



**Grand Junction Regional Airport**

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**2018 Office Carpeting Project**

**Request for Proposals**

**Bids Due: Friday, October 5, 2018 by 4:30p.m.**

Version 1  
September 21, 2018

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**I. GENERAL INFORMATION**

The Grand Junction Regional Airport, hereinafter referred to as the “Owner”, is soliciting proposals from qualified Contractors for the removal and replacement of carpet within leased office space in the passenger terminal building. The office space contains approximately 5,136 square feet of carpet adhered to a concrete slab floor. All carpeting to be replaced is located in a secured location and work must be done under security escort between the hours of 7:00am and 3:00pm, Monday thru Friday excluding holidays. An optional cost should also be included to include the moving of office furniture.

**II. SCOPE OF WORK**

The successful bidder, hereinafter referred to as the “Contractor”, shall be responsible for the following:

- a. The removal and disposal of existing carpet;
- b. Measuring and calculating all materials needed for the project, including a 5% overage of each style and color of carpet to be turned over to the owner at the end of the project;
- c. The purchase and installation of approved carpet tiles;
- e. Warranty installation workmanship for one year after completion.
- d. The purchase of adhesives and other required accessories, including but not limited to transition strips, cove base, and crowd control devices needed to keep traffic out of work areas.
- e. An optional cost should be included to move the office furniture if the service is available.

The selected Contractor must provide storage provisions for all materials and tools needed to complete the job. The Airport will not provide storage, but may allow one storage container, or box truck to be placed in a designated area on Airport property.

**III. RULES, REGULATIONS, & POLICIES**

- a. Airport Security

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The selected Contractor must comply with all security regulations and requirements as may be promulgated by the Federal Aviation Administration (“FAA”), Transportation Security Administration (“TSA”), the Airport or any other governmental unit with jurisdiction. It is understood that the requirements of the FAA, TSA, or the Airport regarding security matters may change from time to time, and the selected Contractor shall comply with all such requirements. Any amount paid by the Airport for security violation(s) caused by the selected Contractor shall be reimbursed to the Airport by selected Contractor.

### **b. Americans with Disabilities Act**

The selected Contractor must comply fully with all applicable laws, regulations and building codes governing non-discrimination in public accommodations and commercial facilities, including without limitation, the requirements of the Americans with Disabilities Act of 1990 and all regulations thereunder.

### **c. Other Policies**

All Contractors doing business with the Grand Junction Regional Airport should be familiar with the policies governing how the Airport conducts business. These policies can be viewed online at <https://gjairport.com/documents>.

## **IV. PAYMENT**

The selected Contractor may request that no more than 50% of the contracted price be paid as a down payment minus a 10% retainage that will be paid to the selected Contractor once all obligations to the Airport have been fulfilled. These obligations include all warranty documentation for the selected Contractor’s labor, as well as certification from the manufacture that the placed product has been accepted and is covered under the full warranty as outlined for the purchased product.

## **V. MINIMUM PRODUCT SPECIFICATIONS**

For quality assurance all bid products must meet or exceed the following criteria.

### **a. Carpet Tiles**

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- i. All carpet tiles must have third party certification in accordance with ANSI/NSF 140 2007e Sustainable Carpet Assessment Standard at a “Gold” level minimum. Carpet manufacturer must supply certificate as part of the procurement documentation.
- ii. All carpet tiles must be rated at an electrostatic propensity value equal to or less than 3.5kV under the AATCC Test Method 134.
- iii. Carpet tiles must meet NFPA 253 Class I or Class II depending on the occupancy and fire code when tested under ATSM E-648 for glue down installation.
- iv. Carpet tiles must have a smoke chamber test rating of less than 450 Flaming Mode when tested under ASTM E-662. Testing must be performed in a NVLAP accredited laboratory.
- v. Carpet tiles must meet CPSC-FF-1-70, DOC-FF-1-70 Methenamine Tablet Test criteria.
- vi. Carpet tiles must have a TARR (Texture Appearance Retention Rating) of “Severe Traffic End-Use Applications” with a TARR equal to or greater than 3.5.
- vii. Carpet tiles must be evaluated using ATSM D-5252 Hexapod Drum Test as per the commercial carpet test procedure and the TARR classification determined using the ASTM D-7330.
- viii. Carpet tiles must have a backing that prevents liquids from penetrating the underlying cushion. This backing should be made of Polyester or approved equal.
- ix. Carpet tiles must have an attached cushion layer.
- x. Carpet tiles must be stain resistant for a minimum of 15 years.
- xi. The face yarn must be 100 percent nylon fiber. Loop pile shall be 100 percent Bulk Continuous Filament (BCF); cut and loop shall be 100 percent BCF for the loop portion and may be BCF or staple for the cut portion; cut pile carpet shall be staple or BCF.

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- xii. Adhesives used for securing carpet tiles to the floor must be designed for use with the selected carpet tile, and allow for tiles to be easily removed for replacement without requiring the use of release agents.
- xiii. Carpet and floor adhesives must meet Green Label Plus (GLP) and floor adhesive requirements of the Carpet and Rug Institute (CRI). GLP number must be provided. Carpet and all installation components including adhesives, sealers, seam welds, and seam sealers must meet the Low Emitting Materials standards as outlined in U.S. Green Building Council LEED criteria. Adhesives must meet VOC content standards per South Coast Air Quality Management District Rule #1158.
- xiv. A copy of the manufacturer's standard warranty must be submitted within 60 days of completion.

### **VI. INSURANCE**

- a. Prior to beginning work activities on Airport property, Contractor shall possess at least the Required Insurance. The Required Insurance shall include, at a minimum, Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million (\$1,000,000.00) dollars per occurrence and TWO Million (\$2,000,000) Dollars in the aggregate.; such insurance shall include coverage for completed operations, contractual liability and automotive liability and shall afford coverage for all claims for bodily injury including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under work performed under this RFP, whether such operations be by Contractor or by subcontractors or anyone directly or indirectly employed by Contractor or by a subcontractor.
- b. Contractor is free to acquire additional insurance coverage. The Grand Junction Regional Airport Authority and all its employees including board members, officers, volunteers, and servants shall be included as additional insured on the insurance policies with the sole exception of Workers Compensation Insurance.
- c. The Grand Junction Regional Airport hereby expressly disclaims any and all liability for any and all losses, damage and/or claims to the aircraft and/or vehicles and/or personal possessions of the Contractor or for vehicles or personal possessions of others which are in the care, custody and control of Contractor including, but not limited to, the loss of use

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and including diminishment of value thereof. Contractor's insurance company must agree to waive their rights of recovery against The Grand Junction Regional Airport Authority, for each and every loss or damage or claim to any aircraft/vehicles or other property.

- d. The Grand Junction Regional Airport Authority must be given a 30-day written notice of cancellation, but subject to a 10-day written notice of cancellation for non-payment of premium.
- e. Contractor shall forward a certificate of insurance (including a copy of the Workers Compensation insurance) promptly after the execution of this Agreement for the Grand Junction Regional Airport Authority's records and updated certificates of insurance within thirty (30) days prior to the expiration date of each subsequent insurance policy.
- f. The insurance shall be written by a Company licensed to do business in the State of Colorado and rated by A. M. Best as "A minus or better," or by such other company consented to in writing by the Grand Junction Regional Airport Authority. All insurance policies required to be maintained shall be primary and shall not require contribution from any coverage maintained by GJRAA.

**VII. BOND REQUIREMENTS**

Upon Owner's request, Contractor shall secure and maintain, at Contractor's expense, a Performance Bond executed by a corporate surety licensed to do business in the State of Colorado. Such bonds shall be in the amount approved of by Grand Junction Regional Airport Authority's Board of Directors/Commissioners, and they shall remain in full force and effect for a period of one (1) year following final acceptance of the Project and shall be filed with the Owner prior to the commencement of the Project. The successful Contractor should expect to be required to obtain the above bonds for 100% of the submitted bid amount.

**VIII. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The bidder/offeror certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this

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clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/offeror or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

### **IX. CONTRACT TERM**

- a. The Contractor has 60 calendar days from receiving the written Notice to Proceed to begin installation.
- b. All work must be completed within 75 calendar days from receiving the written Notice to Proceed.
- c. Failure to meet this completion date will make the Contractor subject to liquidated damages as outlined in the contract.

### **X. SUBMITTAL REQUIREMENTS**

#### **a. Letter of Transmittal**

This letter should contain the following:

- i. Company name, address, and contact number(s).
- ii. Contact information for the person(s) who are authorized to represent the submitting firm and to whom correspondence should be directed.
- iii. A brief statement as to your understanding of the services to be performed as outlined in this RFP.
- iv. A statement guaranteeing the proposal cost will be binding and valid for a period of 90 days following the proposal due date, and that the proposal will become part of the contract should your firm be chosen as the successful bidding Contractor.
- v. The letter must be signed by a person within the firm having the authority to legally bind the submitting firm's letter of transmittal and proposal to a contract should their firm be chosen as the successful bidder.



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**b. General Information Form (Appendix A)**

A General Information Form has been included in this RFP which must be completed and submitted as part of your submittal package.

**c. Service Approach and Methodology**

Describe your approach to providing all of the services that have been identified in this RFP and your methodology for providing warranty work if needed.

**d. Staff Resources**

Include brief resumes of key staff that will be available to provide the required services as listed in the RFP. These resumes should emphasize the employee's experience and licenses. A statement listing the availability of the key staff members shall also be included.

**e. Trade References**

A minimum of at least three trade references for clients of similar size with similar requirements must be provided that your company has performed like services for. A statement authorizing the Grand Junction Regional Airport to contact the listed references must accompany the list.

**f. Proposal Summary**

Each bidder shall submit a summary of their proposal and their firm's qualifications. Additionally you may choose to explain why your firm is pursuing the work listed in this RFP and how uniquely qualified your firm is to perform such work. ***The proposal summary shall not exceed three pages.***

**g. Bid Proposal Form (Appendix B)**

A Bid Proposal Form has been included in this RFP which must be completed and submitted as part of your submittal package.

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### h. Litigation Disclosure Form (Appendix C)

A Litigation Disclosure Form has been included in this RFP which must be completed and submitted as part of your submittal package.

### i. Conflict Disclosure Form (Appendix D)

A Conflict Disclosure Form has been included in this RFP which must be completed and submitted as part of your submittal package.

### f. DBE/ACDBE Program Overview and Form (Appendix E)

A DBE/ACDBE Form has been included in this RFP which must be completed and submitted as part of your submittal package.

## XI. SITE VISIT & QUESTIONS

### a. Site Visit

A site visit is scheduled for **9:00am on September 27, 2018**. The purpose of the visit is to simply allow bidders to look at and measure the office spaces and **no questions** regarding the RFP will be answered during the visit.

### b. Questions

All RFP questions must be submitted in writing no later than 4:30 p.m. on **Tuesday, October 2, 2018**. Questions must be emailed to [bid@gjairport.com](mailto:bid@gjairport.com). Please be sure to put "2018 Office Carpeting Project" in the subject line. Any question submitted after this date will not be answered.

No direct response will be made to any bidder or individual. All questions asked will be posted in the Question and Answers section at: [https://gjairport.com/Bidding\\_Opportunities](https://gjairport.com/Bidding_Opportunities). Responses will be posted within 48 hours proceeding **Tuesday, October 2, 2018**.

## XII. DEADLINE FOR SUBMITALS

The following is required for each submitted proposal:

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- a. Three hard copies of the proposal signed in blue ink.
- b. One electronic copy of the proposal in PDF format.
- c. One sample of the proposed carpet tile measuring at least 8"x8".

Note: All samples must include a brochure showing the available colors and patterns for each flooring type.

Any RFP submittal not received by the deadline will not be considered. All Proposals are due **Friday, October 5, 2018 by 4:30p.m. (MDT)**. Proposals may be mailed to:

Grand Junction Regional Airport, 800 Eagle Drive, Grand Junction, CO 81506

Or hand delivered to:

Grand Junction Regional Airport, 2828 Walker Field Drive, ATO (Airline Ticket Office) #1 Grand Junction, CO 81506

All proposals must be sealed and clearly labeled "2018 Office Carpeting Project". Electronic submittals will not be accepted.

### **XIII. EVALUATION CRITERIA**

Airport staff will review and score each and every proposal independently. Each proposal will receive a numerical rating prior to the Committee meeting to discuss, evaluate, and agreeing on a final recommendation of award to take before the Board of Commissioners. The Committee reserves the right to request and conduct oral interviews of any or all bidders. Proposals that fail to comply with any part of the RFP maybe viewed as non-responsive and therefore may be rejected.

Airport staff will conduct an evaluation of qualifications and will rate each submittal based upon the following Criteria:

- Demonstrated Experience on Similar Contracts (15 Points)
- Demonstrated Understanding of Services Requested (15 Points)

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- Proposed Personnel Qualifications (20 Points)
- Project Approach / Methodology (20 Points)
- Product Warranty (15 Points)
- Proposed Pricing (15 points)

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APPENDIX A

**GENERAL INFORMATION FORM**

Respondent Information: Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: \_\_\_\_\_

(NOTE: Give exact legal name, as it will appear on the contract, if awarded.)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Website address: \_\_\_\_\_

Year established \_\_\_\_\_

Provide the number of years in business under present name: \_\_\_\_\_

Social Security Number or Federal Employer Identification Number: \_\_\_\_\_

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship  Partnership  Corporation  Other (If checked, list business structure): \_\_\_\_\_

Printed Name of Contract Signatory: \_\_\_\_\_

Job Title: \_\_\_\_\_

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Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

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Provide address of office from which this project would be managed:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Annual Revenue: \$ \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Total Number of Current Clients/Customers: \_\_\_\_\_

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

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List Related Companies:

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**I. Contact Information: List the one person who the Airport may contact concerning your proposal or setting dates for meetings.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

1. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes \_\_\_ No \_\_\_

2. Is Respondent authorized and/or licensed to do business in Colorado?

Yes \_\_\_ No \_\_\_ If "Yes," list authorizations/licenses.

\_\_\_\_\_

\_\_\_\_\_

3. Where is the Respondent's corporate headquarters located? \_\_\_\_\_

4. Local/County Operation: Does the Respondent have an office located in Mesa County, Colorado?

Yes \_\_\_ No \_\_\_

5. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes \_\_\_ No \_\_\_

If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

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6. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?  
Yes \_\_\_ No \_\_\_

If "Yes," state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

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7. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?  
Yes \_\_\_ No \_\_\_

If "Yes," state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

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8. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations?  
Yes \_\_\_ No \_\_\_

If "Yes," state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

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**II. Previous Contracts:**

1. Has the Respondent ever failed to complete any contract awarded?  
Yes \_\_\_ No \_\_\_



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If "Yes," state the name of the organization contracted with, services contracted, date, contract amount, and reason for failing to complete the contract.

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2. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes \_\_\_ No \_\_\_

If "Yes," state the name of the individual, organization contracted with, services contracted, date, contract amount, and reason for failing to complete the contract.

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3. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes \_\_\_ No \_\_\_

If "Yes," state the name of the individual, organization contracted with, services contracted, date, contract amount, and reason for failing to complete the contract.

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APPENDIX B

**BID PROPOSAL FORM**

PROPOSAL OF

\_\_\_\_\_

(Name of Bidder)

PROPOSAL FOR: Grand Junction Regional Airport, 2018 Office Carpeting Project, Grand Junction, CO, as described in the Request For Sealed Proposals document.

AMOUNT OF PROPOSAL: The Undersigned, having visited the site of the proposed work, being familiar with all of the conditions relating to the proposed work, hereby proposes to furnish all labor, materials, services, equipment, and additional items required in connection with, or incidental to, the 2018 Office Carpeting Project at the Grand Junction Regional Airport, Grand Junction, Colorado.

BID SUM CARPET SQUARES/TILES (WITHOUT FURNITURE REMOVAL) \$ \_\_\_\_\_

BID SUM CARPET SQUARES/TILES (WITH FURNITURE REMOVAL) \$ \_\_\_\_\_

CORPORATIONS FILL IN:

BIDDERS FILL IN:

\_\_\_\_\_  
(Legal name of Corporation)

\_\_\_\_\_  
(Legal name of bidding firm)

\_\_\_\_\_  
(State of Incorporation)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Type name of officer)

\_\_\_\_\_  
(Type name of officer)

\_\_\_\_\_  
(Signature of officer)

\_\_\_\_\_  
(Signature of officer)

\_\_\_\_\_  
(Title of officer)

\_\_\_\_\_  
(Title of officer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

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APPENDIX C

**LITIGATION DISCLOSURE FORM**

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes \_\_\_ No \_\_\_

Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the Grand Junction Regional Airport or any other Federal, State or Local Government, or Private Entity?

Yes \_\_\_ No \_\_\_

Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the Grand Junction Regional Airport or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes \_\_\_ No \_\_\_

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

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## APPENDIX D

### CONFLICT OF INTEREST FORM

The Grand Junction Regional Airport prohibits any business entity or person to be awarded a contract if they have an “Organizational Conflict of Interest” with regard to this solicitation and the resulting contract.

An Organizational Conflict of Interest exists when a person or business entity has an unfair competitive advantage because of other activities or relationships with other persons. No person or business entity who was engaged by the Grand Junction Regional Airport in preparing the original Request for Proposal solicitation or who had access prior to the solicitation to procurement sensitive information related to this procurement including but not limited to Requirements, Statements of Work, or Evaluation Criteria will be eligible to directly submit or participate in the submittal of a proposal for this solicitation. The Grand Junction Regional Airport considers this an Organizational Conflict of Interest. For purposes of this solicitation, organizational conflict of interest means that because of other activities or relationships with other persons, a person or business entity has an unfair competitive advantage. All Respondents who wish to participate in this solicitation must certify that no organizational conflict of interest exists by completing and signing this certification.

#### Organizational Conflicts of Interest Prohibition and Non-Conflict Certification

The Respondent warrants that, to the best of his/her/its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances, which could give rise to organizational conflicts of interest. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Grand Junction Regional Airport, which must include a description of the action, which the successful Respondent has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the Grand Junction Regional Airport may, at its discretion, cancel the Contract award. In the event the successful responder was aware of an organizational conflict of interest prior to the award of the Contract and did not disclose the conflict, the Grand Junction Regional Airport may terminate the Contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime Contractor, and the terms “contract,” “Contractor,” and “contracting officer” modified appropriately to preserve the State of Colorado’s rights.

The undersigned on behalf of the Respondent hereby certifies that the information contained in this certification is accurate, complete, and current.

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Signature and date

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Typed or Printed Name

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Title

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Company Name and Address

APPENDIX E

**DBE/ACDBE PROGRAM OVERVIEW AND FORM**

Federal Civil Rights and DBE Requirements

1. The successful respondent for itself, its heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, shall be prepared to comply with the following and all other nondiscrimination requirements, with respect to the award and performance of one of the concession agreements.
  
2. Operator will covenant and agree that:
  - a. No person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities;
  - b. That in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination;
  - c. That it shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation and as said Regulations may be amended.
  
3. Operator will comply with pertinent statutes, Executive Orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from federal assistance.
  
4. Each concession agreement will be subject to the requirements of the U.S. Department of Transportation's regulations, 49 CFR Part 23. The operator will agree that it will not discriminate against any business owner because of the owner's race, color, national origin or sex in connection with the award or performance of any concession, management contract or subcontract, purchase or lease agreement, or other agreement covered by 49 CFR Part 23.

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5. The operator will agree to include the above statements in any subcontract covered by 49 CFR part 23 that it enter into, and cause those businesses to similarly include the statements in further agreements.

#### Disadvantaged Business Enterprises

1. The Airport has made a commitment to the Federal Aviation Administration ("FAA") that it will make concession opportunities available to Disadvantaged Business Enterprises ("DBE"), and has set a goal for DBE participation in Airport concessions. FAA presumes certain groups are disadvantaged, including women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, or other minorities found to be disadvantaged by the U.S. Small Business Administration. Persons who are not members of one of the above groups may also be eligible if they establish their "social" and "economic" disadvantage.
2. Under Section X of this Request for Proposals, the Airport discloses that in evaluating proposals it will award up to 10 points (out of the 100 point total) based on the "proposers involvement of DBEs" in this concession opportunity. Involvement may be direct, if the proposer is itself a DBE, or it may be indirect, if by subcontract or supply contract with a DBE throughout the term of the contract with the Airport.
3. Only entities, which have been certified as DBE's, will qualify as DBE's under this RFP. Presumptions will not be made on the basis of a proposers representations that it is owned or operated by members of a disadvantaged group. Businesses registered with the State of Colorado Disadvantaged Business Enterprise Certification program are eligible for meetings DBE goals. If a selected proposer holds itself out to be DBE certifiable, but is not certified on the date of its proposal, it must agree to have obtained DBE certification from the State of Colorado by the lease commencement date, and the contract award will be contingent on such certification. Upon request, the Airport will provide additional information regarding DBE certification to any proposer, which believes it is qualified and desires to become certified as a DBE.

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**DBE/ACDBE FORM(S)**

**LIST OF SUBCONTRACTORS/SUPPLIERS**

NOTE: The Bidder/Proposer is encouraged to solicit available ACDBE's contractors to participate in potential subcontracting opportunities under the proposed contract.

The Bidder/Proposer, \_\_\_\_\_, as part of the procedure for the submission of bid/proposals on a project known as \_\_\_\_\_, submits the following list of subcontractors/suppliers for proposed subcontracting areas (use additional sheets if necessary) to be used in the performance of work to be done on said project.

Name Of Participating Subcontractor/Supplier	DBE Certification Number	Percent And Dollar Amount Of Subcontract

List all DBE subcontractors/suppliers solicited but not selected for participation on project. (Note: Do not include participating subcontractors/suppliers listed above). If none were solicited, provide an explanation. Use additional sheets, if necessary.

Name Of Subcontractor/Supplier Solicited	DBE Certification Number	Reason Not Selected

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Only companies certified as a ACDBE by the State of Colorado, listed in the Colorado UCP DBE and ACDBE Directory can be applied toward the Grand Junction Regional Airport Fiscal Year DBE goal. All

ACDBE subcontractors/suppliers must submit a copy of their certification certificate through the Prime Contractor. Proof of certification must be attached to this form.

It is understood and agreed that, if awarded a contract by the Airport, the Contractor will not make additions, deletions, or substitutions to this certified list without consent of the Disadvantage Business Enterprise Liaison Officer (DBELO) (through the submittal of the Change or Addition of Subcontractors/Suppliers on Federally Funded Contracts).

AFFIRMATION

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

NAME AND TITLE OF AUTHORIZED OFFICIAL: \_\_\_\_\_

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

DATE: \_\_\_\_\_



*Date: August, 2018*

APPENDIX F

**PROCEDURES FOR OBTAINING AIRPORT PERSONNEL  
SECURITY IDENTIFICATION BADGE  
AT THE GRAND JUNCTION REGIONAL AIRPORT**

As per FAA/TSA guidelines, a person performing work in the Security Identification Display Area (SIDA), Secured Area, Sterile Area or Airport Operations Area must have a valid Airport Identification Media or be under an airport approved escort by a person having a SIDA badge escort endorsement.

The procedures to obtain an Airport Identification Media (badge) are as follows:

1. Once the Airport has notified the Airport Security coordinator of an approved contract which will require the badging of personnel, the Contactor's designated representative for badging must call Airport Security at (970)248-8586 to arrange to become an Authorizing Signatory. The Authorized Signatory will be responsible for all Airport Identification Media (badges) to be issued to the Contractor's employees working on the contract. Note: If an employee of the Contractor has been convicted of any of the offenses listed in Exhibit II hereto, that employee will be immediately disqualified from obtaining an Airport Identification Media (badge) and will be ineligible to perform work in the secured areas of the Airport.
2. All Airport Identification Media (badge) applications are processed timely. Once the Contractor's Authorizing Signatory has been trained successfully on their responsibilities and completed all phases of the badging process, the Contractor's employees can begin the process.
3. The Airport will provide, at no cost to the selected contractor, up to four (4) Airport Identification Media (badge) for employees. Additional badges will be at the cost of the Contractor. The fees for badges are outlined in the Airport's Fees and Charges.
4. As part of the badging process, all Contractor employees are required to complete a computer-based SIDA training class. All documents necessary to complete the application process (including obtaining the applicants fingerprints to conduct a Criminal History Records Check (CHRC) and Security Threat Assessment (STA) must be completed before the Contractor's employees may attend the computer-based SIDA training class. The SIDA class takes approximately 1-1 ½ hours to complete and the applicant must make a 100% on the final test to

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successfully complete this stage of the badging process. The badge will only be issued after the applicant successfully completes the SIDA class; Airport Security completes the CHRC and receives an approved STA. It may take anywhere from five (5) business days to four (4) weeks before the applicant may be issued an Airport Identification Media (badge).

5. At the end of the contract, the Contractor's Authorizing Signatory shall return all issued Airport Identification Media (badge) to the Airport Security Office directly. Each badge that is not returned to the Airport Security Office is subject to a \$150.00 non-returned badge fee.
6. Any lost or stolen Airport Identification Media (badge) shall be reported to Airport Security immediately by contacting (970)248-8586 so the badge can be deactivated. The Contractor's employee must contact the Airport Security Office to make arrangements to complete the necessary paperwork to receive a replacement badge. The Contractor shall be responsible for any fees/fines resulting from the lost, stolen, or otherwise unaccounted for badge.
7. Individuals seeking unescorted access authority in the SIDA, or Sterile Area, or are required to undergo fingerprint based criminal history records check (CHRC). There are crimes listed in the Transportation Security Administration (Part 1542.209) that will disqualify you from receiving a security badge. Those crimes are:
  1. Forgery of certifications, false marking of aircraft, and other aircraft registration violations
  2. Interference with air navigation
  3. Improper transportation of hazardous materials
  4. Aircraft piracy
  5. Interference with flight crew members or flight attendants
  6. Commission of certain crimes aboard an aircraft
  7. Carrying a weapon or explosive aboard an aircraft
  8. Conveying false information and threats
  9. Aircraft piracy outside the special aircraft jurisdiction of the United States
  10. Lighting violations involving transporting controlled substances
  11. Unlawful entry into an aircraft or airport area that serves air carriers
  12. Destruction of an aircraft or aircraft facility
  13. Murder
  14. Assault with intent to murder
  15. Espionage
  16. Sedition

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17. Kidnapping or hostage taking
18. Treason
19. Rape or aggravated sexual abuse
20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon
21. Extortion
22. Armed or felony unarmed robbery
23. Distribution of, or intent to distribute, a controlled substance
24. Felony arson
25. Felony involving a threat
26. Felony involving:
  - a. Willful destruction of property
  - b. Importation or manufacture of a controlled substance
  - c. Burglary
  - d. Theft
  - e. Dishonesty, fraud, or misrepresentation
  - f. Possession or distribution of stolen property
  - g. Aggravated assault
  - h. Bribery
  - i. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than 1 year
27. Violence at international airports
28. Conspiracy or attempt to commit any of the criminal acts listed in this paragraph

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APPENDIX G

Office Space Exhibits

