No compensation shall be allowed over and above the hourly rate for operator and equipment overtime or fringe benefits.

- 3.10. Throughout the life of the Contract, the Contractor shall be responsible for maintaining a detailed snow removal log.
- 3.11. For each snow event, a separate log entry must be completed. At a minimum, each entry shall include; date of event, arrival time of the Contractor's employee's, the number of employees and pieces of equipment responding to the event, the amount of snow or ice present at start, the time the crew finished the work, and a description of the condition of the pavements at the finishing time.
- 3.12. No payments for services will be released prior to this documentation being received in full by the Airport Facilities Manager or their designee.
- 3.13. The Authority reserves the right not to issue payment if the required documentation is not complete; including, but not limited to, the absence of the Contractor's representative signature form.
- 3.14. Upon completion of the contract, the log will be retained by the Authority.
- 3.15. The Authority reserves the right to request the Contractor to perform subsequent plowing or related work as authorized by the Authority.
- 3.16. The Contractor is responsible to protect all existing and newly installed work, materials, equipment, improvements, utilities, structures and vegetation at all times during the course of this contract. Any property or incidentals damaged during the course of the contract shall be repaired or replaced at the expense of the Contractor to the satisfaction of the Authority, or its designated representative, and the property owner.
- 3.17. The Contractor acknowledges that they have investigated and satisfied themselves as to the conditions affecting the work, including but not restricted to those bearing upon transportation, disposal, handling, and storage of materials, availability of labor, roads and uncertainties of weather, or similar physical conditions at the site, the conformation and conditions of the ground, the character of equipment and facilities needed preliminary to and during the prosecution of the work. The Contractor further acknowledges that they have satisfied themselves as to the character, quality and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonable ascertainable from an inspection of the site. Any failure by the Contractor to acquaint themselves with the available information will not relieve them from responsibility for estimating properly the difficulty of successfully performing the work. The MAA assumes no responsibility for any conclusions or interpretations made by the Contractor on the basis of the information made available by MAA.
- 3.18. The Contractor shall become familiar with all available information regarding difficulties that may be encountered and the conditions, including safety precautions, under which the work must be accomplished under the Contract. The Contractor shall not be relieved from assuming all responsibility of properly estimating the difficulties of performing the services required because the Contractor failed to

investigate the conditions or to become acquainted with all the information concerning the services to be performed.

- 3.19. Any injuries or damage of any nature shall be immediately reported to the MAA dispatch office by calling the MAA Communications Center at (309) 757-1739 and the Airport Facilities Manager or their designee.
- 3.20. The Contractor shall not commence work under the contract until they have obtained all the insurance as defined in Section 1.2 and provided evidence of such coverage to the Authority. All policies and certificates shall provide that the policies shall remain in force and effect throughout the term of the Contract.

#### 4. **VEHICLE/EQUIPMENT OPERATORS**

- 4.1. The Contractor performing services for the Authority must comply with all applicable Occupational Safety and Health Administration (OSHA) Standards, State and County Safety and Occupational Health Standards, and any other applicable rules and regulations. The Contractor shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this Contract.
- 4.2. All Vehicle/equipment operators performing under this contract shall be trained and proficiently skilled in the operation of their equipment and techniques by the Contractor prior to the implementation of services.
- 4.3. All vehicle/equipment operators must have a valid and current driver's license, which must be maintained in good standing throughout the life of the Contract.
- 4.4. All vehicle operators shall be at least eighteen (18) years of age and capable of working nights. No minors under the age of eighteen (18), will be allowed on the Authority's work site(s), to include being a passenger in the Contractor's vehicle, where this Contract will be performed, except those employed by the Contractor as allowed by the Child Labor Laws of the United States government.
- 4.5. All operators of vehicles requiring a Commercial Driver's License (CDL) licensed operator, must have a valid Commercial Driver's License (CDL) on their person while engaged in the performance of this Contract.
- 4.6. The Contractor shall screen all personnel prior to employment to assure MAA that only competent personal are performing work on MAA's properties. The Contractor shall provide trained, experienced employees capable of performing the scope of work outlines in this Agreement.
- 4.7. Snow removal operations shall be continuous or nearly continuous as needed in order to provide a safe traveling environment for the public. The Contractor shall be responsible for establishing crew schedules to ensure continuous operations in a safe manner until pavements are restored to an acceptable condition.

- 4.8. Any articles of suspicious nature found, or persons loitering or conducting themselves in a way as to arouse suspicion or possible need for help shall be immediately reported to the Authority's Communications Center at (309) 751-1739.
- 4.9. Necessary precautions shall be taken at all times to protect property and equipment belonging to the Authority and its tenants, employees and patrons from injury or damage.

5. **EQUIPMENT REQUIREMENT**

- 5.1. All vehicles/equipment utilized under this contract shall be supplied by the Contractor. All equipment must be in good mechanical and operational status, and in compliance with OSHA, and current industry standards.
- 5.2. Any deviation or substitution of equipment and corresponding rates shall be approved in advance by the Authority.
- 5.3. The Contractor shall provide the Airport Facilities Manager or their designated representatives the make, model, and quantity of equipment assigned to this agreement.
- 5.4. All equipment that requires downtime shall not receive compensation during the time the equipment is out of service.
- 5.5. No major repairs will be made on Authority premises.
- 5.6. The Authority reserves the right to place any equipment on actual operating time and to discontinue using any equipment at any time that conditions require.
- 5.7. All equipment used in the performance of this Contract shall be equipped with sufficient lights to provide a high degree of illumination for the operator.
- 5.8. Lighting must meet the requirements of the State of Illinois regardless of the state in which the equipment is registered. The use of back-up alarms are encouraged. The vehicle shall be equipped with a heater, defroster and windshield wipers.
- 5.9. If Contractor provides equipment other than that which is solely owned, it will not relieve the Contractor of any requirements as stated in this Contract.
- 5.10. The Contractor shall not store equipment on the property of the Authority without the prior consent of the Authority. The Authority must approve all proposed storage locations and will not be liable for any damage incurred. The Contractor will be required to show proof of property at other location insurance with limits at least equal to the cash value of any equipment stored on Airport property.
- 5.11. If a vehicle/equipment is sold and/or replaced while being utilized under this contract, the replacement must meet all equipment specifications as defined here in. The replacement vehicle/equipment will be invoiced at the same rate of the vehicle that was replaced. No additional cost in the hourly rate of the replacement unit will be made.



6. **COST REQUIREMENT**

6.1. Fixed hourly rates paid under this Contract shall only be for hours at the job site. Transportation of workers or movement of Contractor owned or rental equipment is not chargeable directly but is overhead and the cost shall be included in the fixed hourly rates.

6.2. The hourly rate will cease if a piece of equipment breaks down while working on the Authority parcels.

6.3. No compensation shall be allowed over and above the hourly rate for operator and equipment overtime or fringe benefits.

7. **IN WITNESS WHEREOF**, the parties hereto have entered into this Agreement as of the Effective Date her in above noted.

Metropolitan Airport Authority of Rock Island County

By:

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Title:

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Date:

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(Contractor)

By:

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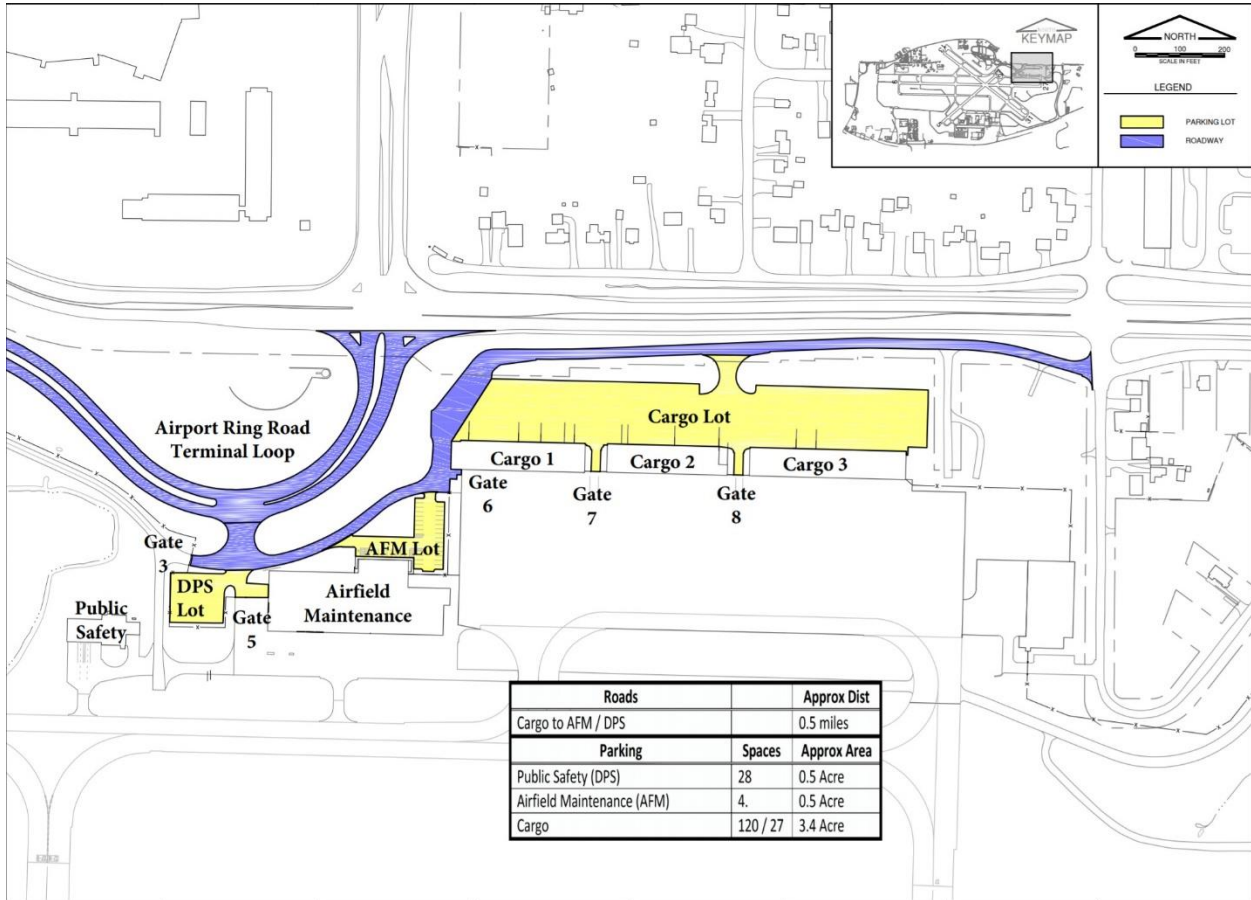
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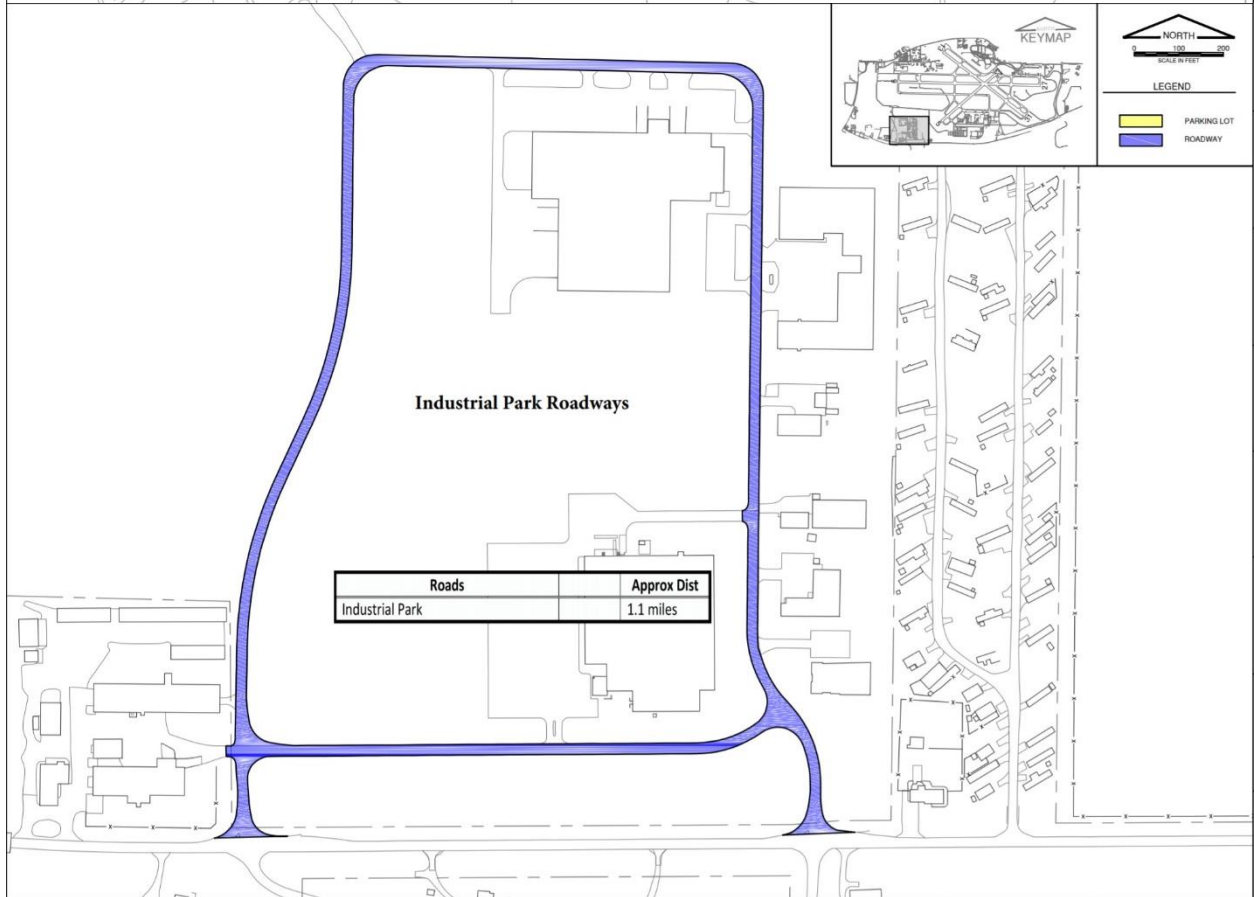
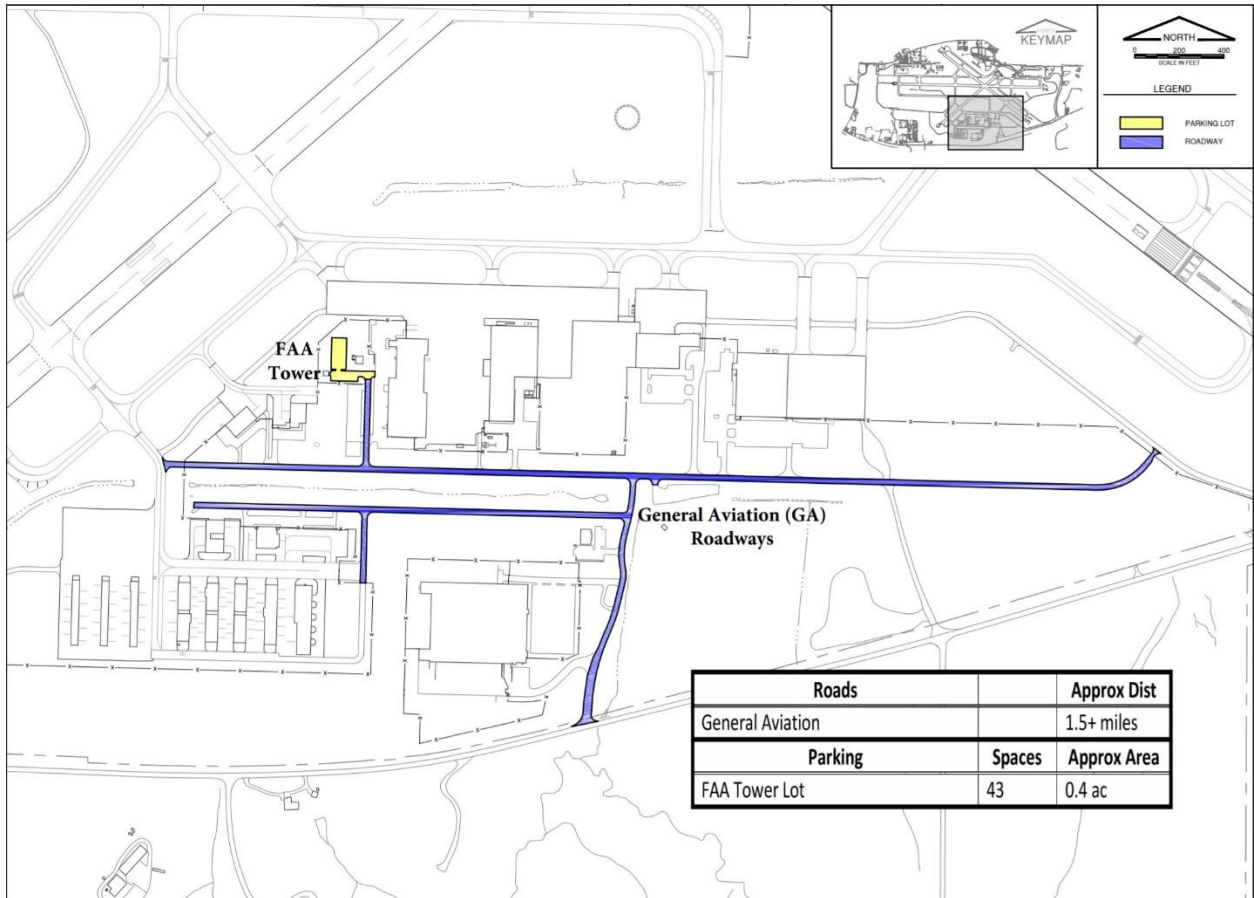
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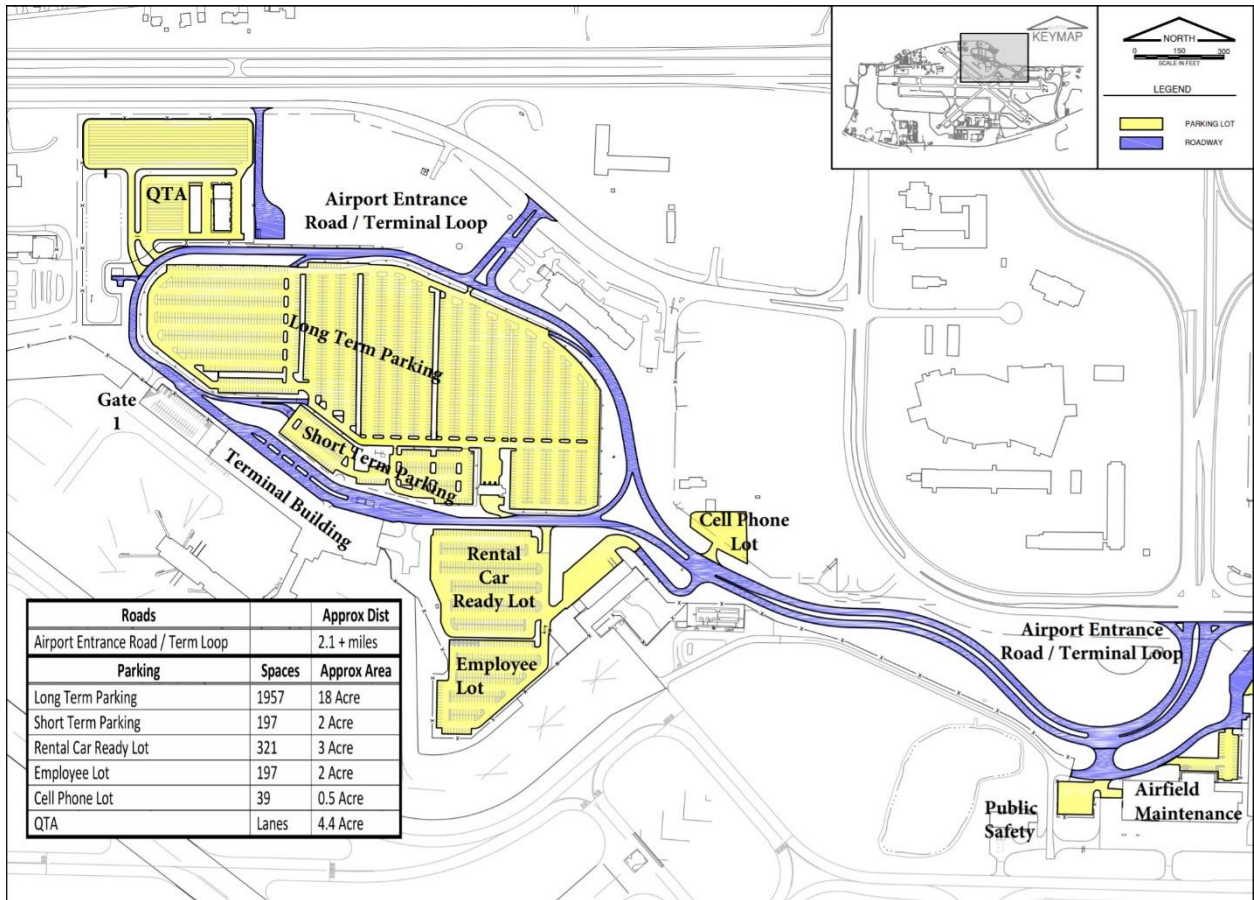
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# APPENDIX A







## Appendix B

List of pavement plowing priorities:

Priority 1 Areas:

- Entrance Road & Terminal Loop
- Employee Parking (3am est. employee arrivals)
- Main Parking (4am est. public arrivals)
- FAA Parking (5am est. employee arrivals)

Priority 2 Areas:

- Rental Ready Lot
- GA roadways
- Cell Phone Lot
- Public Safety and AFM Lots
- AFM/Cargo Road leading to Gates 3 and 4 (Mutual Aid Gates).

Priority 3 Areas:

- Cargo Area Parking / road and gate access (Gates 3 and 4)
- QTA Lot
- Industrial Park

## REQUIRED BID SUBMISSION DOCUMENTS

Fixed Hourly Rates (Compensation for Services)

Firm: \_\_\_\_\_

<u>VEHICLE TYPE</u>	<u>COST</u>	<u>WEIGHT</u>
• PICK UP TRUCK PLOW:	\$_____ per hour per truck	1.0
• SKID STEER (SNOW PUSHER):	\$_____ per hour per machine	1.0
• SKID STEER (SNOW BLOWER):	\$_____ per hour per machine	0.3
• MEDIUM LOADER (1-3 yd.)	\$_____ per hour per machine	0.8
• LARGE LOADER (3-5 yd.)	\$_____ per hour per machine	0.2
• HAND SHOVEL/SNOW BLOW	\$_____ per hour per person	0.4
• SALT (AUTHORITY PROVIDED)	\$_____ per hour per machine	0.3
• OTHER (DESCRIBE)	\$_____ per hour per machine	0.3

**BIDDER COVER PAGE  
SIGNATURE AFFIDAVIT**

**NAME OF FIRM:**

In signing this bid, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

The undersigned further represents the following:

- The Bidder has read and thoroughly examined all project documents.
- The Bidder has a complete understanding of the terms and conditions required for the satisfactory performance of the contract.
- The Bidder has found no errors, conflicts, ambiguities, or omissions in the project documents, except as previously submitted in writing to the MAA that would affect cost, progress or performance of the work.
- The Bidder is familiar with all applicable Federal, State and local laws, rules and regulations pertaining to execution of the contract and the project work.
- The bidder has complied with all requirements of these instructions and the associated project documents.

The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the MAA in this Invitation for Bids, and declares that the attached bid and pricing are in conformity therewith.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name (type or print**

\_\_\_\_\_  
**Date**

- Addendums** -This firm hereby acknowledges receipt / review of the following addendum(s) (If any)

Addendum # \_\_\_\_\_ Addendum # \_\_\_\_\_ Addendum # \_\_\_\_\_ Addendum # \_\_\_\_\_

## REFERENCE DATA SHEET

**NAME OF FIRM:** \_\_\_\_\_

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for Three (3) or more installations with requirements similar to those included in this solicitation document. References may be checked at the MAA's discretion for bid evaluation purposes.

**Company Name**

Address (include ZIP) \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Product(s) and/or  
Service(s) Used

**Company Name**

Address (include ZIP) \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Product(s) and/or  
Service(s) Used

**Company Name**

Address (include ZIP) \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Product(s) and/or  
Service(s) Used





**STATEMENT OF QUALIFICATIONS / QUESTIONNAIRE**

Furnish the following information about your firm’s qualifications & experience. Provide detailed description information that will be used in the evaluation of this bid. Use the space provided to answer all questions. Attach additional sheets as necessary.

<b>COMPANY NAME:</b>		
<b>Organization Type:</b>	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company
	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> General Partnership
	<input type="checkbox"/> Unincorporated Association	<input type="checkbox"/> Other
<b>1.</b>	Number of years the firm has been in business under the present name: _____	
<b>2.</b>	Number of years of experience of the firm: _____ in providing similar services as specified in this solicitation.	
<b>3.</b>	Describe the general background and services provided by the firm. (Attach as many sheets as needed)	
<b>4.</b>	List the Professional Certifications currently held by the firm.	
<b>5.</b>	Qualifications: Furnish any other relevant written information which would indicate firm’s capability to perform the services contained in this solicitation. (Attach as many sheets as needed)	

<b>6.</b>	Experience: Describe the previous experience of the firm with similar accounts services as specified in this solicitation. State all locations, and dates of operation; the types and size of facility. (Attach as many sheets as needed)
<b>7.</b>	Describe the type of training program that personnel receive relative to the services required in this solicitation. (Attach as many sheets as needed)
<b>8.</b>	Describe procedures to problem solve customer issues. (Attach as many sheets as needed)

**PREVAILING WAGE COMPLIANCE CERTIFICATION**  
*(Corporate or LLC Contractor)*

**NAME OF FIRM:** \_\_\_\_\_

The undersigned, for and on behalf of the contractor named herein, certifies as follows:

1. That he or she is an officer or duly authorized agent of the above-referenced vendor/contractor (the contractor).
2. The contractor has complied with all provision of the Illinois Prevailing Wage Act and federal Davis-Bacon and related Acts, and all rules and regulations therein, for the past five (5) years.
3. The contractor has reviewed the applicable prevailing wage law, including the Illinois Prevailing Wage Act, and federal Davis-Bacon Act.
4. The contractor will pay the applicable prevailing wage rates.
5. The contractor will strictly comply with applicable prevailing wage laws.
6. The contractor has **not** been found by the Illinois Department of Labor to be in violation of the Illinois Prevailing Wage Act twice within the past three year period.
7. If the above answer is "NO," list the date(s) of the Department's finding of a violation:

\_\_\_\_\_

\_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Officer or Authorized Agent

\_\_\_\_\_  
Business Name