



AIRPORT SECURITY SYSTEMS REPLACEMENT PROJECT

REQUEST FOR QUALIFICATIONS

Date Issued
November 10, 2020

RESPONSES MUST BE RECEIVED BY

December 04, 2020 2:00 P.M. EST

Addressed To:

Jonathan Stone
Contracts Manager
Greenville-Spartanburg International Airport
District Office
2000 GSP Drive
Greer, SC 29651
Phone: 864.655.5699
Email: jstone@gspairport.com

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I. INFORMATION AND INSTRUCTIONS TO INTEGRATORS INTERESTED IN SUBMITTING STATEMENTS OF QUALIFICATIONS

1. INTRODUCTION

Greenville-Spartanburg International Airport (GSP) is soliciting Statements of Qualifications from Security System Integrators with service offices located within a 100-mile radius of the airport as measured by Google Earth for the installation and support of Security System Enhancements.

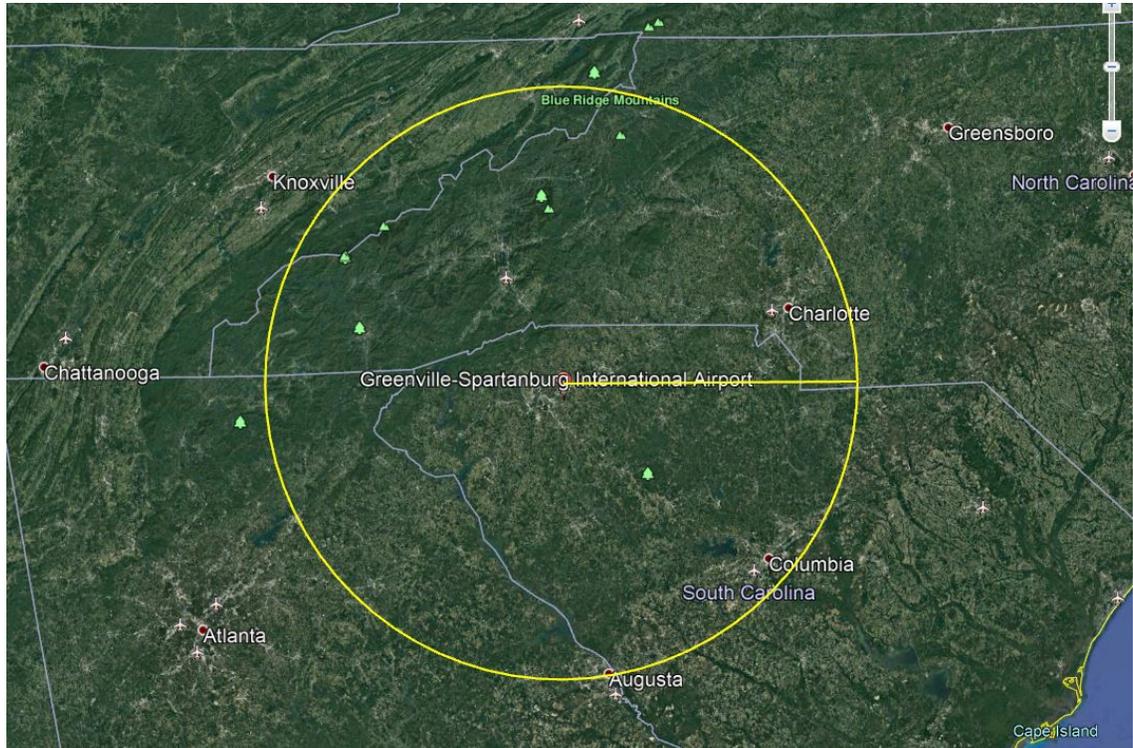


Figure 1 – 100 Mile Radius

The Request for Qualifications (RFQ) will be utilized to pre-qualify and shortlist Integrators that are capable and experienced in the design, installation, integration, testing and commissioning of enterprise class Airport security system. All Statement of Qualifications received prior to the submission deadline which meets the minimum submission requirements will be evaluated by the Airport. The select group of shortlisted Integrators will be asked to provide proposals for the services required. Those not selected will be eliminated from further consideration.

All pre-qualified and shortlisted firms will be expected to execute a Non-Disclosure Agreement (NDA) prior to being sent the Proposal documents as some of the data in it will contain Sensitive Security Information (SSI).

It is not the intent of the Airport to receive project specific design, engineering or price Proposals as part of this RFQ process.

Each Response that is received by the submission deadline will be evaluated on its merit and completeness of all requested information. In preparing Responses, System Integrators are advised to rely only upon the contents of this RFQ and accompanying documents and any written clarifications or addenda issued by GSP. If discrepancies or omissions in this document are found by any prospective System Integrator, or if there are RFQ related questions, a written request for clarification or interpretation must be submitted to the Point of Contact indicated on page 1 of this RFQ. **THE AIRPORT IS NOT RESPONSIBLE FOR ANY VERBAL INSTRUCTIONS.** All questions must be submitted in writing to the Point of Contact before the Pre-Submittal Question Deadline of this document described in the schedule below. All answers will be issued in the form of a written addendum. Addenda will be posted to the Airport website. It is the responsibility of the System Integrator to obtain all addenda issued for this RFQ.

Other than with the consent of the Point of Contact, all System Integrators, including any persons affiliated with or in any way related to a System Integrator, are strictly prohibited from contacting any Commissioners or any GSP Staff on any matter having to do in any respect with this RFQ until after the award of the Contract for the RFP. Any other contact with such persons associated with the Airport shall be made only through, and in coordination with, the Point of Contact and may be required to be in writing, in appropriate circumstances or cases, as directed by the Point of Contact. Prohibited or inappropriate contacts made by System Integrators may result in the disqualification of the Respondent. This requirement will be strictly enforced.

Clarifications, modifications, or amendments may be made to this RFQ at the discretion of the Airport. Any changes made will be made through issuance of an addendum. Addenda will be posted to the Airport website under "Business Opportunities". All interested parties are instructed to view the listed website regularly for any issued addenda. It is the responsibility of the Respondent to obtain the available addenda and acknowledge any issued addenda on the Response Form, found in Part III of this RFQ.

2. SUBMISSION INFORMATION

Documentation must be complete and include information requested in these instructions in the order requested. Submittals may be submitted in hard copy or electronic format.

All submittals will be titled:

**GREENVILLE-SPARTANBURG INTERNATIONAL AIRPORT
SECURITY SYSTEMS REPLACEMENT**

And be received by:

December 04, 2020 at 2:00 P.M. EST

Submit One (1) Original and Five (5) copies and one (1) electronic copy in a single searchable and bookmarked .PDF format on a thumb drive. When there is a conflict the (1) Original copy will take precedent. Send Responses to:

Greenville-Spartanburg International Airport
District Office
Attn: Jonathan Stone
Contracts Manager
2000 GSP Drive
Greer, SC 29651
Phone: 864.655.5699
Email: jstone@gspairport.com

Responses must be submitted to the Point of Contact indicated above for this RFQ by the date and time indicated as the Response Deadline on page 1 of this RFQ. The Point of Contact or his designated representative time stamp will determine the official receipt time. It is each System Integrator's responsibility to ensure that its response is time stamped by the receiver by the Response Deadline. This responsibility rests entirely with the System Integrator, regardless of delays resulting from postal handling or for any other reasons. Responses will be accepted prior to the Response Deadline at any time during the normal course of business only, said hours being 8:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays observed by the Airport.

Responses received after the above Response Deadline will not be accepted and will be returned to the System Integrator unopened. The opening and reading of a Response does not constitute the Airport's acceptance of the System Integrator as being responsive and responsible.

Responses must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: DO NOT OPEN – RFQ RESPONSE ENCLOSED, "AIRPORT SECURITY SYSTEMS REPLACEMENT", System Integrator firm's name, phone, and primary contact name.

Submission of a Response establishes a conclusive presumption that the System Integrator is thoroughly familiar with the Request for Qualifications (RFQ) and that the System Integrator understands and agrees to abide by all of the stipulations and requirements contained therein.

Responses sent by facsimile, or other electronic means will not be considered. All costs incurred in the preparation and presentation of the Response is the System Integrator's sole responsibility; no costs will be reimbursed. All documentation submitted with the Response will become the property of the Airport.

No more than one (1) Response as the Prime Contractor from any System Integrators, including its subsidiaries, affiliated companies and franchises will be considered by the Airport. In the event multiple Responses are submitted in violation of this provision, the Airport will have the right to determine which Response will be considered, or at its sole option, reject all such multiple Responses.

The Airport reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all Responses, or to accept or reject any Response in part, and to waive any minor informality or irregularity in Responses received if it is determined by the President/CEO or his designee that is in the best interest of the Airport. If the solicitation

is cancelled or all Responses are rejected by the Airport, a notice will be posted on the Airport website as identified by the posting of an addenda. A Response will not be considered from any person, firm or corporation that is in arrears or in default to the Airport on any contract, debt, or other obligation, or if the Respondent is debarred by the Airport from consideration for a contract award.

Responses are subject to public disclosure after the final ranking in accordance with state law. All information contained in any submitted request for qualifications document to the Airport will be available for public review upon FOIA request. All System Integrators are hereby advised that any information that they may consider to be confidential or proprietary and would reduce a competitive advantage if disclosed, should be identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by a FOIA request, the System Integrator will be allowed to justify its claim of privilege and the Airport will assess the validity of said claim in advance of any release.

3. BACKGROUND

The Greenville-Spartanburg International Airport wishes to replace their current Security Systems. The Airport currently operates an Andover Continuum Access Control System and Digital Sentry Video Management System with:

- Approximately 145 Existing Cameras
- Approximately 177 Secured Doors including Pedestrian Gates
- Approximately 22 Motorized Vehicle Gates
- Approximately 184 Card Readers
- Approximately 4 Workstations

It is anticipated that the existing HID card readers, wiring, REX devices and some locking hardware as well as select Pelco IP cameras will be re-used on the new systems provided by this project. The project will replace certain older Pelco IP cameras with newer technology cameras that can include multi-imagers and panoramic cameras in addition to higher resolution models available in the marketplace today. The network used to communicate with the security devices will be provided by the Airport. The Security System software is intended to run within the virtual computing environment provided by the airport. The video storage appliances will also be provided by the Airport. The successful proposer will be responsible for coordinating the processing and storage needs with the Airport. An automated Airport Identity Management System (IDMS) may also be part of the project as well as Video Analytics. It is the desire of the Airport to specifically exclude systems using proprietary hardware or dealer agreements that restrict the service areas to specific dealers. The existing system must be phased out in an orderly fashion such to minimize disruptions to operations.

4. MINIMUM INTEGRATOR QUALIFICATIONS

- The System Integrator must have an established full service (CAD, Engineering, Design, Installation, Service, Sales) office in existence for a minimum of one (1) year prior to the date of this RFQ and located within 100-mile radius of Greenville-Spartanburg International Airport as measured with Google Earth. The System Integrator shall be responsible for the complete and final design including engineering documents sealed by a registered engineer in the State of South Carolina for the purpose of obtaining construction permits.
- The System Integrator team member involved in configuring the operating systems and database software must have a current Microsoft Certified Solutions Expert certification.
- The System Integrator team member involved in configuring the Access Control, Video Management, Analytics and Identity Management applications must have current certifications by the manufacturer of the software being proposed for this project.
- The System Integrator team member involved in developing the processing and storage hardware requirements and providing coordination with the Airport IT staff for those configurations of hardware must have a current VMWare VCP-DCV certification.
- The System Integrator team member coordinating network connections with Airport IT must have a current Cisco Certified Network Associate certification.
- The System Integrator must have the requisite state and local business licenses to perform Security Installation services at the Airport
- The System Integrator must have two (2) successful projects performed by the local service office in the last three (3) years, involving installation of products that have been previously installed at similar sized airports in the USA. Those projects referenced above by the Integrator do not have to be installed at airports, just the product installed by the local service office must be currently installed at an airport in the USA of similar size as GSP.
- The System Integrator must have a local technician who is certified at the highest level by the manufacturer on those products which have been previously installed at similar sized airports USA and have maintained that certification for at least one (1) year prior to the date of this RFQ.
- The System Integrator must provide two (2) references for projects that were successfully completed by the local service office in the past three (3) years which involved a similar quantity of cameras and card readers in a facility with stringent security requirements such as a government or military facility, hospital or industrial campus. The project references should include ACS and VMS systems that are interfaced with each other.

5. TWO STAGE SELECTION PROCESS

This Request for Qualifications is the first stage of the selection process. Upon receipt and review of the Qualification Statements, the Airport intends to shortlist based on the information contained in the Form of Response outlined in this document. The Airport reserves the right, in its sole discretion, to pre-qualify as many Integrators as it deems to be in the best interest of the project.

The shortlisted Integrators will receive an invitation to submit a Proposal to perform the Work, as required in the Request for Proposals (RFP) which will be issued as the second stage of this process. The Integrators will prepare a formal response based on the criteria outlined in the RFP, plans, and specifications to be issued only to the shortlisted firms determined by this RFQ process. After review of the Proposals, the Airport, at its sole discretion, may invite Integrators to present the Proposal response at a formal on-site interview. The Proposal Response, Interview and the Stage 1 submittal, will be used to determine the final selection of the successful Integrator. Proposals from firms not selected during the RFQ process will be rejected.

Project fees, expenses and price proposals will NOT be part of the initial RFQ (Stage 1) submission. Shortlisted Integrators will receive additional contract information and will be requested to submit fees, expense and firm price proposal information in their Proposal (Stage 2) Submittal. While cost is a significant consideration, the Airport will not use it as the sole determining factor in awarding the contract.

6. PROJECT SCHEDULE

The following schedule outlines the anticipated activities and dates related to the overall selection process and award of contract.

November 10, 2020	Issue Request for Qualifications (Stage 1)
November 18, 2020	<u>Pre-Qualification Submittal Virtual Meeting, 10:30AM (EST)</u> This meeting will be held via Microsoft Teams. A link and telephone number has been provided on the www.gspairport.com website and below. Verify connection prior to the day of the meeting. If you have connection issues please email dcaputo@faithgroupllc.com for assistance. <u>GSP Security Virtual Pre-proposal Teams Meeting</u> (314) 391-9430 Conference ID: 902063015#
November 20, 2020	Last Day for RFQ Questions <u>Due no later than 10:00AM (EST) to</u> Greenville-Spartanburg International Airport District Office 2000 GSP Drive Greer, SC 29651

Attention: Jonathan Stone
Contracts Manager
Phone: 864.655.5699
Email: jstone@gspairport.com

November 24, 2020	Issue Addendum and RFQ Question Responses
December 4, 2020	Request for Qualifications Submissions due 2:00PM EST
December 11, 2020	Notify Short Listed Firms
January 2021	Issue Request for Proposals to Shortlisted Firms (Stage 2)

All questions related to this RFQ must be received by November 20, 2020 before 10:00 AM EST Send questions to:

Greenville-Spartanburg International Airport
District Office
2000 GSP Drive
Greer, SC 29651
Attention: Jonathan Stone
Contracts Manager
Phone: 864.655.5699
Email: jstone@gspairport.com

Every response made to an Integrator question will be in the form of an Addendum to the Request for Qualifications documents and posted on the www.gspairport.com website.

All Addendums must be acknowledged by the System Integrator on the Form 1 listed in section III of this RFQ.

The Airport will not be bound by any information, explanation, clarification, or any interpretation, oral or written, by whosoever made that is not incorporated into a written Addendum to this RFQ. All such Addenda shall become part of this RFQ, and all Integrators shall be bound by such addenda.

Site visits will be honored after the shortlist of firms are identified for Stage 2. The **January**, 2021 site visits will be conducted as a group with all shortlisted firms prior to RFP submittal and interviews.

7. PROJECT SECURITY REQUIREMENTS

Security requirements for this project are consistent with TSA and DHS requirements. Prior to the completion of the RFP process and award of the contract, the Integrator shall review airport security rules issued as part of the RFP, along with the use and assignment of required access keys and badges. All of the Integrator's team (including sub-contractors) working on site during this project must be badged according to the established Airport policies and procedures.

8. DOCUMENT SECURITY REQUIREMENTS

All information related to the current and future security system software, configuration and operation are considered sensitive security information, hereinafter referred to as SSI. The Airport is planning to implement this project in accordance with 49 CFR 1520 Protection of Sensitive Security Information. In accordance with this regulation detailed information pertaining to the program will only be provided to those persons with a specific need to know.

Pre-Qualified Integrators will be provided plans and specifications for use in the preparation of their proposal in response to the RFP. All Pre-Qualified Integrators will be required to sign a Non-Disclosure Agreement with the Airport prior to receiving the RFP package.

II. QUALIFICATION REQUIREMENTS AND FORM OF RESPONSE

Integrators are asked to provide a response in the same sequential order as presented in this document. Failure to meet any requirements will result in disqualification from further consideration. It is required the products for which the Integrator is a certified dealer have been previously installed in an airport of similar size as GSP in the USA. Integrators should limit their submittals to the information requested in this RFQ. Brochures or other presentations beyond those sufficient to present a complete and effective Statement of Qualifications are not desired and may be construed as unnecessarily elaborate and an indication of the Integrator's lack of cost consciousness. Elaborate artwork, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear Statements of Qualifications are sought.

1. DEFINITIONS

As used in the Request for Qualifications, the following terms shall have the meaning set forth below.

“Addendum”	Means the addendums related to this RFQ
“Airport”, GSP	Means Greenville-Spartanburg International Airport
“Integration”	Means the creation of complex information systems that may include designing or building a customized architecture or application, integrating it with new or existing hardware, packaged and custom software, and communications
“Integrator”	Means each Integrator, firm, or project team proposing to perform the Work pursuant to this RFQ
“May”	Indicates something that is not mandatory but permissible
“Project”	Means the project contemplated by this RFQ and as described in this document
“RFQ”	Means this Request for Qualifications

“Services”	Means all services, tasks, functions, assignments, associated with the final project, implementation, testing, training and start-up that are necessary or convenient for the successful completion of the Project
“Shall, Will, Must”	Indicates a mandatory requirement. Failure to meet these mandatory requirements will result in the rejection of the statement as non-responsive
“SSI”	Sensitive Security Information is information that, if publicly released, would be detrimental to transportation security, as defined by Federal Regulation 49 C.F.R. Part 1520
“Statement”	Means Pre-Qualification response developed by the Integrator and provided to the Airport for review and verification in response to this RFQ.

2. RESPONSE REQUIREMENTS

a. GENERAL FORMAT

The Integrator’s general form of response shall follow the outline noted below and include specific and relevant experience related to the scope of the Security System Enhancement project. The response shall not exceed **25** single sided pages excluding the Cover Letter, Table of Contents, Staff Resumes, Licenses and Certifications and required forms. Font size shall be a minimum of 11 point. Failure to meet the requirements will result in disqualification from further consideration.

b. COVER LETTER

A cover letter must be submitted with each Qualification Statement. The cover letter must be prepared on the letterhead of the Integrator and signed by a representative who is empowered to enter into contracts with the Airport on the Integrators behalf. The cover letter is intended to introduce the Integrator and its team members and is limited to a maximum of three (3) pages. It must contain at least the following information:

- Designation of the Person that will be the point of contact with the Airport and who should receive all further correspondence related to the project, include email address.
- Provide a description of firm history including ownership history and key management, location of Corporate office, size of Firm (including number of employees), annual construction volume – entire firm for the past 3 years, describe any Firm changes that have occurred over the past three years, describe any changes that are anticipated during the life of the project.
- General description of the project team structure and experience, including subcontractors and suppliers, listing responsibilities of each.

- Qualifications of local office to support the project including distance from local office to the Airport, length of time the local office has been established, CAD and design capabilities, sales and service capabilities of the local office.
- Describe the ability of the Integrator to service the system after initial installation while also participating in the anticipated expansion of the system as future plans may expand airport facilities.
- A statement from the Integrator to commit the resources necessary to complete the project on time and within budget
- Acknowledgment that the Integrator has reviewed the RFQ in its entirety and understands and accepts the two-stage requirements of the procurement process.

c. TABLE OF CONTENTS

Qualification Statements must contain a detailed table of contents listing major sections and subsections that correspond to the requirements of the Request for Qualifications. The table of contents must also list all tables, appendices, and figures contained in the Qualification Statement.

d. EXECUTIVE SUMMARY

The purpose of the Executive Summary is to provide an overview of the Integrator's qualifications to accomplish the Project. At a minimum, the Executive Summary must contain the following information:

- Specific capabilities and experience of the Integrator Team that the Integrator believes will benefit the project at GSP.

e. PROJECT TEAM

Provide an Organization chart which clearly describes the reporting structure of each participating team member, relationships, and workflow of the organization. The chart should clearly define the firm responsible for the work (if using sub-contractors and suppliers) and key staff members assigned to complete the work.

For each key staff member assigned, provide a brief description of their overall duties and responsibilities on the Project as well as any relevant value added to this Project.

f. KEY STAFF EXPERIENCE & RESUMES

The Integrator shall provide related project experience in the form of a resume for each key staff member identified in the Organization chart. Staff resumes shall be limited to two (2) pages and include the following information:

- Name
- Title

- Level of manufacturer certification on Security System products which have been previously installed at similar sized airports in the USA, required VMWare, Cisco and Microsoft Certifications when applicable.
- Experience integrating VMS products with ACS products
- Years with Current Employer
- Years with Previous Employer if less than three (3) years with current Employer
- Description of relevant past experience including project name, location, size and contact person.

g. INTEGRATOR PAST EXPERIENCE

The intent of this section is to learn about the previous and ongoing experiences of the Integrator with contracts similar to that being sought by the Airport. The Integrator must provide the following data on Form 2:

- Two (2) successful projects with interfaced ACS and VMS performed by the **local service office** in the last three (3) years involving Security **products** that have been previously installed at similar sized airports in the USA (the references do not have to be airports) that include the following:
 - 200 IP cameras
 - 200 ACS controlled portals
 - A facility such as a building with stringent security requirements such as a government or military facility, hospital or industrial campus or commercial airport.

h. LICENSES AND CERTIFICATIONS

Provide copies of required business licenses to perform security system integration services. Provide copies of manufacturer certifications for the products for which the Integrator is an authorized dealer. Provide copies of Microsoft, Cisco and VMWare certifications.

i. DISCUSSION OF PROVIDING CONTINUITY OF SECURITY

Since this project will involve replacing a Security system that is currently in operation, the Integrator must discuss their approach to maintaining the integrity of security provided by these systems at the Airport. The discussion should include experience with system cut over and fall back plans on other projects. Describe the system software being replaced.

j. DISCUSSION OF APPROACH TO MAINTAINING SYSTEMS

Provide a detailed discussion of the approach of the Integrator in supporting and maintaining a fully functional system post-installation while also providing services for

new construction projects. Include discussion of routine maintenance, testing and emergency response procedures.

K. SAFETY AND SECURITY APPROACH

Provide a detailed description of the approach to managing and protecting Sensitive Security Information (SSI). The description shall include an overview of electronic and paper-based document management systems to be utilized and the Integrators standards for completing background checks on employees who will have access to SSI. The discussion shall include how SSI will be managed both with the Integrator's firm and any teaming partners. Integrators must clearly demonstrate an ability to protect the SSI contained in the documents in order to be pre-qualified and shortlisted.

Describe the overall safety program and policies. If the Firm has a written Safety Program, please attach a copy of the table of contents. Provide the System Integrator's EMR rating for each of the past three years. If the EMR rating has increased over this time period, please describe why. Provide a summary of the System Integrator's OSHA 300 Log for each of the past three years and describe if the System Integrator had any OSHA citations, fines or jobsite fatalities within the most recent three years. If yes, please provide a description and the steps takes to prevent a reoccurrence.

I. FINANCIAL CAPACITY AND REFERENCES

In this section of the Qualification Statement Integrators must demonstrate the capability to successfully complete the Project, providing the following documentation.

- Acknowledgement of the System Integrator has the ability to comply with the insurance requirements listed in the Appendix A should they be selected as the System Integrator to complete the project.
- Documentation and discussion of the financial condition and capacity of the System Integrator with whom the Contract for this project will be issued to complete the work.
- Documentation of the Integrator's current bonding profile, including current bonding capacity and unencumbered bonding capacity.
- Whether Performance or Payment Bond claims have been paid by a surety for the Integrator or any team member on any project in the past five (5) years. If so, describe the claim, the name of the company or person making the claim, and the resolution of the claim. Separate the claims for disputed subcontractors' payments and note those with an asterisk (*).
- Whether, in the past five (5) years, any surety company has refused to bond the Integrator or any team member on any project. If so, specify the reasons given for that refusal, and the name, address and phone number of the surety company that refused to bond.

3. EVALUATION OF STATEMENTS OF QUALIFICATIONS

The Statements of Qualifications will be reviewed by the Airport staff representing management, security and operations stakeholders. Points will be awarded by the airport reviewing team based on their assessments of the following:

- 1.) Form of submission, adherence to outline sequence, completeness of submission (0 - 5 points)
- 2.) Cover Letter (0 - 5 points)
- 3.) Executive Summary (0 - 10 points)
- 4.) Organization Chart (0 - 5 points)
- 5.) Key Staff Experiences (0 - 15 points)
- 6.) Integrator Past Experience and Certifications (0 - 40 points)
- 7.) Security Continuity Approach (0 - 5 points)
- 8.) Systems Maintenance Approach (0 – 5 points)
- 9.) Document Security Approach (0 - 5 points)
- 10.) Financial Capacity (0 - 5 points)

*NOTE: The ranges of points indicated for each line item are based on the Integrator's response as evaluated by the Airport.

The Airport reserves the right, in its sole discretion, to pre-qualify as many Integrators as it deems to be in the best interest of the project. Those scoring higher will be considered before others whose scores may be lower. This select group of high scoring Integrators will be asked to provide responses to the Request for Proposals to be issued **January**, 2021. Those not selected as being pre-qualified will be eliminated from further consideration. Proposals from other than those who are pre-qualified will be rejected outright.

III. SUBMITTAL FORMS

1. Form 1 - Acknowledgment of Addenda

System Integrators must sign below and return this form with Submission as acknowledgment of receipt of all issued Addenda.

This is to acknowledge receipt of the following Addenda for "Request for Statements of Qualifications Airport Security System Replacement":

- 1. _____;
- 2. _____;
- 3. _____;
- 4. _____.

Dated the day of , 2020.

Corporate Respondent: [Insert Corporate Name]

By: _____

Name: _____

Title: _____

*Corporate Secretary/Assistant
Secretary (Seal)*

Non-Corporate Respondent: [Insert Respondent Name]

By: _____

Name: _____

Title: _____

Notary Public (Seal)

My Commission Expires: _____

2. Form 2 - Client References

System Integrators should provide a list of two (2) clients as references using the following format:

1. Client Name:

Address:

City, State, Zip

Phone:

Fax:

Project Contact Person:

Contact Phone Number:

Email address:

Date(s) of Project: Month Day, Year to Month Day, Year

Security System Software Products Installed:

ACS/VMS Interfaced: **YES/NO**

Description/Summary of Services:

Cost/Amount of Contract:

Completion Status:

2. Client Name:

Address:

City, State, Zip

Phone:

Fax:

Project Contact Person:

Contact Phone Number:

Email address:

Date(s) of Project: Month Day, Year to Month Day, Year

Security System Software Products Installed:

ACS/VMS Interfaced: YES/NO

Description/Summary of Services:

Cost/Amount of Contract:

Completion Status:

Respondent may supplement this form by attaching additional pages to it or may create its own form for including in its Submission as long as such form meets the informational requirements of this form.

IV. APPENDIX

1. APPENDIX A – INSURANCE REQUIREMENTS

(for reference)

Contractor and its Sub-Contractor shall, at its sole cost, obtain and maintain for the duration of the contract, insurance of the following types with limits not less than those set forth below:

- Commercial General Liability Insurance with minimum limits for all projects that are located on or require vehicular access to the airfield or airside of the Terminal:
\$5,000,000 each occurrence for bodily injury and property damage combined;
\$5,000,000 each occurrence for personal and advertising injury;
\$5,000,000 annual general aggregate
- Products-Completed Operations Insurance in an amount not less than \$5,000,000 per occurrence for damages including bodily injury and property damage that arises out of Contractor's product or work.
- Worker's Compensation and Employer's Liability Insurance, including occupational illness or disease coverage, to meet statutory requirements of coverage with a minimum limit of \$1,000,000 per accident and, for bodily injury by disease, \$1,000,000 per employee.
- Automobile Liability Insurance for all projects covering use of all owned, non-owned and hired automobiles with a minimum combined single limit of liability for bodily injury and property damage of \$1,000,000 per occurrence. This policy shall be endorsed to name District, its Commissioners, officials, servants, agents, and employees as additional insureds.
- Contractor shall, at its sole cost, obtain and maintain for the duration of the contract, Professional Liability Insurance in an amount not less than \$5,000,000 for each claim for damages caused by any negligent act, error or omission by Contractor, or of any other person retained or engaged by Contractor for the performance of services in a professional capacity pursuant to this agreement.
- Sub-Contractors working with or under the direction of the primary Contractor on any project shall carry Professional Liability insurance in an amount not less than \$1,000,000 for each claim for damages caused by any negligent act, error or omission by Sub-Contractor, or of any other person retained or engaged by Sub-Contractor for the performance of services in a professional capacity pursuant to this agreement.
- Contractor is fully and solely responsible for any physical loss or damage to all personal property utilized in the performance of Contractor's work. Contractor agrees to waive its rights of recovery and cause its insurers to waive their rights of subrogation against District for any such damage or loss, howsoever caused. Contractor shall include District, its Commissioners, officials, servants, agents, and employees as additional insured by including the following statement on its insurance certificate:
"Greenville-Spartanburg Airport District, its Commissioners, officials, servants, agents, and employees are named as additional insureds."
- The certificate shall unconditionally provide that the requisite coverage shall not be terminated or adversely modified or not renewed until District has received thirty (30) day written notice thereof. In the event that an insurance carrier should terminate or adversely modify or not renew the above coverage, Contractor shall immediately contract with another insurance carrier to provide requisite coverage and shall insure that there is no gap or reduction in coverage and shall immediately deliver to District a replacement certificate. The coverage shall be written through an admitted carrier in the State of South Carolina.

END OF DOCUMENT