



Manchester-Boston Regional Airport
One Airport Road, Suite-300
Manchester, New Hampshire 03103

Addendum No. One

Date: April 14, 2023

RFB No: FY23-805-73 Ticket Counter Millwork Replacement

This Addendum # 1 to Request for Bid **FY23-805-73** contains the following changes to the RFB document:

CHANGES TO THE RFB DOCUMENT

- **Introduction:** The initial paragraph has been deleted and replaced as follows:

The City of Manchester, New Hampshire, acting by and through its Department of Aviation (hereinafter referred to as the “City”), being a duly and lawfully constituted municipal corporation owning and operating the Manchester-Boston Regional Airport, (the “Airport”) located in the City of Manchester and Town of Londonderry, New Hampshire, hereby issues this Request for Bids (“RFB”) to solicit Bids (“Bids”) for the purchase and installation of new bank of ticket counter millwork with associated inserts, new inserts into existing millwork at Gate #3, a new backdrop and podium with inserts at Gate #7
- **Section V:** Section V of the RFB is hereby deleted in its entirety and replaced with Section V attached to this Addendum #1.
- **Exhibit A:** Exhibit A to the RFB is hereby deleted in its entirety and replaced with Exhibit A attached to this Addendum #1.
- **Appendix A:** Appendix A to the RFB is hereby deleted in its entirety and replaced with Appendix A attached to this Addendum #1.
- **Diagrams:** Diagrams to the RFB is hereby deleted in its entirety and replaced with the Diagrams attached to this Addendum #1

SECTION V – BID SPECIFICATIONS

Manchester-Boston Regional Airport intends to award a firm, fixed fee, P.O. for the acquisition, installation of a Common User Ticket Counter and Gate at the Manchester-Boston Regional Airport Ticket Counter # 6 and Jetway Gate #3 and Gate #7 locations.

The purpose of this RFB is to contract with a suitably qualified contractor with the requisite capacity to execute this project within the desired quality, scope, timeframe, and cost. The contractor shall deliver, install, and certify for operation a Common Use Ticket Counter and Gate.

All materials and dimensions shall comply with the specifications listed in Appendix A. The project is expected to be completed in two phases.

Phase 1 shall be completed no later than May 30, 2023. Phase 2: shall be completed no later than 31th of August, 2023.

By submitting a bid, the BIDDER acknowledges that **time is of the essence** and, should they be awarded the contract, that they are ready to immediately proceed with efforts to fulfill the scope of work as indicated.

5.1 Project Overview. This project includes (See Diagrams A)

Phase 1:

1. Procuring counters, inserts and scale wells for Ticket Counter location #6
2. Procuring and installing a Low Profile Baggage Scale
3. Procuring counter inserts for Gate 3 podium
4. Installing counters, inserts and scales at the Ticket Counter location #6
5. Installing counter insert into Gate 3 podium.

Phase 2:

6. Procuring and installing backdrop, counter and inserts for Gate 7 podium.

EXHIBIT A
BID FORM

The undersigned hereby certifies that the item(s) to be furnished to the City of Manchester, acting by and through its Department of Aviation (the “City”), meets all the specifications and requirements of this Request for Bids.

The undersigned hereby certifies that no employee, officer, or agent of the Manchester-Boston Regional Airport, the City of Manchester New Hampshire, or the state of New Hampshire, nor any member of their immediate family, has any interest in the award of a contract related to this Request for Bids, or in the profits expected to arise therefrom; nor, is any such employee, officer, or agent employed by, or about to become an officer or employee of, any person, firm, partnership, or corporation which may benefit from the award of a contract related hereto.

The undersigned hereby certifies that this Bid is submitted in good faith without fraud, collusion, or connection with any other Bidder responding to this Request for Bids.

The undersigned agrees to provide materials and installations services according to the specifications contained in the Request for Bids for the following:

Description	Extended Cost
Fabrication, delivery and installation of Ticket Counter, Counter Inserts and Scale Wells for Ticket Counter Location #6	
Fabrication, delivery, and installation of cabinet insert for Gate #3 podium	
Fabrication, delivery, and installation Gate #7 podium backdrop, counter and insert.	
Low Profile Baggage Scale	
Total	\$

Bidder: _____

By: _____

Date: _____

Name:
 Its Duly Authorized:

Appendix A

MATERIAL SPECIFICATIONS

Items as listed or approved equivalent. References to a particular trade name, manufacturer's catalogue, or model number, are made for descriptive purposes only to guide the Bidder in interpreting the requirements of the City and should not be construed as excluding Bids with other types of materials, equipment, and supplies. Millwork must match materials and appearance of Ticket Count #5 and Gate #1. All Materials shall be new and not previously used. Dimensions and materials shall be obtain during walk through (see schedule Section IV -Timeline).

Component	Specification	Quantity
Ticket Counter	As described and pictured in Diagrams.	4
Ticket Counter Insert	As described and pictured in Diagrams.	2
Scale Wells	As described and pictured in Diagrams.	4
Scale	Division Low profile Baggage Scale	1
Gate #3 Counter Insert	As described and pictured in Diagrams for Gate #3. Dimensions and materials shall obtain during walk through (see schedule Section IV -Timeline).	1
Gate #7 Backdrop, Counter and Insert	As described and pictured in Diagrams for Gate #7. Dimensions and materials shall obtain during walk through (see schedule Section IV -Timeline).	1

Diagrams

Diagram A: Ticket Counter Layout

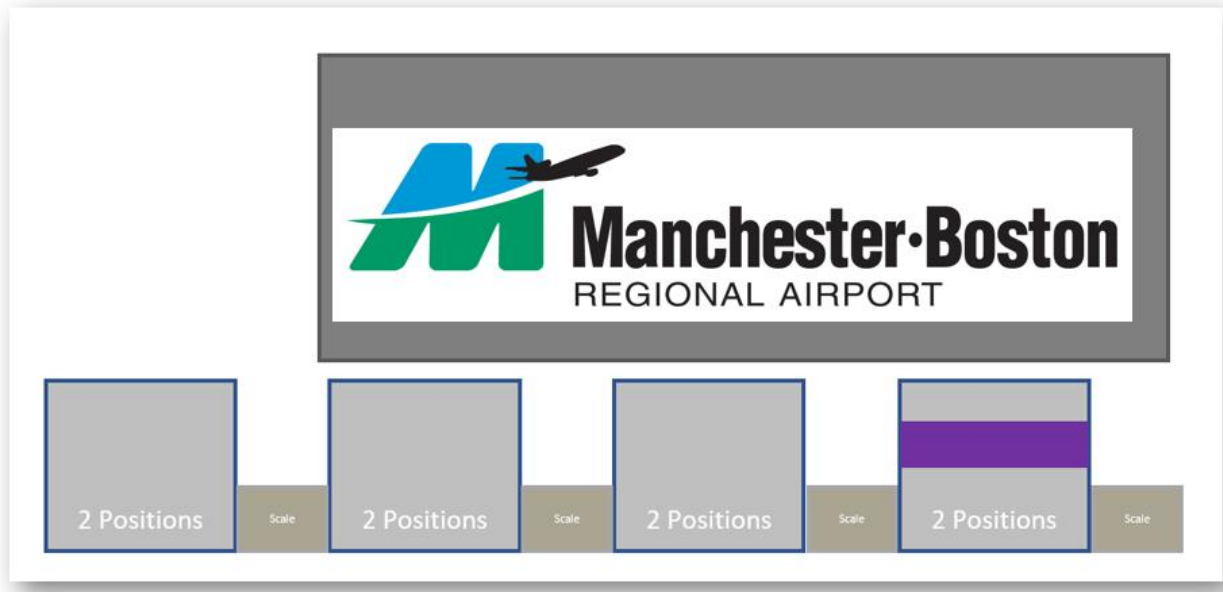


Diagram B: 2 Position Ticket Counter

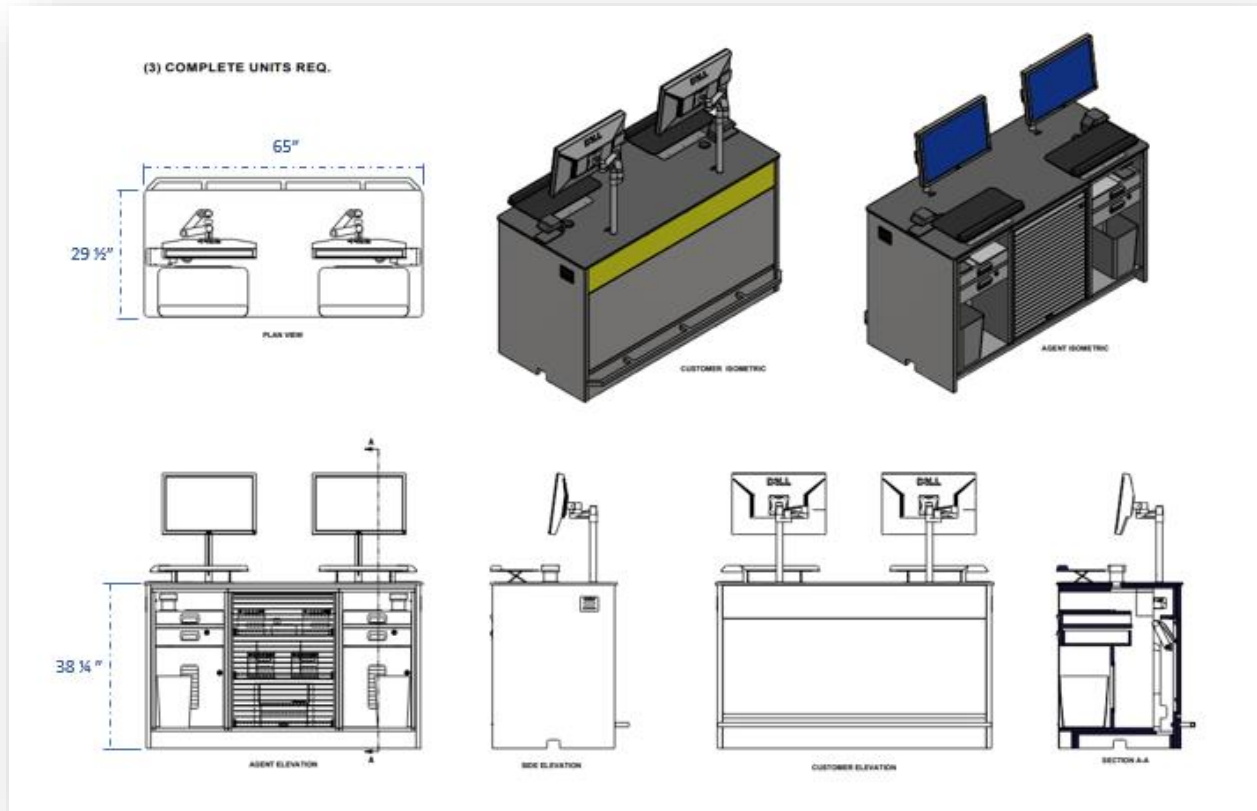


Diagram C: Gate #3 Insert

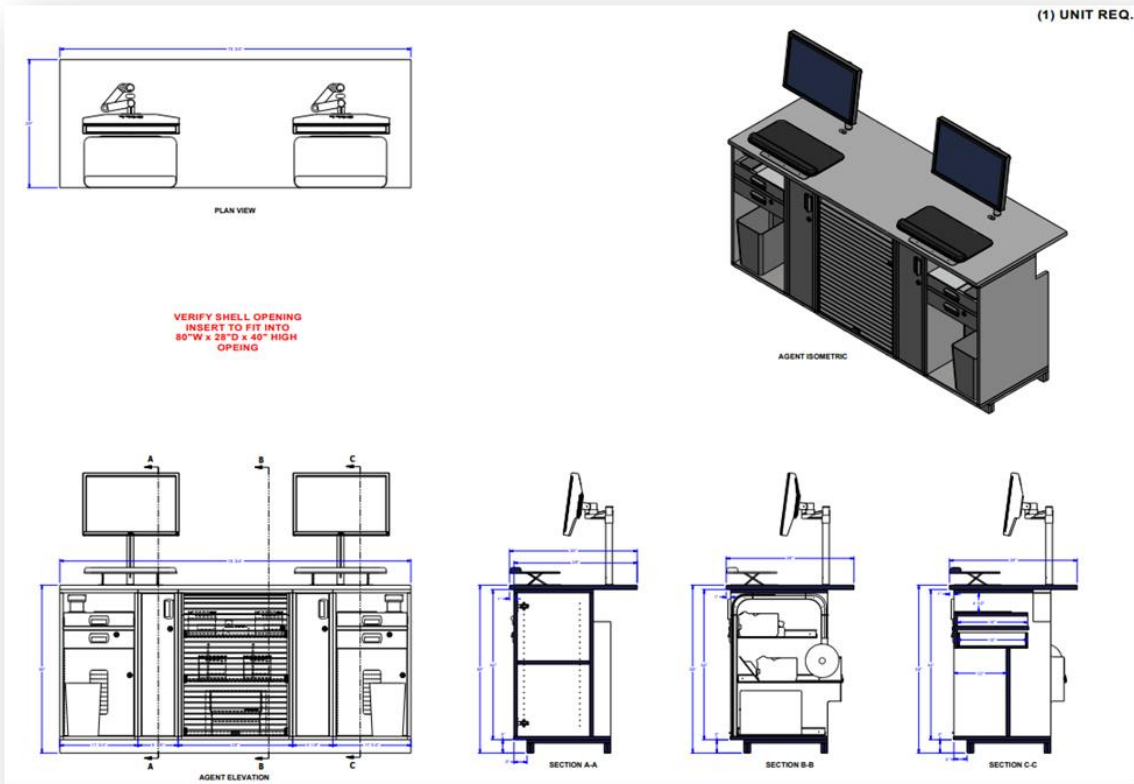


Diagram D: Sample Ticket Counter Finish



2 Position Ticket Counter



Ticket Counter without Insert



Ticket Counter with Insert

Diagram E: Gate #7 Backdrop, Counter and Insert Sample:

