



REQUEST FOR BIDS

**Ticket Counter Millwork Replacement
Solicitation Number RFB FY23-805-72**

April 12, 2023

**MANCHESTER-BOSTON REGIONAL AIRPORT
REQUEST FOR BIDS
FOR
Ticket Counter Millwork Replacement**

April 12, 2023

RFB FY23-805-72

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 and new inserts into existing millwork at Gate #3.

The City will accept and review Bids from qualifying parties (each a “Bidder”) and select a bid or bids which the City determines, in the City’s sole discretion, best meet the requirements of this RFB.

The City intends to select One (1) Bidder with whom the City will enter into a firm, fixed fee Purchase Order and Agreement for the purchase and installation of a Ticket Counter and Gate Podium Millwork.

Interested parties are encouraged to submit Bids that conform to the requirements of this RFB. Bid documents are available at the Administrative Offices of the Airport at One Airport Drive, Suite 300, Manchester, New Hampshire 03103 or on-line at:

<https://www.flymanchester.com/doing-business-with-mht/procurement-opportunities/>

Title VI Solicitation Notice:

Manchester-Boston Regional Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that in relation to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

SECTION I – DEFINITIONS

For all purposes of this Request for Bids, capitalized terms shall have the definitions provided in this Section I, except as otherwise expressly stated or as otherwise clearly required by context. Such definitions shall be equally applicable to the singular and plural forms of such defined terms. The words “herein,” “hereunder,” and other words of similar nature refer to this Request for Bids as a whole. The word “shall” is mandatory and the word “may” is permissive.

“**Agreement**” means, the final, executed agreement, entered into by and between the City and the Contractor, which agreement shall be negotiated at the time of award.

“**Airport**” means that certain airport commonly known and described as the Manchester-Boston Regional Airport located in the city of Manchester, New Hampshire and the town of Londonderry, New Hampshire.

“**Bid(s)**” means, jointly and severally, the Bidders’ responses to the RFB, including all exhibits, schedules, addenda, appendices, and attachments thereto, and any material representations made by the Bidder submitting said response.

“**Bidder(s)**” means, jointly and severally, those entities that respond to this RFB.

“**City**” means the city of Manchester, New Hampshire, acting by and through its Department of Aviation.

“**Contractor**” means, jointly and severally, the successful Bidder or Bidders selected by the City for the purposes described in this RFB.

“**P.O.**” means Purchase Order and written contractual agreement issued by the City used to execute the transaction with the Bidder. The P.O. shall serve as notice to the vendor that an award has been made.

“**RFB**” means this Request for Bids for TICKET COUNTER MILLWORK REPLACEMENT dated **April 12, 2023**. Solicitation Number RFB FY23-805-72, and all appendices, attachments, and addenda hereto.

SECTION II – GENERAL

- 2.1** Bids will be received by the City at the place and until the time specified in this Request for Bid and then publicly read aloud for the information of the Bidders and other properly interested parties who may be present either in person or by representative. **NO BIDS WILL BE ACCEPTED AFTER THE TIME AND DATE SPECIFIED.**
- 2.2** Each Bid must give the full business address of the Bidder and be signed by an authorized signatory. Bids must be signed with the legal name of the Bidder, followed by the state of incorporation or registration, if applicable, and by the signature and title of the authorized signatory. The name of each individual signing shall also be typed or printed below the signature. A Bid by a person who affixes to their signature the word "president", "secretary", "agent", or other title without disclosing their principal may be held to be the bid of the individual signing. When requested by the City, satisfactory evidence of the authority of the party signing on behalf of the Bidder shall be furnished.
- 2.3** No oral interpretations or clarifications will be made to any Bidder as to the meaning of the specifications or terms and conditions of this RFB. Inquiries on all matters pertaining to this RFB or the process the City is following should be directed in writing to:

Manchester-Boston Regional Airport
Properties and Contracts
1 Airport Road, Suite 300
Manchester, NH 03103
Telephone: (603) 624-6539
Email: procurement@flymanchester.com

Only written questions will be accepted and must be submitted no later than 2:00 P.M. EST, on **Monday, April 19, 2023**. Answers to all properly submitted questions, as well as any clarification or interpretations or changes to this RFB by the City, will be provided in one or more addenda and will be posted to the Airport's website at www.flymanchester.com. The City advises Bidders to sign up to be notified for upcoming opportunities on the "*Doing Business with MHT*" webpage to receive notification of postings, including addenda. Or, to check the website frequently for any additional posted information.

- 2.4** Bids that are incomplete, not properly endorsed or signed, or are otherwise contrary to these instructions may be rejected as informal by the City. Bids must be filled out completely and accurately.
- 2.5** The City is exempt from payment of federal excise taxes, therefore, all pricing related to this RFB shall not include these taxes.

- 2.6** All prices and delivery times quoted must be firm, FOB destination, Manchester-Boston Regional Airport, Manchester, NH 03103, unless otherwise indicated by the City. **TIME IS OF THE ESSENCE.**
- 2.7** Bids shall include all charges for delivery, packing, crating, containers, disposal of shipping materials, and related costs. Unless otherwise stated by the Bidder, prices quoted will be considered as being based on delivery to the destination designated, including any and all freight and packing charges.
- 2.8** Bids may be withdrawn upon a Bidder's written request received by the City prior to the time affixed for opening, as designated by this RFB. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the Bid after it has been opened.
- 2.9** The City reserves the right to waive any informality in a Bid, to reject any and all Bids wholly or in part, and to make awards in a manner deemed in the best interest of the City.
- 2.10** Awards will be made to the lowest responsible Bidder quoting the lowest net price in accordance with the specifications of this RFB. In determining the lowest responsible Bidder, the following shall be considered:
- The ability, capacity, and skill of the Bidder to provide the service required;
 - Whether the Bidder can provide the service promptly or within the time specified, without delay or interference;
 - The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
 - The quality of performance of previous contracts or services;
 - The previous and existing compliance by the Bidder with laws and ordinances relating to the service;
 - The sufficiency of the financial resources and ability of the Bidder to provide the service;
 - The quality, availability, and adaptability of supplies or contractual services to the particular use required;
 - The conditions attached to the Bid.
- 2.11** The Agreement shall contain provisions for cancellation by the City in the event that funds are not appropriated for the continuance of thereof.
- 2.12** The City reserves the right to make awards on this RFB by item or to accept all or part of a Bid or prices quoted.
- 2.13** In cases where two or more Bidders have the same net Bid, the City may give preference to the Bidder located within the City of Manchester and Town of Londonderry.

-
- 2.14** The Agreement will be in the form customarily employed by the City and will incorporate the Bid and the terms and conditions of this RFB.
- 2.15** The Bidder, if awarded an order or contract, agrees to protect, defend, and hold the City harmless against any demand for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by such order or contract.

SECTION III – BID DUE DATE AND PROCEDURE

3.1 Bidders may submit an electronic version of their Bid by emailing it to procurement@flymanchester.com. Email bids must be delivered, by **2:00 pm on Friday April 21, 2023**. The City will use the City’s email system time stamp as proof of meeting the submission deadline. Submitted emailed materials must not exceed 20MB in size.

3.2 The subject line of the email containing the Bid shall be marked as follows:

**“FY23-805-72
TICKET COUNTER MILLWORK REPLACEMENT”**

3.3 The Bidder’s business name and return address shall be clearly stated on the submission in which the Bid is contained.

3.4 Bidders may submit a hard copy version of their Bid. Bid must be delivered, by **2:00 pm on Friday April 21, 2023** to the offices of the Manchester-Boston Regional Airport and addressed to:

Manchester-Boston Regional Airport
Properties and Contracts
1 Airport Road, Suite 300
Manchester, NH 03103
Telephone: (603) 624-6539
Email: procurement@flymanchester.com

BIDS RECEIVED AFTER 2:00 P.M. ON THE SUBMISSION DATE LISTED ABOVE WILL BE CONSIDERED NON-RESPONSIVE BY THE CITY, NO FURTHER CONSIDERATION WILL BE GIVEN.

PLEASE NOTE:

THE CITY IS NOT RESPONSIBLE FOR BIDS NOT PROPERLY MARKED.

3.5 Bid responses should be submitted on the **Bid Form**, attached hereto as Exhibit A and must be typed or legibly marked in ink. Prices shall be stated in units of quantities specified. In case of discrepancy in computing the amount of the Bid, the unit prices quoted will govern. Any changes and/or corrections shall be marked in red and initialed by the person making such corrections. Signatures of the responsible owner of the Bidder must be in ink.

3.6 Each Bidder understands and agrees that, should any price reductions occur between the opening of the Bid and the delivery of product or service, the benefit of any such reduction will be extended to the City.

- 3.7** Unless otherwise stated by the Bidder, the Bid will be considered as being in strict accordance with the specifications outlined in this Request for Bids. 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. The above notwithstanding, the Contractor will be required to furnish the particular item or items referred to in the specifications or descriptions of this RFB unless a departure or substitution is clearly noted and described in the Contractor's Bid.
- 3.8** Each Bidder must certify that no employee, officer, or agent of the Airport, the City of Manchester, or the state of New Hampshire, nor any member of their immediate family, has any interest in the award of the Agreement to such Bidder or the profits expected to arise therefrom, and that such Bidder's Bid is made in good faith without fraud, collusion, or connection with any other Bidder submitting a Bid.
- 3.9** The Contractor shall agree to provide to the City with proof of the Contractor's Federal Identification Number (IRS Code Section 6723). Acceptable forms of documentation are: (i) a copy of a federal tax depository ticket; (ii) copy of an IRS label showing name and Federal ID Number of the Contractor; (iii) an IRS letter assigning a taxpayer Identification Number; or (iv) other correspondence from the IRS with both individual/business name and Federal Identification or stationery/bills with Federal ID Number (and firm name and address) **PREPRINTED** thereon. Any impertinent information may be redacted before sending to the City.
- 3.10** The Contractor shall submit a Material Safety Data Sheet ("MSDS") for each toxic or hazardous substance or mixture containing such substance pursuant to RSA 277-A when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to New Hampshire RSA 277-A. Failure to submit an MSDS or failure to label each container will place the Contractor in noncompliance with the Agreement. Failure to submit MSDS or failure to label each container may result in civil or criminal penalties, including bid debarment and action to prevent the Contractor from furnishing substances or mixtures. Bidders are cautioned to obtain and read the law referenced above.

**FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN
THE CANCELLATION OF AN ORDER OR AGREEMENT**

SECTION IV – TIMELINE

The following tentative schedule is provided as a general guideline for timing of this RFB. This schedule is subject to change. Notice of changes will be posted to www.flymanchester.com/doing-business-with-mht/procurement-opportunities

Solicitation Step	Date
Bids solicitation distributed on or by	April 12, 2023
Optional Onsite walkthrough 11:00 A.M. Confirm attendance via email to procurement@flymanchester.com	April 18, 2023
Deadline for questions and clarifications 2:00 P.M. EST	April 19, 2023
Bid submission deadline 2:00 P.M. EST	April 21, 2023
Notification of award	April 24, 2023

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 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 no later than the 1st of June, 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 by May 30, 2023.

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

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.

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 and delivery of Ticket Counter, Counter Inserts and Scale Wells for Ticket Counter Location #6	
Fabrication and delivery of cabinet insert for Gate #3 podium	
Installation of counter, inserts and scales for Ticket Counter Location #6	
Installation of Podium inserts Ticket Gate # 3	
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.

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 Counter Insert	As described and pictured in Diagrams.	1

Diagrams

Diagram A: Ticket Counter Layout

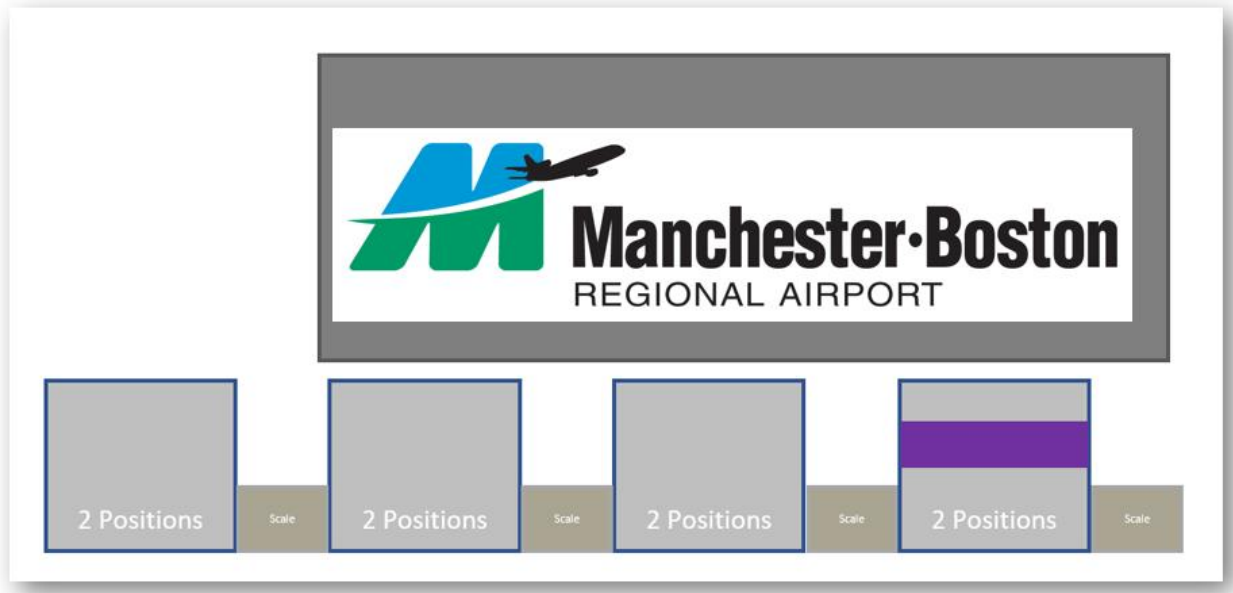


Diagram B: 2 Position Ticket Counter

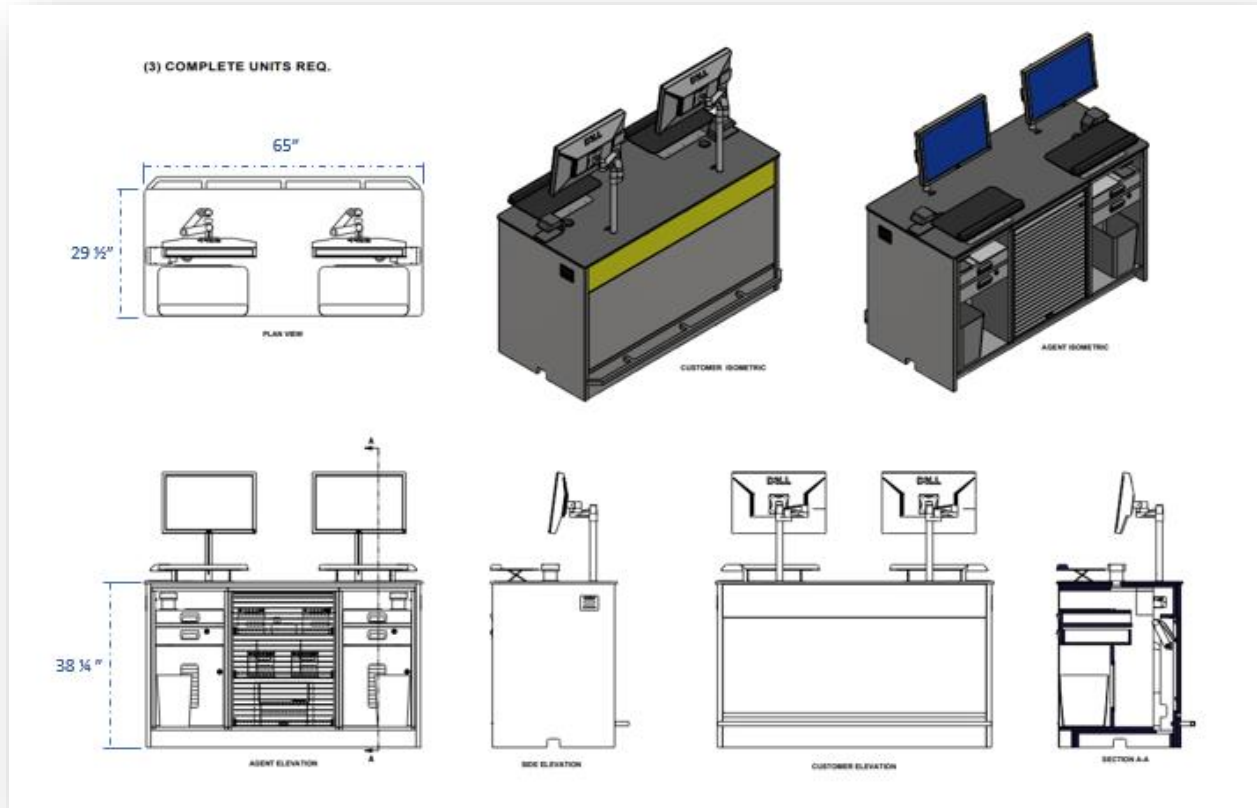


Diagram C: Gate #3 Insert

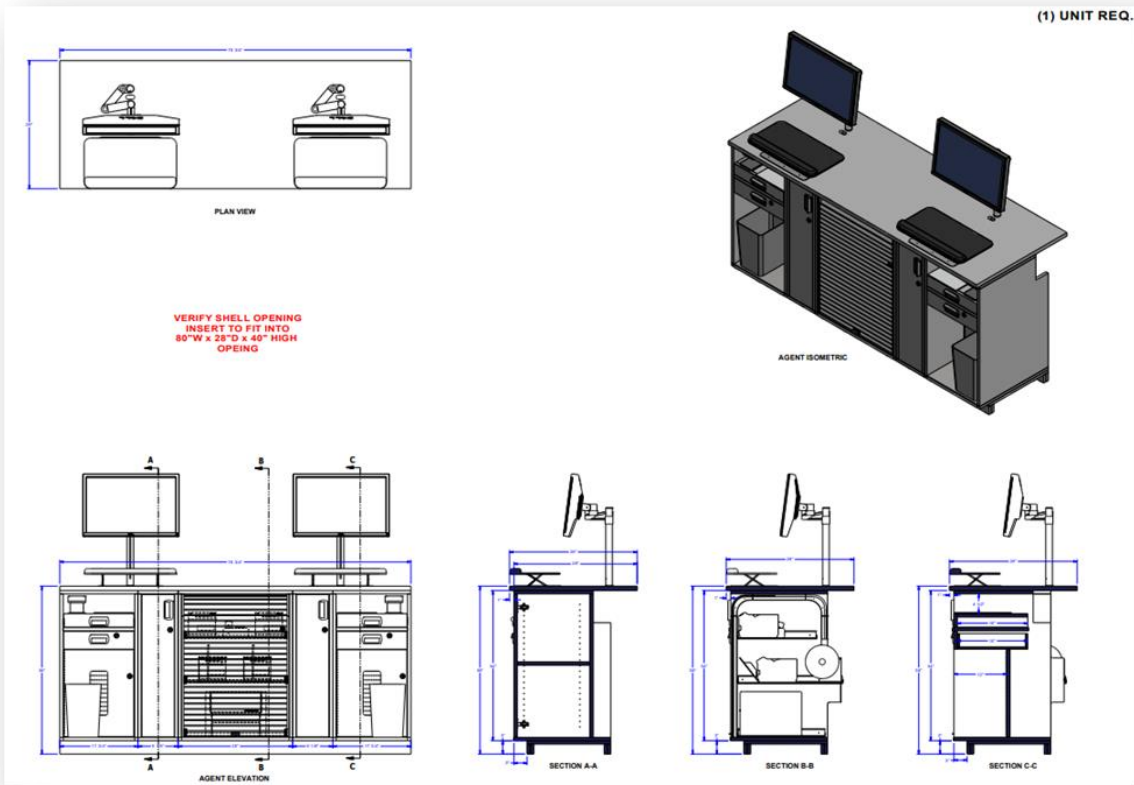


Diagram D: Sample Ticket Counter Finish



2 Position Ticket Counter



Ticket Counter without Insert



Ticket Counter with Insert