



# **SAVANNAH AIRPORT COMMISSION**

**PROPOSAL FORMS AND CONTRACT  
DOCUMENTS, GENERAL CONDITIONS, AND  
TECHNICAL SPECIFICATIONS**

**FOR**

**PARKING AND REVENUE CONTROL SYSTEM**

**SAVANNAH/HILTON HEAD  
INTERNATIONAL AIRPORT**

**CITY OF SAVANNAH EVENT NO. 6329  
AUGUST, 2018**

**SAVANNAH AIRPORT COMMISSION**

**PARKING AND REVENUE CONTROL SYSTEM  
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## **NOTICE TO PROPOSERS**

Sealed proposals, in duplicate, will be received by the Mayor and Aldermen of the City of Savannah and the Savannah Airport Commission in the office of the City Purchasing Agent, 1375 Chatham Parkway, Second Floor, Savannah, Georgia 31405 until **August 7, 2018**, 1:30 p.m. local time, at which time and place all proposals received will be publicly opened and read aloud.

Proposals will be received for:

### **PARKING AND REVENUE CONTROL SYSTEM CITY OF SAVANNAH EVENT NO. 6329**

This project consists of, but is not limited to, providing all labor, materials, and equipment to Design, Build, Furnish, and Install a Parking Access & Revenue Control system (PARCS) at the Savannah/Hilton Head International Airport. The project also includes the necessary service, configuration, and training to fully implement the system.

Proposals for this work shall be submitted on the proposal forms provided. Other proposal forms will not be accepted.

The complete examination and understanding of the construction plans, specifications, contract documents and site of the proposed work is necessary to properly submit a proposal. Construction plans, specifications and contract documents are available for examination and may be obtained from the offices of the Savannah Airport Commission, 400 Airways Avenue, Savannah/Hilton Head International Airport, Savannah, Georgia 31408, Phone (912) 964-0514 for a cost of \$50.00 per set. This cost is non-refundable. Please make checks payable to Savannah Airport Commission.

A pre-proposal conference will be conducted in the Savannah Airport Commission Conference Room, third floor, Savannah/Hilton Head International Airport, Savannah, Georgia, on Tuesday, July 24, 2018, at 11:00 AM.

The Savannah Airport Commission reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

The Savannah Airport Commission is under no obligation to award this project to the proposer having the lowest fee. Evaluation criteria included in the proposal documents will be used in evaluating proposals.

The selected proposer will be required to execute and to provide a Payment Bond and Performance Bond each in an amount of one hundred percent (100%) of the total value of the contract awarded to him with a satisfactory surety or sureties for the full and faithful performance of the work.

The Savannah Airport Commission, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that, in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded equal 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.

The selected proposer agrees to ensure that Disadvantaged Business Enterprises that are presumed to be socially and economically disadvantaged as defined in 49 CFR Part 26.5 have an equal opportunity to participate in the performance of this contract. In this regard all Contractors shall take all necessary and reasonable steps to ensure that such Disadvantaged Business Enterprises have an equal opportunity to compete for and perform contracts. Contractors shall not discriminate on the basis of race, color, national origin, or sex in the award or performance of this contract.

The Contractor, or any subcontractor, submitting a bid for utility contracting, as defined in O.C.G.A. Section 43-14-2 to a utility system as defined in said section, shall conform to O.C.G.A. Section 43-14-8.2 et seq. with reference to Utility Contractor's Licenses. Utility contracting means a proposal to perform utility work to a utility system as defined in O.C.G.A. Section 43-14-2(17).

No proposal may be withdrawn after closing time for the receipt of proposals for a period of ninety (90) days.

This is a proposal for construction and therefore the City's local vendor preference ordinance will not apply.

The Mayor and Aldermen of the City of Savannah and the Savannah Airport Commission reserve the right to waive any informalities, irregularities, and/or technicalities in or reject any and all bids and/or to award or refrain from awarding the Contract for the Work.

Mayor and Aldermen of the  
City of Savannah and the  
Savannah Airport Commission

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Purchasing Director

## INSTRUCTIONS TO PROPOSERS

### I. GENERAL

#### A. State Licenses

The successful proposer must be a licensed contractor as specified by the Georgia State Licensing Board, and will be required to obtain any necessary licenses or permits to conduct the work as may be prescribed by the State of Georgia and by the City of Savannah.

#### B. Pre-Proposal Conference

A Pre-Proposal Conference for proposers will be conducted in the Savannah Airport Commission Conference Room, 3rd floor, Savannah/Hilton Head International Airport, Savannah, Georgia on Tuesday, July 24, 2018, at 11:00 AM.

#### B. Examination of Conditions Affecting Work

Prior to submitting a Proposal, each Proposer shall examine and thoroughly familiarize himself with all existing conditions including all applicable laws, codes, ordinances, rules and regulations that will affect his work. Proposers shall visit the site, examine the grounds and all existing buildings, utilities, and roads, and shall ascertain by any reasonable means all conditions that will in any manner affect the work. The drawings have been prepared on the basis of surveys and inspections of the site, and represent the best factual information available without being considered as a representation of the Owner. This, however, shall not relieve the Proposer of the necessity for fully informing himself as to existing physical conditions.

#### C. Nondiscrimination and Segregated Facilities

1. Proposers must comply with the President's Executive Order No. 11246 which prohibits discrimination in employment regarding race, creed, color, sex or national origin.
2. Each proposer shall complete, sign and include in his proposal the Equal Opportunity Report Statement. When a determination has been made to award a contract to a specific Contractor, such Contractor shall, prior to award, after award or both, furnish such other pertinent information regarding his own employment policies and practices as well as those of his proposed subcontractors as the Owner or the Secretary of Labor may require. All such

information required of a subcontractor shall be furnished by the Contractor.

3. The Equal Opportunity Report Statement, Equal Opportunity Clause (41 CFR 60-741.5), and all other EEO requirements shall be included in all non-exempt subcontracts entered into by the Contractor. Subcontracts entered into by the Contractor shall also include all other applicable labor provisions. No subcontract shall be awarded to a non-complying subcontractor.
4. In addition, the Proposer will also insert in each of his subcontracts a clause requiring the subcontractor to include these provisions in any lower tier subcontracts that may in turn be made.

D. Compliance With Law

1. Proposers must comply with Title IV of the Civil Rights Act of 1964, the Davis-Bacon Act, the Anti-Kickback Act and the Contract Work Hours Standard Act.
2. Proposers must comply with all state laws and local ordinances, except that any preferential consideration of local in-state proposers is not allowed.
3. **Employment Eligibility Verification**  
Pursuant to the "Georgia Security and Immigration Compliance Act of 2006," O.C.G.A. Section 13-10-91, public employers and their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the "Employment Eligibility Verification (EEV) Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U. S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://www.vis-dhs.com/EmployerRegistration>. Proposers shall comply with this new rule, and submit with their proposal the form titled "Contractor Affidavit and Agreement", page I-2(a). After the contract has been awarded, the Contractor shall secure from all subcontractors the form titled "Subcontractor Affidavit and Agreement", page I-2(b), which must be submitted to the Savannah Airport Commission prior to the subcontractor beginning work at the site.

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the Savannah Airport Commission has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Savannah Airport Commission, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Savannah Airport Commission the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

Notary Public  
My Commission Expires:  
  
\_\_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

## SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ on behalf of the Savannah Airport Commission has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
EEV/Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

Notary Public  
My Commission Expires:

\_\_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



E. General Bond Requirements

1. Payment Bond and Performance Bond shall be one hundred percent (100%) of the total value of the contract. Only the Payment and Performance Bond as bound within and made a part of the specifications and these documents are acceptable. **No other form will be accepted.** If the total value of the contract is less than \$100,000.00, a Payment Bond or Performance Bond may not be required.
2. The Payment Bond and Performance Bond and Bond Affidavit shall be countersigned by a Georgia Resident. The Georgia Resident Agent shall furnish their Georgia License Number in the space provided.

F. Insurance Requirements

1. Insurance requirements shall be as specified in Article 12, General Conditions.

II. PREPARATION AND SUBMISSION OF PROPOSALS

- A. Sealed proposals for the construction of the project will be received until 1:30 P.M. local time, August 7, 2018.
- B. The proposal shall be in duplicate on the "Proposal Form" provided; no other forms are acceptable.
- C. Each Proposer shall present his Proposal in a sealed opaque envelope and marked at the lower left hand corner, **"PARKING AND REVENUE CONTROL SYSTEM, Savannah/Hilton Head International Airport, City of Savannah Event No. 6329, with the name of the Proposer."**

Proposals in duplicate shall be delivered to the office of the Director of Purchasing, City of Savannah, 1375 Chatham Parkway, Second Floor, Savannah, Georgia 31405.

- D. The Proposer's envelope shall contain the signed original and one complete copy of the following documents:

Proposal Form  
Equal Employment Opportunity Statement  
Disadvantaged Business Enterprise Requirements  
Disadvantaged Business Enterprise Assurance Form  
Proposer Qualification Questionnaire  
Proposal Schedule

- E. Proposals shall be submitted as indicated by the "Proposal Form" and shall be signed in ink by an official of the firm submitting the proposal.
- F. Erasures or other changes in a proposal shall be explained or noted over the signature of the proposer.
- G. Proposals containing reservations, conditions, omissions, unexplained erasures or alterations, items not required in the proposal, or irregularities of any kind, may be rejected by the Owner as being incomplete and not qualified for consideration.
- H. Each proposal shall indicate the full business name and address of the proposer and shall be signed by him with the usual signature.
- I. A proposal submitted by a partnership shall list the names of all partners and shall be signed in the partnership name by one of the members of the partnership.
- J. A proposal submitted by a corporation shall be signed by the legal name of the corporation, followed by the state of incorporation and the title designation of the Corporation in legal matters. The name of each person signing the proposal shall be typed or printed below the signature.
- K. A Power of Attorney or other satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished for the Owner's records.
- L. Acknowledgement of receipt of all Addenda shall be made by each Proposer in the space provided in the Proposal Form.
- M. The proposer is required to fill in all the blank spaces on the proposal and all of the unit prices on the proposal.

### III. INTERPRETATIONS

- A. Each Proposer shall carefully examine the Contract Documents consisting of the Plans and Specifications, and all addenda or other revisions and thoroughly familiarize themselves with the detailed requirements prior to submitting a Proposal. Should a Proposer find discrepancies or ambiguities in, or omission from Contract Proposal Documents, or should the proposer be in doubt as to their meaning, he shall at once notify the Savannah Airport Commission who will send written addenda to all on SAC's Planholder List, but the Savannah Airport Commission will not issue or cause to be issued any addenda modifying plans and specifications (at the sole discretion of the Savannah Airport Commission) within a period of 72 hours prior to the advertised time for the opening of proposals, excluding Saturdays, Sundays, and legal holidays. The City of Savannah normally posts addenda on the Purchasing Department's website. The Savannah Airport Commission will not be responsible for any oral instructions or Internet postings (or the lack thereof). All addenda will become a part of Contract Documents.
- B. All inquiries shall be directed to the Executive Director, Savannah Airport Commission, Savannah/Hilton Head International Airport, 400 Airways Avenue, Savannah, Georgia 31408, Telephone Number (912) 964-0514, FAX (912) 964-0877. No allowance will be made after proposals are received for oversight by Proposer.
- C. Where a discrepancy occurs between the prices quoted in words and/or in numbers, the unit price written in words shall govern the final costs or award of contract.

### IV. MODIFICATIONS AND/OR WITHDRAWALS OF PROPOSALS

- A. A proposal may not be withdrawn or canceled by the proposer during a 90 calendar day period following the time and date designated for the receipt of proposals, and each proposer so agrees in submitting his proposal.
- B. Negligence on the part of the Proposer in the preparation of his proposal shall not be grounds for the modification or withdrawal of a proposal after the time set for proposal opening.

### V. ACCEPTANCE/REJECTION OF PROPOSALS

- A. This is a proposal for construction and therefore the City's local vendor preference ordinance will not apply.

- B. The Contractor, or any subcontractor, submitting a proposal for utility contracting, as defined in O.C.G.A. Section 43-14-2 to a utility system as defined in said section, shall conform to O.C.G.A. Section 43-14-8.2 et seq. with reference to Utility Contractor's Licenses. Utility contracting means a proposal to perform utility work to a utility system as defined in O.C.G.A. Section 43-14-2(17).
- C. The Owner proposes to award the contract to the best proposal as determined at the sole discretion of the Commission. (See Page I-3, Section II – Preparation and Submission of Proposals) submitting a reasonable proposal as determined at the sole discretion of the Commission.
- D. The Mayor and Aldermen of the City of Savannah and the Savannah Airport Commission reserve the right to waive any informalities, irregularities, and/or technicalities in or reject any and all proposals and/or to award or refrain from awarding the Contract for the Work.

**PROPOSER'S CHECKLIST**

THIS CHECKLIST **MUST** BE ATTACHED AS THE COVER SHEET TO YOUR BID PRIOR TO SEALING YOUR BID AND SUBMITTING IT TO THE OFFICE OF THE PURCHASING DIRECTOR. IF THIS CHECKLIST IS NOT ATTACHED, YOUR BID WILL BE DISQUALIFIED. IF THIS CHECKLIST IS INCOMPLETE OR IF ANY ITEM CANNOT BE VERIFIED AS BEING INCLUDED WITH YOUR BID, YOUR BID WILL BE DISQUALIFIED.

NAME AND ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY OF SAVANNAH EVENT NUMBER: **6329**

PROJECT NAME: **PARKING AND REVENUE CONTROL SYSTEM**

**INSTRUCTIONS TO BIDDERS**

The contents of your bid package must be clearly marked and submitted **IN THE FOLLOWING ORDER**: 1) acknowledgement of addendum, 2) bid bond, and 3) the bid proposal page. Please place a check mark in the appropriate space and indicate the number of addendums received:

1) Addendum received?  Yes  No

Indicate number of addendums received: \_\_\_\_\_

2) Bid Bond enclosed?  Yes  No

Form of bid bond:  Surety Bond  Cashier's Check  Certified Check

3) Are all signature pages of the bid proposal signed?  Yes  No

4) Total Amount of Bid: \$ \_\_\_\_\_

**FOR CITY USE ONLY**

Verification of Proposal Package Content:

1) Addendum Acknowledged?  Yes  No

Number of Addendums Issued: \_\_\_\_\_

2) Bid Bond Enclosed:  Yes  No

Form of bid bond:  Surety Bond  Cashier's Check  Certified Check

3) Bid Proposal Pages Signed:  Yes  No

I certify that the above items were/were not included with the attached bid at the time and place of the bid opening.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SAVANNAH AIRPORT COMMISSION

### PROPOSAL FORM

TO: Mayor and Aldermen of the  
City of Savannah and the  
Savannah Airport Commission

FROM:

\_\_\_\_\_  
Proposer's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip Code and Telephone Number

### SELECTION

A selection committee will evaluate and rank the submitted proposals from which negotiations leading to a final contract will proceed. Selection criteria will include, but are not limited to, the following:

- A. Proposer Information:
  - Proposer History, Experience, and Capabilities
  - System History
  - Proposer Project References
  
- B. System Functionality
  - Base Hardware, software, and equipment
  - UPS Battery Backup – Entry Stations
  - UPS Battery Backup – Cashier Stations
  - Parking Validation Subsystem
  - Frequent Parker Program
  - License Plate Recognition
  - Oversized Vehicle Detection
  - AVI Reader
  - Post Warranty and Maintenance Technical Support
  
- C. Cost
  
- D. Overall Clarity and Quality of Proposal
  
- E. DBE Participation

RIGHT OF NEGOTIATION

The Savannah Airport Commission reserves the right to negotiate with the selected Proposer the exact terms and conditions of the contract.

RIGHT OF REJECTION OF LOWEST FEE ESTIMATE

The Savannah Airport Commission is under no obligation to award this project to the Proposer having the lowest fee. Evaluation criteria included in this document shall be used in the evaluation of proposals.

SUBMITTAL

- Proposals should include the following information as a minimum:
  - Team members, other key personnel, previous experience, and the role they will fill on the project. If a joint venture is proposed with another firm, this information should be provided for that firm’s key personnel as well.
  - Joint Venture – If a joint venture is proposed, the design disciplines the venture firm(s) will provide should be presented along with their qualifications and experience.
  - Current workload, with respect to the work required by this project.
  - Proposed project schedule, including major tasks and target completion dates.
  - Technical approach – A brief discussion of the tasks or steps that the consultant will undertake to accomplish the work described in the scope of work.
  - Basic design concepts and experience in digital display kiosks.
  - Proposer qualification questionnaire.
  - Proposal schedule.
  - Design/manufacture/installation schedule.
11. The undersigned affirms that wages not less than the minimum rates or wages, as predetermined for this project by the U. S. Secretary of Labor and City of Savannah, were used in the preparation of this proposal.
12. The undersigned acknowledges receipt of the following addenda:

<u>Addendum No.</u>	<u>Date</u>
_____	_____

\_\_\_\_\_  
\_\_\_\_\_

13. The legal status of the undersigned is:

The Proposer shall fill out the appropriate form (a, b, or c) and strike out the other two.

- a. A corporation duly organized and doing business under the laws of the State of \_\_\_\_\_, for whom \_\_\_\_\_, bearing official title of \_\_\_\_\_, whose signature is affixed to this proposal, is duly authorized to execute contracts.

If Foreign Corporation or non State of Georgia corporation: date of qualification in \_\_\_\_\_ (State). Name and address of process agent: \_\_\_\_\_.

(Out of State contractor shall provide name and address of Agent for service of process in the State of Georgia.)

- b. A partnership, all of the members of which, with addresses are: (Designate general partners as such).

\_\_\_\_\_  
\_\_\_\_\_

If all partners are nonresidents of Georgia: Designate name and address of agent for service of process located in Georgia.

- c. An individual, whose signature is affixed to this bid. (If nonresidents of Georgia, agent for the service of process in the State of Georgia must be designated.)

\_\_\_\_\_.

Dated and signed at \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_.

NAME OF PROPOSER \_\_\_\_\_

BY \_\_\_\_\_

TITLE \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

GEORGIA TAX REGISTRATION NO. \_\_\_\_\_

WITNESS:

\_\_\_\_\_



## DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS

THE FOLLOWING PROPOSAL CONDITIONS APPLY TO THIS CONTRACT. SUBMISSION OF A PROPOSAL BY A PROSPECTIVE CONTRACTOR SHALL CONSTITUTE FULL ACCEPTANCE OF THESE BID CONDITIONS.

### A. DEFINITION (49 CFR Part 26.5)

Disadvantaged Business Enterprise (DBE) as used in this Contract shall have the same meaning as those firms that are presumed to be socially and economically disadvantaged as defined in Paragraph 26.5, 49 CFR Part 26. (Definition: Socially and economically disadvantaged individual).

### B. POLICY

It is the policy of the Savannah Airport Commission that Disadvantaged Business Enterprises shall have an equal opportunity to participate in the performance of all contracts and subcontracts.

### C. DBE OBLIGATION

All Proposers, Prospective Contractors, and Contractors shall take all necessary and reasonable steps to ensure that Disadvantaged Business Enterprises have an equal opportunity to compete for and perform contracts. Proposers, Prospective Contractors, and Contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of Contracts.

### D. COMPLIANCE

All Proposers, Prospective Contractors, and Contractors for this Contract are hereby notified that failure to carry out the Policy and DBE Obligation, as set forth above, may be considered by the Savannah Airport Commission as a breach of Contract which may result in termination of the Contract or other such action as deemed appropriate by the Savannah Airport Commission.

### E. SUBCONTRACT CLAUSES

All Proposers, Prospective Contractors, and Contractors hereby assure that they will include the above clauses in all subcontracts, which offer further subcontracting opportunities.

### F. CONTRACT AWARD ELIGIBILITY

1. Proposers, Prospective Contractors, and Contractors shall meet the DBE goal or provide the Commission with documentation of its good-faith effort(s) to meet the DBE goal to the satisfaction of, and as requested by the Savannah Airport Commission.

2. The Savannah Airport Commission has the right, at its sole discretion, to accept or reject any and all bids submitted, accept or reject any DBE participation (and/or percentage of) being proposed, and accept or reject any good-faith efforts.

G. SUBCONTRACT GOAL

1. The attainment of the goal established for this Contract is to be measured as a percentage of the total dollar value of the Contract.
  - a. The goal established for this Contract is as follows:

**Race-Neutral to be performed by DBEs.**

H. AVAILABLE ELIGIBLE DBEs

1. For this Contract, the Savannah Airport Commission will accept, as an eligible DBE, firms that are currently certified by any Federal, State, or municipal government agency or other organizations approved by the Commission and/or firms registered as a DBE (includes MBE/WBE firms) with and accepted by the City of Savannah or other municipality, or organizations approved by the Commission provided they are owned by individuals presumed to be socially and economically disadvantaged in accordance with paragraph A, Definition, of these requirements. Proof of certification/registration shall be provided to the Savannah Airport Commission as requested.
2. Proposers, Prospective Contractors, and Contractors are encouraged to inspect the Georgia Department of Transportation, City of Savannah, and other DBE directories to assist in locating possible DBEs for the work to be performed. Credit towards meeting the DBE goal will not be counted until the DBE(s) to be used is/are either certified or registered as outlined in paragraph 1 above and such certification(s) and/or registration(s) are accepted by the Commission.

I. PROPOSER'S REQUIRED SUBMISSION

1. The following documents must be submitted with the Bid Proposal:
  - a. **DBE SUBCONTRACTORS LIST** – Proposers must complete and properly execute the DBE Subcontractor list (Page P- 7).
  - b. Proposers must complete and properly execute the **“DBE ASSURANCE FORM”** (Page P-13).
2. The following document must be submitted to the Commission prior to award of the contract.

- a. Proposers must complete **DBE NOTIFICATION OF INTENT TO SUBCONTRACT** for each DBE subcontractor (Page P-8).
- b. Good-faith efforts documentation (if applicable).

**SAVANNAH AIRPORT COMMISSION**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) SUBCONTRACTORS LIST**  
 (Reproduce if additional copies are needed)

Disadvantaged Business Enterprise Subcontractor (Company Name)	Description of Work/Materials	Dollar Value of Subcontract Work

Total Dollar Value of Subcontract Work                   \$ \_\_\_\_\_

Total Dollar Value of Basic Bid                               \$ \_\_\_\_\_

Percent of Total   \_\_\_\_\_ %

SAVANNAH AIRPORT COMMISSION

**DBE NOTIFICATION OF INTENT TO SUBCONTRACT**

Project Name: **PARKING AND REVENUE CONTROL SYSTEM**

Proposal Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Hereby intends to subcontract or purchase materials for the following work items to:

DBE: Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Item No.	Description of Work/Materials	Unit	Quantity	Unit Cost	Amount

Total amount of subcontract \$ \_\_\_\_\_

DBE Sub or Supplier Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Prime Contractor Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**This form must be signed by the Prime Contractor and the DBE Subcontractor. A separate form is required for each DBE Subcontractor. The form(s) shall be submitted whether or not DBE participation is being proposed. If DBE participation is not being proposed, Proposer, Prospective Contractor, or Contractor must indicate "NONE" beside DBE name and mark "O" in \$ value space. The proposed contract amounts specified on this form for a DBE firm must be the same (verify) as the amounts shown on the DBE Subcontractor's List for the same DBE firm unless the amounts are more favorable for the DBE or unless otherwise approved by the Commission. This form must be submitted with the Bid Proposal or within five (5) business days after bid opening.**

## J. GOOD-FAITH EFFORTS

Good-faith efforts are required by the Proposer, Prospective Contractor, and Contractor when the DBE goal established for a contract is not met, or any at any time during the contract when achievement of the DBE goal is in jeopardy. It is the Proposer's, Prospective Contractor's, and Contractor's responsibility to provide documentation as required by the Commission to ascertain the efforts made. Good-faith efforts include documented efforts made by Contractor to include personal contacts, follow-ups and earnest negotiations with DBEs. The Savannah Airport Commission reserves the right to accept or reject any and/or all effort(s) by Proposer, Prospective Contractor, and Contractor. The following are examples of effort(s) that are acceptable by the Savannah Airport Commission.

- a. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract.
- b. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved.
- c. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
- d. Negotiating in good faith with interested DBEs.
- e. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities.
- f. Making efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.
- g. Making efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
- h. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

## K. CONTRACTOR ASSURANCES

Agreements between Proposer, Prospective Contractor, and Contractor and a DBE in which the DBE promises not to provide subcontracting quotations to other Proposers are prohibited. The Proposer, Prospective Contractor, and Contractor

shall make a good-faith effort to replace a DBE subcontractor, which is unable to perform successfully, with another DBE subcontractor. Substitutions must be coordinated with and approved by the Commission.

The Proposer, Prospective Contractor, and Contractor shall establish and maintain records and submit reports and cancelled checks, as required, which will identify and assess progress in achieving the DBE subcontract goal and other DBE affirmative action efforts.

In order to properly monitor payments to DBEs, the Savannah Airport Commission will require that the prime contractor send along with each payment to their DBE subcontractor or supplier a "Verification of Payments Received Letter", (Page P-11) which the DBE(s) must sign and return to the Commission's DBELO for monitoring and DBE Program record keeping purposes.

The Savannah Airport Commission will also require each prime contractor to submit to the Commission a monthly pay request that shall be accompanied by a "DBE Utilization Form" (Page p-12) which is a report of DBE expenditures. The report shall show all DBE subcontractors, and non-DBE subcontractors if and as required by the Commission, the amount of their subcontract, the amount earned to date, the amount earned for that respective pay request and the amount remaining to be earned. At the sole discretion of the Commission, the contractor's future pay requests will be withheld or disapproved until the DBE Utilization Form is submitted as required, and until DBEs are promptly and properly paid as verified by receipt of the Verification of Payments Received Letter (Page P-11).

Prior to the close out of the project, if and as required, the Prime Contractor shall furnish the Savannah Airport Commission copies of cancelled checks, invoices, and any other information from all DBE subcontractors utilized on the project.

Failure by the prime contractor to comply with these requirements may result in the prime contractor being placed in default of its contract. In addition, violation of this provision by the prime contractor entitles the Commission to exercise any other rights it has by law or under the Contract.

END OF DBE REQUIREMENTS

VERIFICATION OF PAYMENTS RECEIVED

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

Mr. Dawoud Stevenson  
Disadvantaged Business Enterprise Liaison Officer  
Savannah Airport Commission  
400 Airways Avenue  
Savannah, GA 31408

RE: Verification of Payments Received  
**PARKING AND REVENUE CONTROL SYSTEM**

Dear Sir:

This letter is to certify that \_\_\_\_\_ (name of DBE firm) has received \$\_\_\_\_\_ (dollar amount) from \_\_\_\_\_ (prime contractor). This amount represents payment for work performed from \_\_\_\_\_ (M/D/Y) to \_\_\_\_\_ (M/D/Y) which is \_\_\_\_\_% of the total contract amount of \$\_\_\_\_\_.

Sincerely,

(Type or Print name of person signing letter) \_\_\_\_\_

\_\_\_\_\_  
Title

Personally appeared before me, the Undersigned Authority, \_\_\_\_\_ who is known to me to be an official of the firm of \_\_\_\_\_ who after being duly sworn stated his/her oath that he/she had read the above statement and that the same is true and correct.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

State of \_\_\_\_\_

My Commission Expires \_\_\_\_\_



**DBE UTILIZATION FORM**

Project Name: PARKING AND REVENUE CONTROL SYSTEM

Contractor (Company): \_\_\_\_\_

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

Pay Request #: \_\_\_\_\_ From \_\_\_\_\_ To: \_\_\_\_\_

Subcontractor	DBE/Non-DBE	Work Item	Subcontract Amount	Amount Earned To Date	Amount This Pay Request	Amount Remaining

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

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

Type or Print Name: \_\_\_\_\_

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

Personally appeared before me, the Undersigned Authority, \_\_\_\_\_ who is known to me to be an official of the firm of \_\_\_\_\_ who after being duly sworn, stated of his oath that he had read the above statement and that the same is true and correct.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public: \_\_\_\_\_

State of \_\_\_\_\_

**DISADVANTAGED BUSINESS ENTERPRISE ASSURANCE FORM**

The Proposer, Prospective Contractor, or Contractor shall complete the following statement by checking the appropriate box (check one only). Failure to complete this statement shall be grounds for rejection of Bid.

\_\_\_\_\_ The Proposer, Prospective Contractor, or Contractor is able to assure meeting the requirements of the DBE Provisions, included under the DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS, and shall utilize \_\_\_\_\_% (percent) Race-Neutral DBE participation.

\_\_\_\_\_  
(Company Name of Proposer/Prospective Contractor/Contractor)  
(Printed or Typed)

IRS Number: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name of Person Signing)

By: \_\_\_\_\_  
(Signature)\*

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

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

\* - Must be same signature of Bid Proposal.

**END OF DBE ASSURANCE**

**SAVANNAH AIRPORT COMMISSION**

**EQUAL OPPORTUNITY REPORT STATEMENT**

**as Required by**  
**41 CFR 60-1.7(b)**

The Bidder (Proposer) shall complete the following statement by checking the appropriate boxes. Failure to complete these blanks may be grounds for rejection of bid:

1. The Bidder (Proposer) has \_\_\_\_\_ has not \_\_\_\_\_ developed and has on file at each establishment affirmative action programs pursuant to 41 CFR 60-1.40 and 41 CFR 60-2.
2. The Bidder (Proposer) has \_\_\_\_\_ has not \_\_\_\_\_ participated in any previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Order 11246, as amended.
3. The Bidder (Proposer) has \_\_\_\_\_ has not \_\_\_\_\_ filed with the Joint Reporting Committee the annual compliance report on Standard Form 100 (EEO-1 Report).
4. The Bidder (Proposer) does \_\_\_\_\_ does not \_\_\_\_\_ employ fifty (50) or more employees.

NAME OF PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

**SAVANNAH AIRPORT COMMISSION**

**PROPOSER QUALIFICATION QUESTIONNAIRE**

Submitted by \_\_\_\_\_  
Name of Proposer

( ) An Individual \_\_\_\_\_

( ) A Partnership \_\_\_\_\_

( ) A Corporation \_\_\_\_\_

Principal Office Address:

\_\_\_\_\_  
\_\_\_\_\_

The undersigned guarantees the truth and accuracy of all statements and all answers to questions hereinafter made.

1. How many years has your organization been in business as a contractor under your present name?

\_\_\_\_\_

2. How many years experience in construction work has your organization had as a general contractor?

\_\_\_\_\_

As a subcontractor?

\_\_\_\_\_

3. List below the requested information concerning projects your organization has completed in the last five (5) years for the type of work required in this project.

\_\_\_\_\_

Project Title	Contract Amount	Required Completion Date	Actual Completion Date	Name and Address of Owner
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\_\_\_\_\_

\_\_\_\_\_

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4. Have you ever failed to complete any work awarded to you? If so, where and why?

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5. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? If so, state name of individual, name of other organization, and the reason therefor.

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6. Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name? If so, state name of individual, name of owner and reason therefor.

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7. Give below any information which would indicate the size and capacity of your organization, including number of employees, equipment owned by your organization, etc., which are available for utilization of this Contract.

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**PROPOSAL SCHEDULE**

In accordance with all proposal documents, addenda, plans, and specifications, the undersigned proposes to furnish all services, material, labor, tools, equipment, and other means of construction required for **PARKING AND REVENUE CONTROL SYSTEM.**

<b>Project Cost Submittal Form</b>	
<b>Items</b>	<b>Price</b>
<b>Base Cost</b>	
<b>Base hardware, software, and equipment</b>	
<b>Labor (Including all required travel)</b>	
<b><u>TOTAL AMOUNT BASE BID</u></b>	
<b>Additional Items*</b>	
<b>UPS Battery Backup – Entry Stations</b>	
<b>UPS Battery Backup – Cashier Stations</b>	
<b>Parking Validation Subsystem</b>	
<b>Frequent Parker Program</b>	
<b>License Plate Recognition</b>	
<b>Oversized Vehicle Detection</b>	
<b>AVI Reader</b>	
<b>Post Warranty and Maintenance Technical Support</b>	

**TOTAL BASE BID WRITTEN IN WORDS:** \_\_\_\_\_

\_\_\_\_\_ (Dollars) (\$ \_\_\_\_\_) Lump Sum

\* NOTE: The Savannah Airport Commission reserves the right to award the base bid and any or all components priced above.

NAME OF PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

BUSINESS \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WITNESS: \_\_\_\_\_

WITNESS: \_\_\_\_\_



**SAVANNAH AIRPORT COMMISSION**

**CONTRACT**

This AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Mayor and Aldermen of the City of Savannah and the Savannah Airport Commission, hereinafter designated the Owner, party of the first part, and \_\_\_\_\_ of the City of \_\_\_\_\_ and State of \_\_\_\_\_, hereinafter designated the Contractor, party of the second part,

W I T N E S S E T H:

That the parties to these presents, each in consideration of the undertakings, promises and agreements on the part of the other herein contained, have undertaken, promised and agreed, and do hereby undertake, promise, and agree, the party of the first part for itself, its successors, and assigns, and the part(y) (ies) of the second part for (its) (itself) and (its) (their) heirs, executors, administrators, successors, and assigns, as follows:

That the part(y) (ies) of the second part in consideration of the sums of money herein specified to be paid by said party of the first part to said part(y) (ies) of the second part, shall and will at (its) (their) own cost and expense furnish all labor, materials, tools, and equipment for the improvement for **PARKING AND REVENUE CONTROL SYSTEM, Savannah/Hilton Head International Airport**, in accordance with the Notice to Proposers, Instructions to Proposers, Proposal, Proposal Schedule, and Bonds hereto attached, and in accordance with Plans, Specifications, General Conditions, and Supplemental General Conditions therein referred to as the Contract Documents, are hereby made a part of this agreement, all of said work to be fully completed to the satisfaction of the Engineer and to the acceptance of and by the Mayor and Aldermen of the City of Savannah and the Savannah Airport Commission in the lump sum amount of \_\_\_\_\_ dollars/cents (\$\_\_\_\_\_).

If the Contractor shall fail to comply with any of the terms, conditions, provisions, or stipulations of this Contract, according to the true intent and meaning thereof, then the party of the first part may avail itself of any or all remedies provided in that behalf in the Contract and shall have the right and power to proceed in accordance with the provisions thereof.

That the Contractor shall commence the Work within ten (10) days of the date set by the Owner in a written Notice-To-Proceed and shall substantially complete all work under this Contract within one hundred fifty (150) consecutive calendar days after the date shown in the Notice-To-Proceed, and shall substantially complete the milestones in the CONSTRUCTION SCHEDULE below within the number of Calendar Days from the Notice-To-Proceed shown therein.

The Owner hereby agrees to pay to the Contractor for the said work the unit prices set forth in the PROPOSAL1 SCHEDULE, at the times and manner set forth in the Contract Documents. Payment to the Contractor by the Owner shall be made upon presentation of the proper certificates to the Owner and upon terms set forth in the Contract Documents.

It is mutually agreed between the parties hereto that time is the essence of this Contract, and in the event the construction is not substantially complete by the Calendar Days specified below in COLUMN I of the CONSTRUCTION SCHEDULE, it is agreed that from any money due or to become due the Contractor or his Surety, the Owner may retain the dollar amount shown below in COLUMN II per Milestone per day for each calendar day thereafter, Sundays and Holidays included, that the work remains incomplete, not as a penalty but as liquidation of a reasonable portion of damages that will be incurred by the Owner by failure of the Contractor to complete the work within the times stipulated.

CONSTRUCTION SCHEDULE

	<u>Column I</u>	<u>Column II</u>
	Total Calendar Days After Notice-To-Proceed	Liquidated Damages per Calendar Day if Not Completed by Calendar Days Shown on Column I
Final Completion	150	\$500.00

IN WITNESS WHEREOF, the parties to the agreement have hereunto set their hands and seals and have executed this agreement the day and year first above written.

SAVANNAH AIRPORT COMMISSION

**OWNER**

(Party of the First Part)

BY: \_\_\_\_\_  
Stephen S. Green, Chairman

ATTEST: \_\_\_\_\_  
Gregory B. Kelly, Secretary  
(Seal)

**CONTRACTOR**

(Party of the Second Part)

\_\_\_\_\_  
Company

BY: \_\_\_\_\_  
Name (Signature)

TITLE: \_\_\_\_\_  
Title

\_\_\_\_\_  
Name (Print/Type)  
(Seal)

ATTEST: \_\_\_\_\_  
Name (Signature)

TITLE: \_\_\_\_\_  
Title

\_\_\_\_\_  
Name (Print/Type)  
(Seal)

Contractor must indicate whether Corporation, Partnership, Company or Individual

\_\_\_\_\_  
Out-of-state contractors must affix Georgia tax registration number.

The person signing shall in his own handwriting sign the principal's name, his own name, and his title. Where the person signing for a corporation is other than the President or Vice President, he must, by affidavit, as contained herein, show his authority to bind the corporation.

Corporate seal is required for all companies that are incorporated.

ARCH  
Revised June 2015

**SAVANNAH AIRPORT COMMISSION**

**PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS: that \_\_\_\_\_,  
as Principal, hereinafter called Contractor, and \_\_\_\_\_  
\_\_\_\_\_ as Surety, hereinafter  
called Surety, are held and firmly bound unto the Mayor and Aldermen of the City of  
Savannah, Georgia and the Savannah Airport Commission as Obligee, hereinafter  
called Owner, in the amount of \_\_\_\_\_  
\_\_\_\_\_ dollars (\$ \_\_\_\_\_) for the payment whereof  
Contractor and Surety bind themselves, their heirs, executors, administrators,  
successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement dated \_\_\_\_\_,  
20\_\_\_\_, entered into a Contract with Owner for **PARKING AND REVENUE CONTROL  
SYSTEM**, in accordance with all of the construction plans and contract documents  
listed in the specifications prepared by the Savannah Airport Commission, which  
Contract is by reference made a part hereof and is hereinafter referred to as the  
Contract.

NOW, THEREFORE, the condition of the above obligation is such that if the said  
Contractor shall well and faithfully perform the things agreed by him to be done and  
performed according to the terms of said Contract, and shall promptly make payments  
to all persons supplying labor, material, and supplies used directly or indirectly by the  
said Contractor, or subcontractor(s), in the prosecution of the work provided for in said  
Contract, we agreeing and assenting that this undertaking shall be for the benefit of any  
subcontractor, material men, or laborer having a just claim, as well as for the Obligee  
herein, then this obligation shall be void, otherwise, the same shall remain in full force  
and effect, it being expressly understood and agreed that the liability of the Surety for  
any and all claims hereunder shall in no event exceed the amount of this obligation as  
herein stated.

The said Surety hereby stipulates and agrees that no modifications, omissions, or  
additions, in or to the terms of said Contract or on or to the plans and specifications  
therefor shall in any way affect the obligation of said Surety or its Bond.

The said Surety shall inform the Owner thirty (30) days prior to expiration of this  
bond, by giving notice by registered mail.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Principal must indicate whether corporation, partnership, company or individual.

\_\_\_\_\_  
Principal

The person signing shall, in his own handwriting, sign the principal's name, his own name and his title. Where a person signing for a corporation is other than the President or Vice President, he must, by affidavit as contained herein, show his authority to bind the corporation.

BY: \_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Name (Print/Type)

TITLE: \_\_\_\_\_

(Affix Contractor's Corporate Seal)

ATTEST BY: \_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Name (Print/Type)

TITLE: \_\_\_\_\_

(Affix Surety's Corporate Seal)

\_\_\_\_\_  
Surety

BY: \_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Name (Print/Type)

**COUNTERSIGNED:**

\_\_\_\_\_  
Georgia Resident Agent

\_\_\_\_\_  
Georgia Resident Agent (Print/Type)

\_\_\_\_\_  
Georgia License Number

**SAVANNAH AIRPORT COMMISSION**

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS: that \_\_\_\_\_,  
as Principal, hereinafter called Contractor, and \_\_\_\_\_,  
\_\_\_\_\_ as  
Surety, hereinafter called Surety, are held and firmly bound unto the Mayor and  
Aldermen of the City of Savannah, Georgia, and the Savannah Airport Commission as  
Obligee, hereinafter called Owner, in the amount of \_\_\_\_\_  
\_\_\_\_\_ dollars  
(\$ \_\_\_\_\_) for the payment whereof Contractor and Surety  
bind themselves, their heirs, executors, administrators, successors, and assigns, jointly  
and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement dated \_\_\_\_\_,  
20\_\_\_\_, entered into a Contract with Owner for **PARKING AND REVENUE CONTROL  
SYSTEM**, in accordance with all of the construction plans and contract documents  
listed in the specifications prepared by the Savannah Airport Commission, which  
Contract is by reference made a part hereof and is hereinafter referred to as the  
Contract.

NOW, THEREFORE, the condition of the above obligation is such that if the said  
Contractor shall well and faithfully perform the things agreed by him to be done and  
performed according to the terms of said Contract, and shall promptly make payments  
to all persons supplying labor, material, and supplies used directly or indirectly by the  
said Contractor, or subcontractor(s), in the prosecution of the work provided for in said  
Contract, we agreeing and assenting that this undertaking shall be for the benefit of any  
subcontractor, material men, or laborer having a just claim, as well as for the Obligee  
herein, then this obligation shall be void, otherwise, the same shall remain in full force  
and effect, it being expressly understood and agreed that the liability of the Surety for  
any and all claims hereunder shall in no event exceed the amount of this obligation as  
herein stated.

The said Surety hereby stipulates and agrees that no modifications, omissions, or  
additions, in or to the terms of said Contract or on or to the plans and specifications  
therefor shall in any way affect the obligation of said Surety or its Bond.

The said Surety further stipulates and agrees that in the event of a default or  
deficiency on the part of the Contractor amounting to a breach of the Contract, the  
Owner may, by giving notice by registered mail to Contractor and Surety, require that  
such default or deficiencies be remedied within thirty (30) days from the date of such  
notice. Failure so to remedy or to take proper steps to remedy such defaults or  
deficiencies within said period shall be cause for the Owner to require that Surety take  
over and prosecute the work under the Contract and to take over all obligations  
pertaining thereto. In the event the work under the Contract is taken over by the Surety  
in a manner satisfactory to the Owner, the Owner will pay to the Surety henceforth all  
amounts due and to become due under the Contract, including amendments, less the

balance of the Contract price previously paid to the Contractor and less liquidated damages, if assessed. The Owners shall not be liable for any monies not due on the Contract and shall not be made a party to any dispute between Contractor and Surety.

If the Surety does not take over the work in a satisfactory manner within thirty (30) days after the notice of default or does not proceed with completing the work in accordance with the Contract, the Owner shall have full power and authority, without impairing the obligation of the Contract or the Contract Bond, to take over the completion of the work; to appropriate or use any or all material and equipment that may be suitable; to enter into agreements and provisions thereof; or to use such other methods as may be required for completion of the Contract. The Contractor and his Surety shall be liable for all costs incurred by the Owner in completing the work and for all liquidated damages in conformity with the terms of the Contract. If the sum of such liquidated damages and the expense so incurred by the Owner is less than the sum which would have been payable under this Contract if it had been completed by the Contractor or his Surety, the Contractor or his Surety shall be entitled to receive the difference; and if the sum of such expense and such liquidated damages exceeds the sum which would have been payable under the Contract, the Contractor and his Surety shall be liable and shall pay to the Owner the amount of such excess. Notice to the Contractor shall be deemed to have been served when delivered to the man in charge of any office used by the Contractor, his representative at or near the work, or by registered mail addressed to the Contractor at his last known place of business.

The said Surety further stipulates and agrees that this bond is also given and made as a guarantee insuring the Owner against loss resulting from costs of repairing, replacing, or reconstructing any portion of the work performed or equipment furnished under the Contract, because of failure to perform as specified or from being defective in any manner whatsoever. This bond shall remain in full force and effect for a period of one year after the date of written recommendation and of acceptance by the Engineer to the Owner.

The said Surety shall inform the Owner thirty (30) days prior to expiration of this bond, by giving notice by registered mail.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Principal must indicate whether corporation, partnership, company or individual.

\_\_\_\_\_

Principal

The person signing shall, in his own handwriting, sign the principal's name, his own name and his title. Where a person signing for a corporation is other than the President or Vice President, he must, by affidavit as contained herein, show his authority to bind the corporation.

BY: \_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Name (Print/Type)

TITLE: \_\_\_\_\_

(Affix Contractor's Corporate Seal)

ATTEST BY: \_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Name (Print/Type)

TITLE: \_\_\_\_\_

(Affix Surety's Corporate Seal)

\_\_\_\_\_  
Surety

BY: \_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Name (Print/Type)

**COUNTERSIGNED:**

\_\_\_\_\_  
Georgia Resident Agent

\_\_\_\_\_  
Georgia Resident Agent (Print/Type)

\_\_\_\_\_  
Georgia License Number



**SAVANNAH AIRPORT COMMISSION**

**BOND AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who, being duly sworn, deposes and says that he is a duly authorized (resident) (nonresident) insurance agent, properly licensed under the laws of the State of \_\_\_\_\_ and the State of Georgia, to represent \_\_\_\_\_ of \_\_\_\_\_ a company authorized to make corporate surety bonds under the laws of the State of Georgia.

Said \_\_\_\_\_ further certifies that as Attorney-in-fact for the said \_\_\_\_\_ he has signed the attached bond in the sum of \_\_\_\_\_ (U. S. \$ \_\_\_\_\_) on behalf of \_\_\_\_\_ covering Savannah/Hilton Head International Airport, Savannah Airport Commission, Savannah, Georgia for the following project: **PARKING AND REVENUE CONTROL SYSTEM.**

Said \_\_\_\_\_ further certifies that the premium on the said bond is \_\_\_\_\_ which will be paid in full direct to him as Attorney-in-fact, and included in his regular accounts to the said \_\_\_\_\_, and that he will receive his regular commission of \_\_\_\_\_ percent as Attorney-in-fact for the execution of said Bond and that his commission will not be divided with anyone except as follows: \_\_\_\_\_ percent to \_\_\_\_\_, who is duly authorized resident insurance agent and properly licensed under the laws of the State of Georgia.

\_\_\_\_\_  
Agent and Attorney-in-fact

**COUNTERSIGNED:**

\_\_\_\_\_  
Georgia Resident Agent

\_\_\_\_\_  
Georgia Resident Agent (Print/Type)

\_\_\_\_\_  
Georgia License Number

Acknowledgement for Attorney-in-fact

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, A. D. 20\_\_\_\_.

\_\_\_\_\_  
Notary Public,

State of \_\_\_\_\_

My Commission expires \_\_\_\_\_

## GENERAL CONDITIONS

### 1. SUMMARY OF WORK

- a. This project consists of, but is not limited to, providing all labor, materials, and equipment to Design, Build, Furnish, and Install a Parking Access & Revenue Control system (PARCS) at the Savannah/Hilton Head International Airport. The project also includes the necessary service, configuration, and training to fully implement the system.
- b. The location of the project is at the Savannah/Hilton Head International Airport, Savannah, Georgia.
- c. The Owner for whom this work shall be executed is the Savannah Airport Commission, 400 Airways Avenue, Savannah, Georgia 31408.

### 2. AIRPORT RULES AND REGULATIONS

Contractor(s) shall be responsible for informing all employees concerning pertinent airport and Federal Aviation Administration rules and regulations. Contractor(s) shall conform with all rules and regulations and directives issued either orally or in writing by the Owner or his representative. All pertinent local, state and federal safety requirements shall be observed by the Contractor(s) and Contractor(s)' personnel. Contractor(s) shall execute a Hold Harmless Agreement with the Savannah Airport Commission, which form shall be furnished by the Airport Commission.

### 3. BURNING

Burning is permitted on airport property by obtaining a permit from local government agencies.

### 4. ACCIDENTS

All accidents causing personal injury or property damage shall be reported to the Executive Director or his representative immediately. The contractor(s) shall provide, at the site, such equipment and medical facilities as are necessary to supply first aid service to anyone who may be injured in connection with the performance of the work, whether on or adjacent to the site, which causes death, personal injury, or property damage, giving full details and statements of witnesses. In addition, if death or serious injuries or serious damages are caused, the accident shall be reported immediately by telephone to the Executive Director or his representative and the Project Engineer.

### 5. SANITARY FACILITIES

The Contractor shall furnish temporary sanitary facilities for his employees.

6. NOTICE TO PROCEED

The Notice to Proceed shall state the date on which it is expected the Contractor will begin the work and from which date the contract time will be charged. The Contractor shall begin the work to be performed under the contract within ten (10) calendar days of the date written by the Owner in the Notice to Proceed, but in any event, he shall notify the Owner at least 24 hours in advance of the time actual construction operations will begin.

7. SEQUENCE OF WORK

Work shall be phased in a way to minimize impacts to the operation of the Airport. Prior to construction, the contractor shall submit a work plan as described in the plans and specifications, which will be approved by the Savannah Airport Commission.

8. CONTRACT TIME AND LIQUIDATED DAMAGES

- a. The number of calendar days for the completion of the project shall be one hundred fifty (150) calendar days from the date of the Notice to Proceed.
- b. For each calendar day that any work remains uncompleted after the contract time (including all approved extensions in time and adjustments), the sum of \$500.00 per calendar day as liquidated damages shall be deducted from any money due or to become due to the Contractor for his surety.

9. EXTENSION OF CONTRACT TIME

If the Contractor finds it impossible for reasons beyond his control to complete the work within the contract time as specified, the Contractor may, at any time prior to the expiration of the contract time, make a written request to the Owner for an extension of time, setting forth the reasons which he believes will justify the granting of his request. The Contractor's plea that insufficient time was specified is not a valid reason for extension of time. If the Owner finds that the work was delayed because of conditions beyond the control and without the fault of the Contractor, the Owner may extend the time for completion in such amount as the conditions justify. The extended time of completion shall then be in full force and effect, the same as though it were the original time for completion.

10. PREVAILING WAGE RATES

The construction wage rates have been furnished and compiled by the City of Savannah and certified by the U. S. Department of Labor to be wages prevailing for construction of projects in the Chatham County area. In accordance with the terms of

the Proposal, the Contractor agrees to pay to each employee of the corresponding craft at least the wage rate listed.

In addition to the basic hourly rates shown, certain crafts, trades or industries indicate health, welfare, pension, and other fringe benefits which are given employees pursuant to a bonafide Collective Bargaining Agreement for the respective craft, trade, or industry. In the absence of any such Agreement, the basic hourly rates plus the monetary equivalent for the fringe benefit payments indicated, less any legal deductions, shall be paid directly to the employees.

If the wage rate determination of the U. S. Department of Labor incorporated in the following page does not include rates for requested classifications, the Proposer is responsible for ascertaining the rates payable for such classifications and whether area practice requires their use in accomplishing the work. No inference concerning area practice is to be drawn from this omission. Further, the omission will not, per se, establish any liability for increased labor cost resulting from the use of such classifications.

The Contractor and Subcontractors at any tier shall make and submit a copy of, to the Savannah Airport Commission, within seven (7) days, a record of all payments for labor with an affidavit that the weekly wages paid are not less than the applicable wage rates contained in the wage determination incorporated into the contract and that the classifications set forth therein for each laborer and mechanic conforms with the work he/she performed. Such records shall contain the name of the individual, his/her classification, the hourly rate, the number of hours worked, and the total amount paid including any and all deductions/withholdings for all individuals who provided and were paid via any means for labor on this project. Records shall be made, and copies provided to the Owner with each pay request, of all payments of any kind (including cash, check, voucher, or any other type of remuneration) to any individual (including employees, subcontractors, independent contractors, day laborers, or anybody else) who performed labor on this project for any kind of compensation whatsoever. Every pay request shall also include a copy of a record of Workers' compensation paid for any and all persons paid in any manner for labor of any type on this project.

The Contractor shall post and maintain a copy of the wage determination at the Contractor's field office or any other location as directed by the Savannah Airport Commission.

General Decision Number: GA180129 05/04/2018 GA129

Superseded General Decision Number: GA20170129

State: Georgia

Construction Type: Building

County: Chatham County in Georgia.

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.35 for calendar year 2018 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.35 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2018. The EO minimum wage rate will be adjusted annually. Please note that this EO applies to the above-mentioned types of contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but it does not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60). Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Modification Number	Publication Date
0	01/05/2018
1	05/04/2018

\* BOIL0026-001 03/01/2018

	Rates	Fringes
BOILERMAKER.....	\$ 28.97	22.39
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ENGI0474-002 07/01/2017		

	Rates	Fringes
POWER EQUIPMENT OPERATOR: Bobcat/Skid Steer/Skid Loader, Bulldozer, Forklift (under 15 tons), and Loader.....	\$ 25.02	13.83
Crane (over 10 tons) and Forklift (15 tons and over).....	\$ 26.85	13.83
Crane (over 120 tons).....	\$ 27.85	13.83
Crane (over 250 tons).....	\$ 28.85	13.83
Oiler.....	\$ 22.68	13.83
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PLUM0188-001 08/01/2016

	Rates	Fringes
PIPEFITTER.....	\$ 26.40	14.05
PLUMBER (Including HVAC Pipe Installation).....	\$ 26.40	14.05
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SFGA0669-001 04/01/2017

GC-3a

	Rates	Fringes
SPRINKLER FITTER (Fire Sprinklers).....	\$ 28.54	15.84

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SHEE0085-002 07/01/2017

	Rates	Fringes
SHEET METAL WORKER (Excluding HVAC Duct and Metal Roof Installation).....	\$ 29.78	12.31

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SUGA2012-036 08/11/2012

	Rates	Fringes
BRICKLAYER.....	\$ 16.00	0.00
CARPENTER.....	\$ 18.50	0.35
CEMENT MASON/CONCRETE FINISHER...	\$ 15.90	2.66
ELECTRICIAN (Low Voltage Wiring).....	\$ 18.00	1.67
ELECTRICIAN, Excludes Low Voltage Wiring.....	\$ 19.95	5.56
GLAZIER.....	\$ 16.42	2.00
IRONWORKER, REINFORCING.....	\$ 20.48	8.41
IRONWORKER, STRUCTURAL.....	\$ 21.00	0.00
LABORER: Common or General.....	\$ 11.81	1.15
LABORER: Mason Tender - Brick...	\$ 9.00	0.00
LABORER: Pipelayer.....	\$ 12.00	0.23
LABORER: Plaster Tender.....	\$ 11.00	0.00
OPERATOR: Backhoe/Excavator.....	\$ 12.00	0.46
OPERATOR: Grader/Blade.....	\$ 17.52	0.00
PAINTER: Brush, Roller and Spray.....	\$ 16.00	1.62
PLASTERER.....	\$ 16.00	0.00
ROOFER, Excludes Installation of Metal Roofs.....	\$ 11.38	0.00
SHEET METAL WORKER (HVAC Duct Installation Only).....	\$ 16.88	2.53
SHEET METAL WORKER (Metal Roofs Installation).....	\$ 15.56	0.00
TILE FINISHER.....	\$ 10.31	0.00

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TILE SETTER.....	\$ 14.00	0.54
TRUCK DRIVER: Dump Truck.....	\$ 13.61	0.00
TRUCK DRIVER: Lowboy Truck.....	\$ 17.41	0.00

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WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

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The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

#### Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than "SU" or "UAVG" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1,

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2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

#### Survey Rate Identifiers

Classifications listed under the "SU" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

#### Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

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#### WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial

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contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION

11. CONTRACTOR'S AND SUBCONTRACTOR'S RECORDS

- a. The Contractor and all Subcontractors, at any tier, shall maintain for a period of not less than three (3) years from the date of final payment all books, records, documents, and papers pertaining to the contract.
- b. The Contractor and all Subcontractors, at any tier, shall provide to the City of Savannah, the Savannah Airport Commission, the FAA, or any other Federal or State agency, the Comptroller General of the United States, or any of their duly authorized representatives access to all such books, documents, papers and records, pertaining to the contract for the purposes of examining, auditing and copying them.

12. INSURANCE REQUIREMENTS

The Contractor shall obtain and maintain with a company or companies authorized to do business in the State of Georgia, and approved by the Savannah Airport Commission, such insurance as will protect the Commission, and Contractor, from claims set forth below which may arise out of or result from Contractor's operations under the contract and for which the Contractor is legally liable, which includes operations by subcontractors, subcontractor's/subcontractors, or by any persons directly or indirectly employed by Contractor or Subcontractor.

a. Claims under workers' compensation, disability benefit, and other similar employee benefit acts. Further, Contractor shall relieve the Commission from any costs due to accidents or other liabilities mentioned in workers' compensation act. Contractor or subcontractors with either an insufficient number of employees or in certain excluded occupational classifications are required to maintain WORKERS' compensation coverage on a voluntary basis regardless of the statutory regulations. If the Contractor is from a state other than Georgia, before work begins he shall take whatever measures are necessary to eliminate conflicts regarding which state is responsible for WORKERS' compensation claims.

b. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees.

c. Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees.

d. Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by another person.

e. Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom.

f. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance, or use of any motor vehicle.

The insurance required above, shall be written for not less than the following amounts, or greater if required by law:

a. Workers' Compensation:

Georgia Statutory

Employer's Liability, including all states

\$1,000,000 - each accident

\$1,000,000 - disease - policy limit

\$1,000,000 - disease - each employee

b. Comprehensive General Liability: shall include all major divisions of coverage and be on a comprehensive basis including, but not limited to:

Premises, operations, including explosion, collapse and underground; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage including completed operations; Contractual Liability; Personal Injury Liability with employment exclusion deleted. Must include projects at airports.

Bodily Injury and Property Damage Limits: \$1,000,000 combined single limit, each occurrence

Products and Completed Operations:

Insurance to be maintained for three (3) years after issuance of the final certificate for payment.

c. Mobile Equip/Comprehensive Vehicle Liability:

(Owned, non-owned, and hired.)

Bodily Injury/Property Damage Combined:

\$1,000,000 combined single limit, each occurrence

d. Umbrella/Excess Liability:

Umbrella/Excess Liability insurance covering all liability lines excess of the primary limits. The total limits of liability for each coverage including primary and umbrella coverages shall be no less than \$5,000,000 combined single limit – each occurrence.

e. Builders Risk (Property Insurance):

**(IF APPLICABLE TO THE TYPE OF CONSTRUCTION)**

Shall be purchased and maintained by the Contractor covering the entire Work at the site to the full insurable value thereof, including stockpiled material at the construction site intended for incorporation into the project.

Also, such insurance shall be in a company or companies against which Commission has no reasonable objection, and shall include the interest of the Commission, the Contractor, and Subcontractors in the Work. Such insurance shall insure against the perils of Fire, Extended Coverage, Theft, Vandalism and Malicious Mischief, and all other risks. If the Commission is damaged by the failure of the Contractor to maintain such insurance and to so notify the Commission, then the Contractor shall bear all reasonable costs properly attributable thereto. If not covered under such insurance or otherwise provided in the contract documents applicable to constructions, the Contractor shall effect and maintain similar Property Insurance on the Work stored off the site or in transit when such portions of the work are to be included in an application for payment under the contract.

The insurance required above should include contractual liability insurance applicable to the Contractor's obligations.

Detailed Information Relating to Insurance:

a. The Savannah Airport Commission requires that ALL LIABILITY POLICIES must be **ENDORSED** to include **the Mayor and Aldermen of the City of Savannah and the Savannah Airport Commission, its officers, directors, agents and employees as ADDITIONAL INSURED**. This must be reflected on the Certificate of Insurance which shall be furnished to the Commission. The Certificate of Insurance shall evidence proper limits of coverage as set forth herein and that the policy or policies will not be cancelled or modified without thirty (30) days prior written notice thereof is given to the Savannah Airport Commission. The Certificate shall also reflect that all policies have been endorsed to include waivers of any and all subrogation. The Contractor shall also require its subcontractors and subcontractors/subcontractors to endorse their policies to include **the Mayor and Aldermen of the City of Savannah and the Savannah Airport Commission, its officers, directors, agents and employees as ADDITIONAL INSURED**.

b. The extent of coverage or limits of liability provided under the policies procured by the Contractor and/or Subcontractors shall not be construed to be a limitation on the nature or extent of the Contractor's obligations or to relieve the Contractor of any such obligations or representation by the Savannah Airport Commission as to the adequacy of the insurance to protect the Contractor against the obligations imposed on him by law or by this or any other contract. All policies shall be primary and non contributory.

c. Immediate notification must be given to the Savannah Airport Commission and/or its agent upon receiving any knowledge or notification of claim or litigation on which the Savannah Airport Commission may be named.

d. The Contractor shall indemnify, protect, defend, and hold completely harmless the Commission, and its officers, agents and employees from and against any and all liabilities, losses, suits, claims, judgments, fines, or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorney fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this contract and/or the use of occupancy of the leased premises or the acts or omissions of Contractor's officers, agents, employees, contractors, subcontractors, licensees, or invitees, regardless of where the injury, death, or damage may occur, unless such injury, death or damage is caused by the sole negligence of the Commission. The Commission shall give to Contractor reasonable notice of any such claims or actions. The Contractor shall also use counsel reasonably acceptable to Commission in carrying out its obligations hereunder.

All policies shall be endorsed to include waivers of any and all subrogation.

### 13. SAFETY

a. Airport safety is an extremely important element of managing and operating today's airport. Specific rules, regulations, advisory circulars and guidelines are placed upon the airport owner/operator to improve safety on airports and to protect its users, tenants, and neighbors.

b. Disposal of Debris

All construction debris shall be disposed of off airport property in accordance with all federal, state and local laws. All clean fill material shall remain the property of the Savannah Airport Commission and be disposed of on airport property as directed by the Savannah Airport Commission.

~~c. NOTAMS - Construction NOTAMS shall be issued by the Executive Director or his representative. Construction causing runway or taxiway closures shall be kept to a minimum and scheduled closures shall be discussed with the Executive Director or his representative as far in advance as possible, but not less than forty-eight (48) hours in advance. Landing and taking off of scheduled airlines shall have priority.~~

d. Erosion - Contractor(s) shall consider permanent means of control or prevention of soil erosion not only to preserve and protect the slopes, pavement and other facilities, but also to reduce potential sources of water pollution.

e. All electrical and control cables shall be buried a minimum of thirty-six (36) inches below the surface of the ground.

## 14. SECURITY

~~Contractor shall be responsible for the security of his equipment and materials. He shall be responsible for the security of all perimeter security gates, terminal doors and hatches leading to secure areas utilized by him. As directed by the Executive Director, locks shall be placed on each gate used by the Contractor. The locks must be marked in a manner showing company ownership and a key or combination provided to the Airport Public Safety Department. The gates shall be locked at all times or guards posted at the gates to control access through them. Gate guards shall have a radio or cellular phone which will enable them to call the Police to report security problems or the contractor to verify identities, etc. For joint use gates, if a lock is found unsecured, the company owning the lock is in violation of Airport Rules and Regulations. In addition, unauthorized entry to the Air Operations Area through the gates may result in the responsible party being cited for violating Airport Regulations.~~

- ~~a. The Transportation Security Administration Act 2002, 49 USC, 67FR8355, gives the Transportation Security Administration (TSA) authority to place a fine on any airport found to be in breach of a security requirement.~~
- ~~b. The Contractor shall reimburse the Airport Commission for the full amount of any fines placed on the Airport Commission due to negligence on the part of the Contractor. Fines may be placed on the Airport Commission for such things as security gates being unlocked, terminal doors not secure, fences torn down, and Air Operations Area not being properly secured. These are only examples of items causing fines and not limitations. There could be other related items.~~
- ~~c. It is the Contractor's responsibility to prevent any breach of security within his area of construction or any route of entry to area of construction.~~
- ~~d. Security Clearances - All personnel having unescorted access to any security restricted area shall wear valid Savannah International Airport identification badges so they are visible on their outer garments in such areas at all times to permit ready recognition by Airport Public Safety Officers. Contractors' employees may be issued any one of the below listed Security Identification, etc. badges.
  - ~~1. The Airport Identification Badges are issued to approved personnel in several colors:
    - ~~a. Black/Brown - Issued to personnel requiring unlimited access inside the secured SIDA.
      - ~~1. Effective December 6, 2002, the TSA requires anyone requesting unescorted access to the SIDA shall be fingerprinted, a background check performed, and results~~~~~~~~

~~returned prior to ID Badge being issued. No exceptions. This process takes 3 – 14 days. Anyone applying for badges shall submit application as soon as possible to ensure fingerprints / criminal history records are returned prior to start date of project.~~

- ~~2. The cost for processing is \$30.00 per person. Everyone receiving a black/brown ID Badge must be fingerprinted.~~
- ~~b. Yellow — Issued to contractors working in the vicinity of the aircraft movement area in order to perform their required duties. Persons with yellow badges may NOT enter the secured SIDA.~~
- ~~c. Red — Issued to contractors working in the 1542.203 area who do not need access in the vicinity of the aircraft movement area or taxiways to perform their required duties. Persons with red badges may NOT enter the secured SIDA.~~
- ~~d. Blue/Pink — Issued to general aviation and tenants who require incidental access to the 1542.203 areas. Persons with blue/pink badges may NOT enter the secured SIDA.~~

~~2. The color of the badge signifies the area on the airport where the badge holder may operate.~~

- ~~a. Identification badges must be controlled at all times. When personnel are terminated, upon completion of the construction project, and when badges expire, the Contractor is responsible for returning identification badges to the Airport Public Safety Department. Before a new badge is issued to any person, their expired or invalid badge must be returned to the Airport Public Safety Department.~~

~~Upon completion of a project, it will be the responsibility of the General Contractor to collect all badges issued under his contract. Subcontractors are responsible for collecting their badges. Before final payment is made on the project, a written notification from the Airport Public Safety Department will be given to the Director of Engineering. The written notice will state the number of badges issued and the number of badges returned.~~

- ~~b. A fee of \$15.00 (without reader), \$22.00 (with reader), payable in advance, is charged for each badge issued. Each Contractor and subcontractor shall make a cash deposit of \$100 prior to receiving any badges. This deposit is refundable providing all badges have been returned. For each badge not returned by the Contractor or subcontractor, \$100.00 will be deducted from any monies due the Contractor or his surety. All costs, i.e., ID Badge, fingerprint requirements, and deposit(s) shall be paid in advance.~~

- ~~c. The Contractor shall be required to comply with the Transportation Security Administration Amendment to Part 1542.209 prior to commencing work. All personnel hired after December 6, 2002, who have unescorted access to any area on the airport controlled for security reasons shall have background checks to the extent allowable by law, including at a minimum, references and prior employment histories to the extent necessary to verify representations made by the employee/applicant relative to employment in the preceding ten (10) years. The Contractor shall certify to the Commission by using SAC Form 513 that such checks were conducted and are on file in the Contractor's office for inspection by the Transportation Security Administration (TSA) or Savannah Airport Commission representatives.~~
  
- ~~d. The Contractor shall designate a Signatory Authority and provide the name of the signatory to the Savannah Airport Commission. The Signatory Authority functions as the certification officer for the company and is required to fulfill the following additional requirements associated with Signatory Authority.
  - ~~1. Initial Signatory Training.~~
  - ~~11. Annual recurrent signatory training.~~
  - ~~111. SIDA Training.~~
  - ~~IV. Failure to designate a Signatory or failure of this Signatory to complete the training requirement will be cause for the SAC to cease issuing badges for the contractor.~~~~
  
- ~~e. SAC Form 513 shall be used by the Contractor whenever certifying identification badges. Only the Contractor Signatory Authority, who shall be designated in writing, shall sign SAC Form 513.~~
  
- ~~f. All badge requests and background forms shall be turned in forty-eight (48) hours in advance. Once approved, all badge holders shall attend SIDA Contractor's badge and/or airfield drivers training classes.~~
  
- ~~g. Any person found within any security restricted area without proper identification shall be in violation of Federal law and the Airport Rules and Regulations. All such persons shall be escorted off the Air Operations Area and may be cited by the Airport Public Safety Department. In addition, the person may have their identification badge revoked.~~



- h. Any delay in construction of project due to violations of Federal or Airport Regulations shall be absorbed by the Contractor and not the Airport Commission.

15. AFFIDAVIT AND FINAL PAYMENT

Before any periodic pay estimate or the final payment under this contract is made, the Contractor shall submit to the Owner a Contractor's Affidavit of Payment of Debts and Claims and a Contractor's Affidavit of Release of Liens. (See Page GC-12 and GC-13.)

**AFFIDAVIT**

Contractor's Affidavit of Payment of Debts, Claims and Release of Liens.

Whereas a contract was entered into on \_\_\_\_\_, between the Savannah Airport Commission and \_\_\_\_\_ for construction for **PARKING AND REVENUE CONTROL SYSTEM**.

The undersigned hereby certifies that all work under the above contract has been performed in accordance with the terms thereof, that all materialmen, subcontractors, mechanics, and laborers have been paid and satisfied in full, and that there are no outstanding claims of any character including disputed claims or any claims to which the contractor/party has or will assert any defense arising out of the performance of the contract which have not been paid and satisfied in full.

The undersigned further certifies that to the best of his knowledge and belief there are no unsatisfied claims for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of the performance of the contract, or any suits or claims for any other damage of any kind, nature, or description which might constitute a lien upon the property of the Owner.

The undersigned makes this affidavit as provided by law for the purpose of receiving payment for work performed during this contract of all claims against the Owner arising under or by virtue of this contract. Acceptance of such payment is acknowledged as a release of the Owner from any and all claims arising under or by virtue of this contract.

This pay period from \_\_\_\_\_ to \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Personally appeared before me, the Undersigned Authority, \_\_\_\_\_ who is known to me to be an official of the firm of \_\_\_\_\_ who after being duly sworn, stated of his oath that he had read the above statement and that the same is true and correct.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of

\_\_\_\_\_

My Commission expires \_\_\_\_\_.

PERIODIC PAY REQUEST

**AFFIDAVIT**

Contractor's Affidavit of Payment of Debts, Claims and Release of Liens

Whereas a contract was entered into on \_\_\_\_\_, between the Savannah Airport Commission and \_\_\_\_\_ for construction for **PARKING AND REVENUE CONTROL SYSTEM**.

The undersigned hereby certifies that all work under the above contract has been performed in accordance with the terms thereof, that all materialmen, subcontractors, mechanics, and laborers have been paid and satisfied in full, and that there are no outstanding claims of any character including disputed claims or any claims to which the contractor/party has or will assert any defense arising out of the performance of the contract which have not been paid and satisfied in full.

The undersigned further certifies that to the best of his knowledge and belief there are no unsatisfied claims for damages resulting from injury or death to any employees, subcontractors, or the public at large arising out of the performance of the contract, or any suits or claims for any other damage of any kind, nature, or description which might constitute a lien upon the property of the owner.

The undersigned makes this affidavit as provided by law for the purpose of receiving final payment in full settlement for work performed during this contract of all claims against the owner arising under or by virtue of this contract. Acceptance of such payment is acknowledged as a release of the owner from any and all claims arising under or by virtue of this contract.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Personally appeared before me, the Undersigned Authority, \_\_\_\_\_ who is known to me to be an official of the firm of \_\_\_\_\_ who after being duly sworn, stated of his oath that he had read the above statement and that the same is true and correct.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of

\_\_\_\_\_

My Commission expires \_\_\_\_\_.

FINAL PAY REQUEST

16. PAYMENT FOR MATERIALS ON HAND

- a. Partial payments may be made to the extent of the delivered cost of non-perishable materials to be incorporated in the work, provided that such materials meet the requirements of the contract, plans, and specifications and are delivered to acceptable sites on the airport property or at other sites in the vicinity that are acceptable to the Owner. Such delivered costs of stored or stockpiled materials may be included in the next partial payment after the following conditions are met:
  1. The materials have been stored or stockpiled in a manner acceptable to the Engineer at or an approved site.
  2. The Contractor has furnished the Engineer with acceptable evidence of the quantity and quality of such stored or stockpiled materials.
  3. The Contractor has furnished the Engineer with satisfactory evidence that the material and transportation costs have been paid.
  4. The Contractor has furnished the Owner legal title (free of liens or encumbrances of any kind) to the material so stored or stockpiled, if requested.
  5. The Contractor has furnished the Owner evidence that the material so stored or stockpiled is insured against loss by damage or to disappearance of such materials at any time prior to use in the work.
  6. The value of the delivered material to be used in one item of work exceeds \$3,000 and is not scheduled to be incorporated into the work within 60 days after delivery.
- b. It is understood and agreed that the transfer of title and the Owner's payment for such stored or stockpiled materials shall in no way relieve the Contractor of his responsibility for furnishing and placing such materials in accordance with the requirements of the contracts, plans, and specifications.
- c. In no case will the amount of partial payments for materials on-hand exceed the contract price for such materials or the contract price for the contract item in which the material is intended to be used.
- d. No partial payments will be made for stored or stockpiled living or perishable plant materials.

- e. The Contractor shall bear all costs associated with the partial payment of stored or stockpiled materials in accordance with the provisions of this subsection.

17. WARRANTIES AND GUARANTEES

The Contractor shall furnish to the Owner written warranties on all equipment and material furnished on this contract. The Contractor will guarantee to the Owner that he will replace, repair, and make good any and all failures of his work, including all labor and material required to repair or replace all failed work for a period of 12 months beginning at the date of written acceptance of the project. If an item fails or has to be replaced within that 12 month period, he will, upon replacement or repair, guarantee that item for an amount of time that will equal 12 months from the date of repair or replacement.

18. AS BUILT PLANS

The Contractor shall note on a set of plans any and all changes made to the plans, to include dimensions and reference points of the changes made. Any authorized changes made to the plans will be noted on the plans. All uncharted utilities or structures encountered during construction will be noted and located on the plans. This set of marked up as built plans will be submitted to the Owner prior to final payment being made on the project.

19. PROTECTION OF AIRPORT, CABLES, CONTROLS, NAVAIDS, AND WEATHER BUREAU FACILITIES

- a. The Contractor is hereby informed that there are installed on the airport FAA Navaids, including, without limitation, ASR, UHF, and VHF receivers and transmitters; U.S. Weather Bureau facilities; airfield lighting systems; electric cables and controls relating to such Navaids and facilities. Such Navaids, Weather Bureau and other facilities, and electric cables must be fully protected during the entire construction time. Work under this contract can be accomplished in the vicinity of these facilities and cables only at approved periods of time.

Approval is subject to withdrawal at any time because of changes in the weather, emergency conditions on the existing airfield areas, anticipation of emergency conditions, and for any other reason determined by the Engineer acting under the orders and instructions of the airport management and the designated FAA representative. Any instructions to this Contractor to clear any given area, at any time, by the Engineer, the Airport Management, or the FAA Control Tower (by radio or other means) shall be immediately executed. Construction work will be commenced in the cleared areas only when additional instructions are issued by the Engineer.

## 20. CHANGE ORDERS

Any change to the scope of work that affects the price of the Contract shall be submitted in writing and approved by the Executive Director, Savannah Airport Commission, or his representative. If the change is an emergency and critical to the project, a verbal approval by the Executive Director may be given provided an estimated cost of the change is given prior to approval. Any work performed without approval of the Executive Director will be done at the Contractor's own expense, and no compensation will be made by the Savannah Airport Commission for such work.

## 21. PERMITS

The Contractor shall be responsible for obtaining any and all licenses and permits to conduct the work as may be prescribed by the federal government, State of Georgia, Chatham County or the City of Savannah. Any fee or expenses associated in obtaining any license or permit shall be paid by the Contractor.

## 22. INDEMNIFICATION

### a. Governing Law

This Agreement shall be deemed to be made in and construed in accordance with the laws of the State of Georgia.

- b. The Contractor shall protect, defend, and indemnify Commission and its officers, agents and employees from an against any and all liabilities, losses, suits, claims, judgments, fines or demands arising by reason of injury or death of any person, or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorney fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement and/or the use or occupancy of the Premises or the acts or omissions of contractor's officers, agents, employees, contractors, subcontractors, licensees, or invitees, regardless of where the injury, death or damage may occur, unless such injury, death, or damage is caused by the sole negligence of the Commission. The Commission shall give to contractor reasonable notice of any such claims or actions. The Contractor shall also use counsel reasonably acceptable to Commission in carrying out its obligations hereunder. The provisions of this section shall survive the expiration or early termination of this Agreement.

## 23. TERMINATION OF CONTRACT

The provisions of this contract may be terminated by either party without cause, in which event at least thirty (30) days prior written notice of such termination shall be given to the other. In the event the Savannah Airport Commission causes abandonment, termination, or suspension of this Contract, or parts thereof, the Contractor shall be compensated for services rendered up to the time of such

abandonment, termination or suspension. Compensation to the Contractor shall be for any reasonable costs incurred by the Contractor up to the time of abandonment, termination or suspension. The Contractor shall submit full documentation of costs incurred.

#### 24. PERFORMANCE BOND, PAYMENT BOND, LABOR AND MATERIALS BOND

The Owner shall have the right to require the Contractor to furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder as stipulated or specifically required in the Contract Documents on the date of execution of the Contract.

Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall permit a copy to be made.

The Contractor shall be required to furnish in duplicate a Performance Bond and a Labor and Material Payment bond, each in the amount of one hundred percent (100%) of the Contract Sum, written by a surety company licensed to do business in the State of Georgia and approved by the Owner.

#### 25. GOVERNING LAW

This Agreement shall be deemed to be made in and construed in accordance with the laws of the State of Georgia.

#### 26. NONDISCRIMINATION

(As required by Title VI of the Civil Rights Act of 1964; Department of Transportation 49 CFR Part 21; and Section 520 of the Airport and Airway Improvement Act of 1982).

Contractor shall comply with and shall ensure that the following Non-Discrimination clause is inserted in all subcontracts, subleases, and other agreements at all tiers:

“The Contractor assures that it 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.”

## Technical Specifications

### 1. Introduction

The Savannah Airport Commission is requesting the submittal of written proposals from vendors interested in providing services necessary to fully implement a Parking Access and Revenue Control System (PARCS). This project consists of but is not limited to, providing all labor, materials, and equipment to Design, Build, Furnish, and Install a (PARCS) at the Savannah Hilton Head International Airport. The project also includes the configuration and training to fully implement the system.

### 2. Purpose

The purpose of the RFP is to provide minimum requirements, solicit proposals, and gain adequate information from which the Savannah Airport Commission may evaluate a proposer's products and services, as they compare to other proposers in order to identify a vendor to provide the seamless delivery, installation, and startup of PARCS.

### 3. Background

The Commission owns and operates the Savannah Hilton Head International Airport, serving the commercial passenger and air cargo aviation needs of Southeast Georgia. As part of operating the Airport, the Commission operates several parking structures to accommodate the parking needs of employees, tenants, and passengers. The airport's current PARCS system has reached end of life, and is scheduled for replacement.

### 4. Scope of Work

The Scope of Services is an outline of the services which the Savannah Airport Commission anticipates the successful Proposer to perform. The outline in this section is presented for the primary purpose of allowing the Commission to compare proposals. The precise scope of services to be incorporated into the contract service agreement will be based upon the submitted proposal, and may be the subject of negotiations between the Commission and the successful Proposer.

As shown and described below, the PARCS project shall consist of the following:

#### 4.1 Entry Stations

Each Entry Station shall consist of the following components and capabilities:

- Access door with appropriate tamper-resistant locking system (all entry stations will be keyed alike, and unique to this installation).
- Single slot in the Entry Station's face. (No credit card in)
- Issuance of one credit card-sized parking ticket that is side-stripped or center striped, and is magnetically encoded or barcoded for each entry transaction.
- Active color matrix message screen, minimum six inch diagonal display that is easily readable in all ambient lighting conditions.
- Utilize visual instructions for patrons to understand the sequence of events to complete a transaction.
- Push-button ticket issuance.
- Illuminated ticket slot.
- Push-button intercom integrated into the face of the Entry Station.
- Preferred option is to include a camera into the face of the Entry Station.



- Retractable ticket mechanism and separate bin to collect retracted tickets.
- Uniquely encoded parking tickets printed for each specific parking area.
- Unique machine identification number.
- Proximity Card Reader with a minimum read range of six inches integrated into the face.
- Shall hold a minimum of 5,000 tickets.
- Cabinets: Owner to select color; to fit in existing spaces without significant modifications to curbs, bollards, etc. Cabinets must be designed to withstand typical Southeast Georgia climate, using exterior grade materials, etc. and should open away from traffic lanes.
- Shall possess an internal clock function that is periodically synchronized with the PARCS servers as required to maintain overall time synchronization. The clock shall have the ability to automatically adjust for daylight savings time and leap years via the PARCS.
- Equipment shall use IP communications.
- Stand-alone capabilities for each Entry Station in the event that network communication is lost. Specifically, each Entry Station shall provide offline transaction storage capacity for all transactional information for a minimum of 1,800 transactions. Entry Station shall automatically upload all transaction information to the Servers once communications are restored.
- All equipment shall comply with current ADA requirements.
- Automated Vehicle Identification (AVI) programming.
- Ticket Stock Low alarm generated on PARCS.
- Ticket Stock Out alarm generated on PARCS.
- UPS battery backup (optional).
- 120 VAC/60Hz grounded power.

#### **4.2 Cashier Stations**

Three lanes shall be dual-use such that they are capable of operating in a cashiered mode through the cashier station or in an unattended mode through the express exit station. The lane operating in unattended mode shall operate in the same manner as an express exit lane as stated in section 4C below.

Each cashier station shall be equipped with the following components and capabilities:

- Cashier terminal is equipped with integrated credit card functionality
- Fee computer shall operate only when a cashier is individually logged onto the system.
- Ticket reader/validator that accepts standard readable cards, magnetic stripe or barcode parking tickets, validations, and credit cards.
- Capability to process acceptable payment methods (cash, credit cards, checks).
- Capability to cancel a transaction before completion.
- Receipt printer that is capable of producing receipts for a transaction. Duplicate receipt function shall be a user selectable feature that can be disabled, if desired. Receipt printer inside cashier booth shall automatically be disabled when cashier is not present. Customers shall be given the option for a receipt for all transactions (no auto-issued receipts).
- The PARCS shall implement cashier booth fee displays that are easy to read and mounted on the exterior of the cashier booths.

- Dual cash drawer operation (relief cashier shall operate out of their own cash drawer) with removable, lockable inserts.
- Stand-alone capabilities for each Cashier Station in the event that network communication is lost. Specifically, each Cashier Station shall provide offline transaction storage capacity for all transactional information, including storing encrypted credit card data, for a minimum of 1,800 transactions.

#### **4.3 Express Exit Stations**

Each Express Exit Station shall be equipped with the following components and capabilities:

- Access door with appropriate tamper-resistant locking system (each express exit station will be keyed alike, and unique to this installation).
- Ability to process mobile payments.
- Ticket reader/validator that accepts standard readable cards, magnetic stripe or barcode parking tickets, validations and credit cards through the same single slot that shall print a patron credit card receipt that requires no signature.
- The system shall utilize IP protocols.
- Customers shall be given the option for a receipt for all transactions (no auto-issued receipts).
- A configurable timeout function for receipt request shall be initially set for 20 seconds or until the next ticket is inserted.
- Capacity to hold two full stacks of receipt tickets.
- Receipt Stock Low alarm generated on PARCS.
- Receipt Stock Out alarm generated on PARCS.
- Active color matrix display, minimum size six inches measured diagonally, shall be readable in all lighting conditions.
- Utilize visual instructions for patrons to understand the sequence of events to complete a transaction.
- Cancel button that allows a patron to cancel a transaction once a parking ticket has been inserted.
- Secured switch for activating/deactivating all lane equipment. A computerized LCIP to control equipment component communications within the lane and to the Servers utilizing TCP/IP.
- Stand-alone capabilities for each Express Exit Station in the event that network communication is lost. Specifically, each Express Exit Station shall provide offline transaction storage capacity for all transactional information, including encrypted credit card data, for a minimum of 1,800 transactions. Express Exit Station shall automatically upload all transaction information to the Servers once communications is restored.
- Proximity Card Reader with a minimum read range of six inches integrated into the face of the Express Exit Station.
- Preferred option to include a camera into the face of the Express Exit Station.
- All equipment shall comply with current ADA requirements.
- Automated Vehicle Identification (AVI) programming.
- Push-button intercom integrated into the face of the Express Exit Station.
- UPS battery backup (optional).
- 120 VAC/60Hz grounded power.

#### **4.4 Entry and Exit Vehicle Detection Devices**

Vehicle detectors shall be intelligent detectors with directional logic where required herein. Detectors shall contain microprocessor logic to differentiate direction of traffic flow, and can send a violation alert signal when a vehicle backs out of lane. Detectors shall:

- Saw cut or embedded loops shall be used for entry and exit lane vehicle detection (use existing)
- Automatically maintain peak sensitivity regardless of rain or other environmental conditions. Different sensitivity settings shall be provided to allow tailgating vehicles of varying height and size to be optimally detected.
- Have a three-position frequency switch. No two frequencies shall be same, to prevent crosstalk or interference between loops in proximity of each other.

#### **4.5 Barrier Gates**

The Commission prefers that the gates provided under this project be Magnetic Autocontrol™ or of equal quality and functionality.

- Gates shall be capable of reporting gate status (gate up, gate down, gate broken or missing, etc.) and vend signals to the lane devices or directly to the PARCS.
- Ability to have three loop configuration.
- Auto rebound feature.
- Single piece gate arm or articulated as required by height limitations.
- Ability to set gate to lock up, auto or off.
- The gate should be capable of receiving commands from both the local lane device and remotely from an authorized PARCS user (i.e. Supervisor).
- An appropriate system status message shall be recorded when a gate status message is effected either through the in-lane control panel or through a remote command.

#### **4.6 Non-Resettable Counters**

All entry and exit lanes shall provide non-resettable counters mounted on the entry and exit devices in a manner that allows the counter to be read without opening the device. The counter shall increment each time a ticket is processed, each time a credit card ticket is processed, and each time an access credential is used to enter or exit the facility.

#### **4.7 Intercom System**

As a subsystem of the PARCS an intercom system shall be provided to accommodate patron communication between various lane device locations and the parking operations office.

- All calls shall be directed back to the parking office for operations staff to address.
- The communication intercom system shall utilize voice over IP protocols.
- Remote intercom call stations shall be furnished at all entry and exit lanes. Intercoms shall be located so that they can be easily accessed from open window of standard passenger vehicle. Intercoms shall include "Press for Assistance" signs and visual verification that the intercom has been activated. Intercom system shall comply with current Americans with Disabilities Act requirements.

#### **4.8 Patron Fee Display**

A Patron Fee Display (PFD) shall be used to indicate only the fee due. The PFD Enclosure shall be NEMA Type IV weather resistant or equivalent, and shall be mounted on the exterior of the cashier booth and be easy to read. The PFD shall display amount due until the closing loop is activated.

#### **4.9 Duress Alarms**

A duress alarm shall be provided through the fee computer in each cashier booth with communication provided to the Police Department. When activated, the cash drawer opens and a duress call is made automatically to the police. The Contractor shall describe in the proposal the duress alarm process and functionality.

#### **4.10 Lane Open/Closed Signs**

Signs shall be single message LED. Signs shall be provided at all ticket entry lanes and shall be mounted by the ticket dispenser. Sign shall be activated automatically or manually by PARCS. SAC requires various signs to be installed as described in Appendix 2.

### **5 Proximity Card-Based Parking**

The ability to use proximity cards as an access media shall be provided to accommodate both public parking and employee parking.

#### **5.1 Entry Lane - Proximity Card**

Upon verifying the user's account, the reader/entry device shall verify the anti-passback status of the user's access media and if valid, issue an "open" command to the barrier gate, and disables ticket functionality. Once the vehicle has exited the lane, the gate shall close automatically.

#### **5.2 Exit Lane - Proximity Card**

Upon exit the proximity-card reader should detect the presence of a valid and authorized proximity-card. Upon verifying the user's account, the reader or lane device shall verify anti-pass back status and if all information is correct, issue an "open" command to the barrier gate. Once the vehicle has exited the lane, the gate shall close automatically.

#### **5.3 AVI-based Parking**

Entry and Exit lanes shall also support the use of Automatic Vehicle Identification (AVI) whereby vehicles are equipped with dedicated short-range communication (DSRC) transponders which communicate with lane antenna and readers mounted in the lane. The processing and functionality is identical to that previous described for proximity-card usage.

The Airport Commission currently utilizes AVI and/or proximity readers/antennas at several locations. These subsystems are provided by TransCore. It is the Commission's desire to continue to use the current AVI and/or proximity equipment.

## 6 Patron Entry Parking

### 6.1 Ticket Entry Procedures

The following shall take place for all entry events:

- When the entry lane arming loops are not activated, the screen shall display Hourly, Economy, or Value Parking.
- When the vehicle activates the arming loops, the message on the Entry Station's display shall read "Press Button for Ticket".
- When a patron presses the ticket issue button, no other entry method is allowed at that point and the Entry Station shall issue a uniquely numbered parking ticket while an audible signal shall sound. The Entry Station shall dispense a magnetically encoded or bar code imprinted parking ticket and print on the ticket the year, month, day, entry time (hour/minute/second), facility code, lane number, entry sequence number, unique transaction number, and unique machine number. Abbreviations are acceptable; time stamps shall be in 24-hour, military time.
- Upon clearing the barrier gate's closing detector, the barrier gate arm shall lower to the closed position and reset the lane for a subsequent transaction.
- The barrier gate's counter shall increment by a count of one.
- The entry event shall be validated and the associated data with the entry event shall be stored.
- The Parking Space Count System shall decrement the number of available spaces by a count of one from the appropriate facility, Hourly Parking, Economy or Value Parking.

Transaction specific procedures are required in addition to those listed above. The transaction specific entry procedures and procedures for abnormal events are detailed below.

### 6.2 Back out at Entry

If a patron pushes the ticket issue button and backs out of the lane without retrieving the ticket the barrier gate shall remain closed and the ticket shall be retracted and retained in the Entry Station. The ticket shall be invalidated by the entry station and within the system to prevent future use. The back out entry event shall be stored in the system and the lane shall reset for a subsequent transaction.

### 6.3 Stolen Ticket at Entry

If a patron pushes the ticket issue button, retrieves the ticket, and then backs out of the lane the barrier gate shall automatically return to the closed position (no timed delay to lower the barrier gate arm to the closed position shall be acceptable), the ticket shall be invalidated within the system, and an alarm shall be generated. The stolen ticket entry event shall be stored in the system. The ticket shall not be allowed to be processed at any exit.

### 6.4 Express Exit Lane Procedures

The following shall take place for all normal exit transactions at an Express Exit Lane:

- When the Express Exit Lane arming loops are not activated, the patron's display screen in the Express Exit Station shall display the SAV Int'l Airport's logo, date, and time.

- After activating the arming loops, the display reads, “Insert Ticket”.
- Once the parking fee is calculated, the parking fee shall be displayed on the Patron’s Display.
- The patron presents a credit card.
- During credit card authorization, the display shows the message “Processing, Please Wait” or similar appropriate message.
- The station gives the option to print the patron receipt, if selected the display reads “Please Take Receipt”, and the station produces an audible “beep”, the display reads “Thank you”, or similar appropriate message and the barrier gate rises.
- Vehicle crosses the closing loop, the barrier gate closes, and the lane resets for the next transaction.
- The barrier gate’s counter increments by a count of one.
- The ticket is moved from active ticket inventory to inactive ticket inventory, and the PARCS increases the number of available spaces by a count of one for the appropriate facility, Hourly, Daily or Daily Surface Parking.
- Transaction specific procedures are required in addition to or in place of those listed above. The transaction specific exit procedures and procedures for abnormal or unique events are detailed below.

#### **6.5 Express Exit - Invalid Credit Card Presented for Payment**

- After fee is displayed, an invalid credit card is inserted or presented and the display shows the message “Processing, Please Wait”.
- If authorization is declined, an appropriate message is displayed.
- The ticket remains in the Express Exit Station and the display alternates between displaying the fee and the message “Present Credit Card for Payment”.
- Once the patron presents a valid credit card for payment, the transaction continues as a normal exit transaction.
- If the patron does not have a valid credit card, they must push the intercom for assistance.

#### **6.6 Express Exit - Exit Within Grace**

A zero-dollar fee is displayed, and the barrier gate rises. The display reads, “Thank you”. Once the gate rises, the transaction continues as a normal exit transaction.

#### **6.7 Express Exit - Unreadable Ticket Transaction**

- Ticket is inserted into the ticket slot. The ticket cannot be read by the Express Exit Station and is returned through the ticket slot. The display reads “Ticket Unreadable, Press Intercom Button for Assistance”.
- The patron pushes the intercom button and is connected to a supervisor. After the patron informs the supervisor that their ticket is unreadable, the supervisor is able to use a workstation to transmit the entry information to the Express Exit Station. The correct fee is calculated and displayed. The display reads “Present Credit Card for Payment”.
- The system should provide a method for reconciling unreadable ticket transactions. The station prints a receipt, if selected, and the transaction continues as a normal exit transaction.

## **6.8 Express Exit - Attempt to Exit with Stolen Ticket**

- Stolen Ticket is inserted into the ticket slot, the ticket is identified as a Stolen Ticket, appropriate alarm generated by the system, and the message “Ticket Invalid, Press Intercom Button for Assistance” is displayed.
- The patron presses the intercom button and the supervisor verifies (via the stolen ticket alarm) that the transaction is a stolen ticket.
- From the workstation, the supervisor transmits the entry information to the Express Exit Station. The correct fee is calculated and displayed and the Stolen Ticket is retained by the Express Exit Station.
- The system should provide a method for reconciling stolen ticket transactions. After fee is displayed, the transaction continues as a normal transaction.

## **6.9 Express Exit - Exit with Validation**

- After fee is displayed, a validation ticket is inserted into the ticket slot or the patron’s re-encoded parking ticket is inserted into the ticket slot and the discount is applied to the parking fee due based on type of validation (either dollar value or time value).
- The display updates to show the reduced fee due.
- If the entire fee due is validated, then the barrier gate rises and the transaction continues as a normal exit transaction.
- If the validation does not satisfy the entire parking fee, the patron must present a credit card to complete payment and the transaction continues as a normal exit transaction.

## **6.10 Mobile Payments**

A paid fee is displayed, and the barrier gate rises. The display reads, “Thank you”. Once the gate rises, the transaction continues as a normal exit transaction.

## **6.11 Cashiered Exit Lane Procedures**

All transactions processed at a Cashiered Exit Lane in unattended mode shall follow the same procedures as those for transactions at an Express Exit Station described above.

For attended mode:

The cashier drawer shall only open for those transactions that require cashier intervention (i.e. cash transactions, check transactions, etc.). For those transactions that do not require cashier intervention (i.e. credit card transaction, grace ticket, full validation transaction, etc.) the cashier drawer shall remain closed.

Normal transactions at a Cashiered Exit with a cashier present shall follow the procedures described below.

- When a ticket is presented and processed, the patron fee display and cashier terminal displays the fee due.
- After the parking fee is satisfied, the receipt is printed through the cashier terminal receipt printer, if requested. Patron receives their receipt, and the barrier gate rises.

- When the vehicle crosses the closing loop, the barrier gate closes and the station resets for the next transaction.
- The barrier gate's counter increments by a count of one.
- The ticket is moved from active ticket inventory to inactive ticket inventory, and the PARCS increases the number of available spaces by a count of one for the appropriate facility.

Transaction specific procedures are required in addition to or in place of those listed above. The transaction specific exit procedures are detailed below.

#### Exit Within Grace

- A message is displayed on the cashier terminal to inform the cashier that the ticket is a grace ticket and cashier must confirm the transaction.
- After the cashier confirms the transaction, the barrier gate rises and the transaction continues as a normal exit transaction.

#### Lost/Stolen Ticket Transaction

- Reference Lost/Stolen Ticket Transaction above.

#### Unreadable Ticket Transaction

- Reference Unreadable Ticket Transaction above.

### **6.12 AVI and Proximity-Card Only Exit Lane Device**

At several exit lanes throughout the facilities, exit lanes will provide egress to employees, ground transportation, Frequent Parker Program (if applicable) and Premier Parker patrons. These lanes shall be configured to accommodate the processing of AVI or Proximity-Card (see Appendix 4 for specific lane configurations).

For AVI or Proximity-Card usage the patron will present their card to the Exit Lane reader where the lane device will validate the information and process the transaction. If validated by PARCS the lane device will send a vend command to the gate and allow the patron to exit the lane.

## **7. General PARCS Requirements**

### **7.1 Parking Rate Structure and Management**

The parking rate structure shall be programmable with the ability to accommodate the following:

- A minimum of six fee structures for each lot/facility of which have 3 rate increments or blocks for each of up to 60 fee segments. Each block is an amount to be charged, duration for that charge and number of times that duration and charge is to be repeated over each 24-hour period of stay (see Appendix 3 for map).



- Automatic adjustment for daylight savings time and leap year in fee calculations.
- 24-hour maximums.
- Configurable grace time parameters with the initial configuration set at ten minutes for each lot.
- Shall be capable of being programmed with “holiday rates” (rates with limited duration, pre-programmed to commence and expire automatically). Holiday rate tables shall be capable of being deployed on a lot by lot basis.

## **7.2 Alarms**

Warning alarms are required within the PARCS to alert parking manager of atypical lane activity, equipment malfunctions, equipment vandalism, lot occupancy thresholds, and insertion of stolen, void, or back-out ticket at Automated Pay Stations. These alarms are to be visual and audible at each computer workstation provided. A daily log report shall be produced which identifies all system alarms as reported to parking manager.

## **7.3 Audit and Reporting**

Data shall maintain 12 months of on-line data of all PARCS data. This data shall be readily accessible without any delay in processing. Long term data shall have the ability to archive all summary data for up to five years with simple retrieval capability.

The PARCS should be able to produce scheduled and on-demand reports.

The PARCS shall allow the SAC to establish “virtual midnight” for ending the day’s credit card processing for each facility (currently 2:00 am). The ability to establish virtual midnight shall be a SAC responsibility that follows applicable instruction and training of SAC personnel by the Contractor.

Provide electronic event journal that can be accessed by a supervisor from a PARCS workstation during a cashier shift and following shift close to perform cashier closeout.

The Commission prefers the ability to query, filter, and sort transactions by:

1. date/time
2. location
3. ticket id
4. vehicle license plate number
5. field device unique identifier
6. parking fee
7. transaction type
8. exception
9. validation type
10. cashier, etc.

Below are the minimum reports. The system must be able to generate/query reports which can be set by SAC and management users. Please include sample and/or screen shots of all reports in the proposal.

SAC strongly prefers to export all query results to multiple formats including comma-separated-value, Microsoft Excel®, or as a PDF file, etc.

- Daily Revenue Across all Facilities
- Daily lane report
- Daily Total Transactions
- Daily Transactions by Type
- Daily Credit Card Transaction by Card Type, Lot and Merchant ID
- Daily Validations
- Shift Reports
- Daily Validations by Facility/Type/Amount/Cashier
- Proximity and/or AVI Card Reports
- Occupancy (including the peak occupancy over a given timeframe)
- Length of stay
- Revenue statistics
- Gate Open Report – For manual gate raises
- Lost Ticket Transactions Tracking Report (available in daily, monthly, and yearly)
- Maintenance report specific to time & device
- Cashier All Transactions
- Cashier Cancelled Transactions
- Instantaneous (access card) presence check
- All transactions for a specific device
- Cashier Lost & Unreadable details
- Free of charge ticket for cashiers
- Insufficient Funds
- Ticket by rate
- Ticket Sequence Report
- Monthly Ticket Value Report
- Outstanding Ticket Report
- Stolen Ticket List
- Projected Revenue – current value of outstanding tickets

#### **7.4 Additional PARCS Features**

The system shall manage and administer both AVI and Proximity-Card technologies. The System shall control access for the following distinct user groups:

- Owner vehicles requiring free and fast ingress and egress parking facilities.
- Monthly parkers who will prepay for parking on a monthly basis and have unrestricted in and out privileges.
- Frequent Parker Program (Optional Bid Item)
- Special rates programs (i.e. corporate rates) that can be centrally charged to a credit card on file or a master account.

- Ground Transportation Access (Pre-Arranged Lot and Commercial Lane). Pre-arranged parkers pay a flat rate plus additional fees for each entry into the facility plus an overtime fee for any time beyond the configurable grace period.
- Employee Parking

The system shall:

- Individually recognize and process at least 5,000 ACS users at all reader locations.
- Have at least 16 configurable access levels.
- Provide anti-pass back control.

The system, independently and in concert with PARCS, shall:

- Issue and register proximity/AVI cards.
- Allow searching, sorting, exporting and printing of data by any field.
- Issue Necessary Reports:

Activity Usage Reports – Provide a chronological list of Proximity/AVI usage and include date, time, card number, and location of entries and exits.

Count Reports – Monitor and report counts of Proximity/AVI holders present on hourly basis by group, lot and total occupancy. Track occupancy and report peak occupancy during each hour to PARCS. Provide for reports to show daily and/or weekly peak occupancy by access level, group or lot.

Active Card User Report – A listing of all cards that have access into or out of facility whether they are owner, courtesy maintenance, or revenue generating.

- Revenue Report shall separate revenue by type of payment (prepayment, monthly billing or credit card) and shall indicate the Proximity/AVI ID device number(s), account number(s), and month(s) for which payment was received.
- Credit card number shall be “on file” rather than swiped for each transaction. Credit card file access shall be restricted based on user role.
- An Accounts Receivable package shall handle all normal accounting functions associated with Proximity/AVI revenue.
- System shall provide automatic real-time monitoring of Proximity/AVI usage
- System shall include proper approvals for special transactions in order to create an audit trail and proper supervision of any discounts or changes.
- System shall allow SAC users with appropriate role to change rate structures and selectively activate trips charges, dwell time charges, separate rate structures for routing and anti-pass back violations.
- System shall have capability of monitoring and reporting of alarm conditions to PARCS.

## **7.5 Parking Space Count System**

The Contractor shall provide and install a Parking Space Count Subsystem designed to accurately and continually collect, store, maintain, and report real-time counts of vehicles, and by derivation, available or occupied parking spaces, within each facility. The Contractor shall provide all application software and interfaces necessary for full and proper functionality for

the subsystem generally, as well as, all subsystem devices and components, including but not limited to, any logic controllers or other modules or devices.

Every vehicular entry or exit lane from each area or floor designated as a zone shall serve as a counting location. Each counting location shall be equipped with two vehicle detection loops to provide directional logic at each location and shall transmit counting pulses to PARCS. Each entering vehicle shall subtract a count of one from number of available spaces. Each exiting vehicle shall add a count of one to number of available spaces. Directional logic shall be installed so that a vehicle entering an area through an entrance lane or through an exit lane shall be counted as an inbound vehicle. Vehicle exiting an area through an exit lane or through an entrance lane shall be counted as an outbound vehicle.

Total number of parking spaces within areas shall be field programmable. Number of available parking spaces within each area shall be tracked and displayed, upon demand, on computer monitor(s). Anti-coincidence packages shall be provided which accurately monitors entering and exiting traffic that may occur simultaneously.

Each area shall have two programmable thresholds. One threshold shall be used to trigger "full status". When full status is reached count-system shall operate in one of two modes, selectable by SAC. Mode 1 signals an alarm and relies on human intervention to activate appropriate dynamic signs and gate status changes. Mode 2 automatically activates appropriate dynamic signs and gate status changes. Second threshold shall be used to trigger "open status". Two operating modes also apply to open status threshold. Software shall allow for manual overriding of "full status" of each area. The count subsystem shall maintain and display separate differential counters for each parking facility, lot or zones within a facility, each with the following:

- Total vehicles present
- Total public patrons present
- Total public space available
- Total PARCS space available

The Space Count subsystem shall be capable of being configured to manually or automatically disabling ticket dispensers at entry lanes when a facility is full. Full status shall be capable of being overridden from the PARCS. The Space Count subsystem shall be capable of automatically activating any and all existing electronic signs (as detailed below), individually controlling lots, facilities, or zones within lots. This includes pedestal mounted "FULL" signs, lane control lights, exterior message lights, and dynamic signage on roadways or ramps.

The Space Count subsystem shall maintain for each entry and exit lane:

- Counts of illegal entry/exit for each lane.
- Vends, loops and gate counts.

System shall store lane, facility, and zone counts at hourly intervals in daily files. This data shall be available for specialized reports to analyze garage utilization and activity levels.

The count system shall provide, display, and compare three separate counts related to each transaction. At exit lanes the fee computer vend count must be compared to the directional loop count and to the gate operation count.

Exit machines and access readers also vend counts. Loop counter records number of vehicles passing through lane, and the Gate counter records number of gate operations. SAC is open to wireless loops and detectors.

The Space Count System for all garage levels and lots shall be accurate to within 2% of actual vehicle counts and that all counts for the entire facility are accurate to within 1% of actual vehicle counts in any given 24-hour period. Contractor shall also provide a detailed account of the appropriate procedures for testing accuracy levels in the Test Plan.

The Contractor shall describe in the System Design Document methods to ensure that all counts for all areas and levels are accurate to within the specified requirements.

#### **7.6 Parking Validation Subsystem**

Shall provide an electronic validation system whereby the SAC may discount a patron's parking fee by either re-encoding their parking ticket, issuing a magnetically encoded or barcode voucher, or an alternate validation method.

Validations shall be made for specific dollar amounts, specific durations of time, for a percentage of the parking fee, or discount the entire parking fee.

Only users with appropriate authorization shall be able to issue validations and the PARCS shall track all validations for auditing purposes by user, validation date, validation type, and validation amount.

#### **7.7 SAV Passport Frequent Parker Program (FPP)**

SAC is highly interested in an integrated FPP containing the following features:

- A web-based interface software system
- Able to track the activity of a preferred customer
- User web portal allowing enrollment
- Redeemable points for free or reduced parking
- Mobile phone support

SAC prefers the FPP functionality to be part of the PARCS, however, third party systems are acceptable as long as the contractor has fully validated the solution.

#### **Computer System Requirements**

The contractor will be responsible for procuring and installing the parking software for the system, however, software shall be licensed in the name of the Savannah Airport Commission. The parking software must be compatible with the following (to be provided by SAC):

- Windows Server, 64 Bit, 2012 r2
- VMWare,
- Cisco UCS Servers,
- VMWare Site Recovery Manager;
- SQL Server 2012 or higher.

All software will reside in the Commission's data centers or may be cloud based, including a development environment (including functional field equipment), as well as a production environment.

All web facing components shall have all appropriate security measures applied to meet Merchant PCI requirements.

Contractor responsible for two years of PARCS data will be migrated to the new system, including transactional data as well as account information.

The contractor will provide four desktop workstations to support operations of the parking facilities. The Contractor shall provide software and licensing for the four workstations to utilize the PARCS systems and features.

### **7.8 PCI Compliance**

As credit card processing is expected to be a major element of the PARCS daily operations, a great deal of emphasis shall be placed on PCI compliance. The Contractor is responsible for designing, developing, and deploying a PARCS that is fully compliant with any and all applicable Merchant PCI security requirements as set forth by the PCI Security Standards Council.

As part of the Detail Design Document, the contractor shall provide a specific section dedicated to representing PCI compliance. At a minimum, this section shall include, but not be limited to:

- Network diagram with full credit card data flows
- Detailed card flow diagram
- Firewall and router configuration standards that address all PCI-DSS requirements
- Written Disaster Recovery / Incident Response plan to include Business Continuity
- Log locations

### **7.9 Project Organization and Control**

The Airport Commission's Project Professional or representative will be designated to work with the project manager of the resulting successful Contractor of this solicitation. The Contractor shall provide a project manager (the "Project Manager") to serve as and be empowered to act as its representative in providing both off and on-site project management services throughout the term of the contract. The Contractor's project manager will provide information related to resources, tasks, and schedules to the SAC Project Professional. The project schedule and deliverables should follow a Software Development Life Cycle methodology (SDLC). SAC prefers the project manager be PMP certified.

The Project Management Plan shall consist of a description of the tasks to be performed, background leading up to the requirement for tasking, and identify and define the roles and responsibilities of project participants (including an organization chart). Additional components of the project management plan shall include, at a minimum, a: (i) Risk Assessment (on-going through the life of the project); (ii) Budget vs Projected Spend vs Actual Spend report; and (iii) any necessary scope change management forms.

The project schedule shall be maintained in MS Project 2013, and shall identify all key milestones, tasks, resources, and task dependencies necessary to execute the project scope.

The project schedule shall be updated and submitted weekly.

SDLC Project Deliverables – The intent of the deliverables is to ensure the system is properly planned and PCI compliance requirements are met. SAC is open to contractor's recommendations on format and specific content. Project deliverables shall include, without limitation:

- Design Document, including:
  - High-level architectural diagrams of hardware and data flows
  - Network diagram
  - Detailed data diagram
  - Firewall and router configuration standards
  - Log location documentation.
- Test Plan – The test plan is a document that outlines all testing to be done, including system acceptance testing, etc. including:
  - The product functions to be tested
  - What specific tests will be performed
  - The approach to be taken for those tests
  - What to test and what not to test
  - How the tests will be performed
  - Who will be responsible for performing each test
  - What results are expected
  - What is considered a successful test and a failed test.
- Test Scripts – Document that contains all the test scripts used in testing. A test script is a set of instructions (sequential steps with pass/fail annotation) to verify that the system performs as expected.
- Conversion Plan – Document describing conversion and/or migration, if any for this upgrade and who is responsible for each step in the process. The conversion plan should also indicate how data is validated after the conversion process, to include statistical sampling, etc.
- Implementation Plan – Document describing how the system will be deployed, installed and transitioned into an operational system. This should include installation of field equipment as well as computer equipment. The plan should contain:
  - An overview of the system
  - A brief description of the major tasks involved in the implementation

- The overall resources needed to support the implementation effort (such as hardware, software, facilities, materials and personnel)
  - Any site-specific implementation requirements.
- Disaster Recovery Plan – Document that describes the methods for backing up and restoring the system and all associated data. This should include:
    - Steps of recovery in sequence
    - Who performs each step
    - The expected duration of each step
    - The expected communication during the recovery process.
  - Disaster Recovery Testing – A documented test of system recovery, which must be conducted prior to system go-live. The test documentation should articulate the process and steps of testing/restoring the application and data and the results of the test.
  - Training Plan – Document that describes the training delivery process, who will be trained on what, and at what point in the project.
  - System Environments Documentation
  - Proper Requests for Change prior to production migration
  - Application training
  - User Acceptance Testing
  - Test Results Documentation
  - Warranty

#### **7.10 License Plate Recognition (LPR) (All Lots) (Optional Bid Item)**

The License Plate Recognition (LPR) system would be treated as an alternate bid. The system should be able to integrate with the PARCS system to prevent ticket swapping – Ticket and license plate have to match at entry and exit, for monthly parking, entry by pre-paid ticket, and lost tickets. The system should have an open API to connect with our future mobile pay by phone provider (has not been selected yet).

Operation: The LPR PARCS system would scan the license plate and print that information on the ticket so the parker can either use it at the Express Exit or input it into the mobile app. The LPR system would work with the PARCS validation system and monthly parkers so that after the parking is paid the gates would automatically open as the driver approaches the exit gate without the need for stopping to pay. If the driver is validated and does not owe a fee, the gate would open. If a partial fee is due because validation was owed, the difference would show up on the exit terminal.



The proposed solution should include all cameras and software to monitor every entrance and exit, and necessary professional services to install and configure.

#### **7.11 Oversized Vehicle Detection (Optional Bid Item)**

SAC is interested in the ability to manually override or sense the oversize vehicle and charge a higher or supplemental rate.

#### **7.12 Other project deliverables**

- User Training
- Safety Plan
- Maintenance of Traffic Plan
- Shop Drawing Documents
- Wiring Diagrams
- Spare Parts List
- Final As-Built Drawings
- Preventive Maintenance Schedule / Equipment Maintenance Plan - maintenance services to be provided by the Contractor during the installation, warranty period, and any other maintenance period.
- Final Bill of Materials - It will be expected that a final BOM will be updated and provided upon issuance of Final System Acceptance, including part name, model/serial number, manufacturer and qty.
- All equipment, subassemblies and designs shall comply with any and all applicable codes and standards including State and Americans with Disabilities Act (ADA).
- Photographs of equipment
- User manual
- Report Samples
- The Contractor shall provide technical specifications for the proposed barrier gates with their proposal and additionally for approval by the Airport Commission, in the System Design Document.

### **8. Project Phases**

The PARCS shall be completed by the Contractor following distinct phases below:

#### **Phase I – Factory Acceptance Test**

A full and detailed Factory Acceptance Test (FAT) of all PARCS equipment, subsystems, or modules. This test shall be performed by the Contractor under the supervision of the Commission. The FAT shall be conducted either at the Contractor's facility in either an actual test lane environment or in a lab setting. The Contractor shall provide the required support personnel; test vehicles, test equipment, and test environment, and testing shall be conducted in accordance with the Project Schedule.

#### **Phase II – Analysis & Design**

Analysis & Design shall include those items identified in the SDLC section above.

### **Phase III – Construction & Testing**

Construction & Testing shall include those items identified in the SDLC section above. Installation of development environment and equipment. Includes data conversion, testing, code, and report development (if necessary). The contractor will be required to provide three successful data conversion tests. User Acceptance Testing (UAT), Disaster Recovery Testing (DR), and installation of the production environment are required before Phase IV can begin.

### **Phase IV – Go-Live**

Go Live shall include those items identified in the SDLC section above. Final production environment including lot by lot implementation. System shall not be considered complete until all parts and components are installed and operating in a production mode. System Acceptance (three months minimum) is required before Phase V can begin.

### **Phase V - Warranty**

Warranty shall include those items identified in the SDLC section above. Warranty period shall be nine months minimum. Contractor is expected to provide system and equipment repairs and preventive maintenance during this time. The Contractor shall provide a full warranty on all installed components, materials, software (custom and 3rd party), and workmanship for a period commencing upon completion of Phase IV.

During the warranty period, the Contractor's personnel or factory-certified technicians shall perform preventive software and hardware maintenance, routine software, and hardware maintenance and repair with new material, or replace at no charge, any defective product. The Contractor shall either perform the work on site, or the Contractor shall accept all costs associated with removal, shipping, and handling. During the warranty period, updates and corrections to all equipment, firmware, and software shall be provided to SAC at no additional charge.

Should the Commission elect to perform maintenance on components it has not yet accepted, it may do so without voiding any portion of the device's warranty, provided that maintenance is performed by duly trained and certified technicians.

As-Built Documentation shall be completed and submitted for review and approval.

The Contractor shall provide two (2) complete sets of prints of As-Built drawings for the PARCS. The As-Built drawings shall be provided electronically in CAD and PDF format as well as hard copies. The set shall include, but not be limited to, all schematics, layouts, wiring diagrams, assembly drawings, detail drawings for mechanical parts designed or modified for the PARCS, including installation details so as to provide a complete record of the As-Built status of the PARCS.

The set of As-Built drawings shall consist of a title sheet, an index sheet, and the various As-Built drawings. The index sheets shall include a listing of all drawings with headings for Drawing Number, Drawing Title, and the type of drawing, such as assembly, schematic, material list, wiring diagram, wire list, or similar categories.

### **8.1 Other Considerations**

The inspection of parts, equipment, or materials at the manufacturer's plant by the Commission may be conducted, and any such interim inspection shall not be construed as final acceptance of any equipment, design, component, subsystem, or PARCS. SAC reserves the right to reject any products, parts, equipment, or materials which do not meet the requirements.

The Contractor shall be responsible for applying for and obtaining any city and/or county permits if required by current code and ordinance for the work to be performed under the scope of this project.

### **8.2 Safety**

The Contractor is solely responsible with providing a safe work environment for its employees, agents and subcontractors. Any hazards or unsafe practices the Contractor may identify that it is unable to correct or are outside the Contractor's scope of responsibility shall be promptly reported to SAC. The Contractor shall have in place appropriate safety plans, programs, and procedures to ensure job safety. The Contractor shall ensure that all workers assigned to this project whether employed directly or indirectly by the Contractor or its subcontractors are protected in accordance with all applicable local, state and federal workplace and occupational safety regulations. The Contractor shall also refrain from creating work hazards for others (such as parking management employees) legally authorized to be within or in proximity to the Contractor's work areas.

### **8.3 Incidental Electrical and Civil Work**

The Contractor may be required to complete certain electrical, signage, and civil work in addition to those construction tasks directly related to a PARCS installation. Details of the additional Contractor-provided construction activity shall be specified in the appropriate contractor-provided deliverable document. This deliverable shall describe and detail the electrical and civil modifications to be done to the Airport's existing infrastructure to include but not limited to, concrete work on islands and drive lanes, cabling, and conduit installation for antenna installations and any modifications that may be required to the existing parking cashier booths.

The Contractor will be required to provide proof of appropriate licensure and ability to get all require state and local permits.

The Contractor is solely responsible for the physical security of its employees, agents, and subcontractors engaged in work on Airport property as a consequence of this project.

### **8.4 Removal and Disposal of Existing Equipment & Components**

The Contractor is responsible for removal of all existing PARCS field devices and subsystem components that are uninstalled and no longer used for processing parking transactions, excluding servers and other computer equipment. The Contractor shall dispose of all removed PARCS field devices or Subsystem components in a manner that conforms to applicable federal, state, or local law, regulations, ordinances and guidelines concerning safety, the environment or

other such applicable provisions. Unless otherwise directed by SAC, the Contractor shall also remove any temporary equipment installations and ancillary installed elements (signs, barricades, etc.) that may be required for safety, security or Patron information, in order to comply with the provisions of these specifications and the Contractor's system design.

The Contractor is responsible for providing all required documentation regarding the disposal of equipment that is marked as SAC assets.

The Commission will provide final guidance on items (such as inductive loops) that may be abandoned in place. All areas where items have been removed shall be restored to their original condition (by way of patching, painting, or other measures) or to a condition suitable for safe use by the public and befitting the appearance standards of the Commission. SAC will provide additional guidance and shall be the final authority on the acceptance of such restoration actions.

No disposal actions shall be taken without the prior notification (at least three business days prior) of SAC.

The Contractor is responsible for identifying, clearly marking and otherwise render safe any hazardous materials that may require special disposal procedures. Should off-site disposal of hazardous materials be required, the Contractor shall propose the appropriate method of disposal for review by SAC, as well as, other officials.

During the transition period and while the existing System is still operational the Contractor shall ensure that any removal or disposal actions recommended or taken do not adversely impact the proper operation of the existing System.

#### **8.5 Consumables**

The Contractor must provide all consumables that are required for operations during the first twelve (12) month period. Consumable quantities shall be based on a monthly average of 70,000 Entries and Exits.

The Contractor must provide as part of their submittal a complete list of consumables and current prices that will be required for proper operation of the PARCS. Consumables may include but are not limited to ticket stock (in the colors, types, artwork and stock specified by SAC), receipt paper, print heads, ink rollers, bushings, print ribbons, ink cartridges, backup tape media, proximity cards, etc.

#### **8.6 Spare Parts**

The Contractor shall recommend as part of the proposal all necessary spare parts to ensure the system is able to meet operational requirements. The cost for these spare parts shall be identified and included in the cost proposal.

**8.7 Post Warranty and Maintenance Technical Support (Optional Bid Item)**

Upon completion of the Warranty Period (Phase V) the Contractor may continue to provide annual post-warranty maintenance services, if any subsequent maintenance term is elected by SAC. Under this term the Contractor will be responsible for maintaining the PARCS for a maximum period of four (4) years to be executed in four (4), one (1) year terms. As part of the proposal the contractor may provide pricing for each of the four (4) years of maintenance (years 2 thru 5).

**9. Proposal Selection**

The Savannah Airport Commission evaluation committee will consist of members who have been selected because their special expertise and knowledge of service(s) and/or product(s) that are the subject of this RFP.

**9.1 Proposal Scoring**

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria, at the sole discretion of the evaluation committee. The committee may review references, request interviews/presentations, conduct demonstrations, and/or on-site visits. The resulting information will be used in scoring the proposals ranked based on the numerical scores received.

<b>Proposal Scoring</b>			
	<b>Description</b>	<b>Max. Points</b>	<b>Points</b>
<b>A.</b>	<b>Proposer Information</b>	<b>15</b>	
	Proposer History, Experience, and Capabilities	10	
	System History	2	
	Proposer Project References	3	
<b>B.</b>	<b>System Functionality</b>	<b>55</b>	
	Base hardware, software, and equipment	10	
	UPS Battery Backup – Entry Stations	5	
	UPS Battery Backup – Cashier Stations	5	
	Parking Validation Subsystem	5	
	Frequent Parker Program	5	
	License Plate Recognition	5	
	Oversized Vehicle Detection	5	
	AVI Reader	5	
	Post Warranty and Maintenance Technical Support	10	
<b>C.</b>	<b>Cost</b>	<b>25</b>	
<b>D.</b>	<b>Overall Clarity and Quality of Proposal</b>	<b>3</b>	
<b>E.</b>	<b>DBE Participation</b>	<b>2</b>	
<b>Total</b>		<b>100</b>	

## APPENDIX 1

### SAV LOT DESCRIPTIONS

#### Airport parking and access control facilities

- A. Hourly Long-term – **1,676** spaces
- B. Economy Garage – **1,998** spaces
- C. SAV Value Lot – **250** spaces
- D. Over Flow Lot – **800** spaces
- E. Commercial Lane – **46** spaces
- F. Rental Car Lot 1 (South) - **250** spaces
- G. Rental Car Lot 2 (North)- **250** spaces
- H. Rideshare staging area – **35** spaces
- I. Exit Plaza – **5** exit lanes
- J. Employee lot- **280** spaces
- K. Domicile Lot – **145** spaces

#### **A. Hourly Garage**

- 1. Houses **1,676** public parking spaces, **4** levels
- 2. **4** entry Lanes **A, B, C, D**
- 3. Equipped with **4** ticket dispensers / **4** gate arm operators
- 4. Equipped with **4** Proxy card HID entry readers
- 5. Hourly garage has **4** additional lanes used by patrons to crossover to the Economy garage
- 6. The **4** additional crossover lanes are equipped with **4** gate arm operators and **4** ticket dispensers
- 7. Hourly garage also has **2** exit lanes that are equipped with **2** gate arm operators
- 8. The **2**-exit lane gate arm operators allow patrons to exit the hourly garage and proceed to the exit plaza

#### **B. Economy Garage**

- 1. Houses **1,998** public parking spaces, **2** levels
- 2. **4** entry lane **E, F, G, H**
- 3. Equipped with **4** ticket dispensers / **4** Gate arm operators
- 4. Equipped with **4** Proxy card HID entry readers

#### **C. SAV Value Lot**

- 1. Houses **250** public parking spaces
- 2. **1** Entry lane
- 3. **1** Ticket dispenser / **1** gate arm operator
- 4. Equipped with **1** proxy card HID reader
- 5. **1** Exit lane
- 6. **1** gate arm operator

**D. Over Flow Lot**

1. Houses **800** public parking spaces
2. **2** Entry lanes / **1** exit lane

**E. Commercial Lane**

1. Houses **46** parking spaces
2. **2** Entry lanes
3. Equipped with **2** Proxy card HID entry readers

**F. Rental Car lot 1**

1. Houses **250** parking spaces
2. **1** Entry lane
3. **1** Exit lane
4. **2** Gate arm operators

**G. Rental Car lot 2**

1. Houses **250** parking spaces
2. **2** Entry lanes
3. **2** Exit lanes
4. **4** Gate arm operators

**H. Rideshare staging area**

1. Houses **35** parking spaces
2. **1** Entry lane
3. **1** Exit lane
4. **2** Gate arm operators

**I. Exit Plaza**

1. Houses **5** exit lanes
2. **2** Express park machines / **2** Pay stations machines
3. **5** Gate arm operators

**J. Employee Parking Lot**

1. Houses **280** parking spaces
2. **2** Entry lanes / **2** Exit lanes
3. **4** Gate arm operators

**K. Domicile Lot**

1. Houses **145** parking spaces
2. **1** entry lane / **1** exit lane
3. **2** Gate arm operators

**APPENDIX 2**

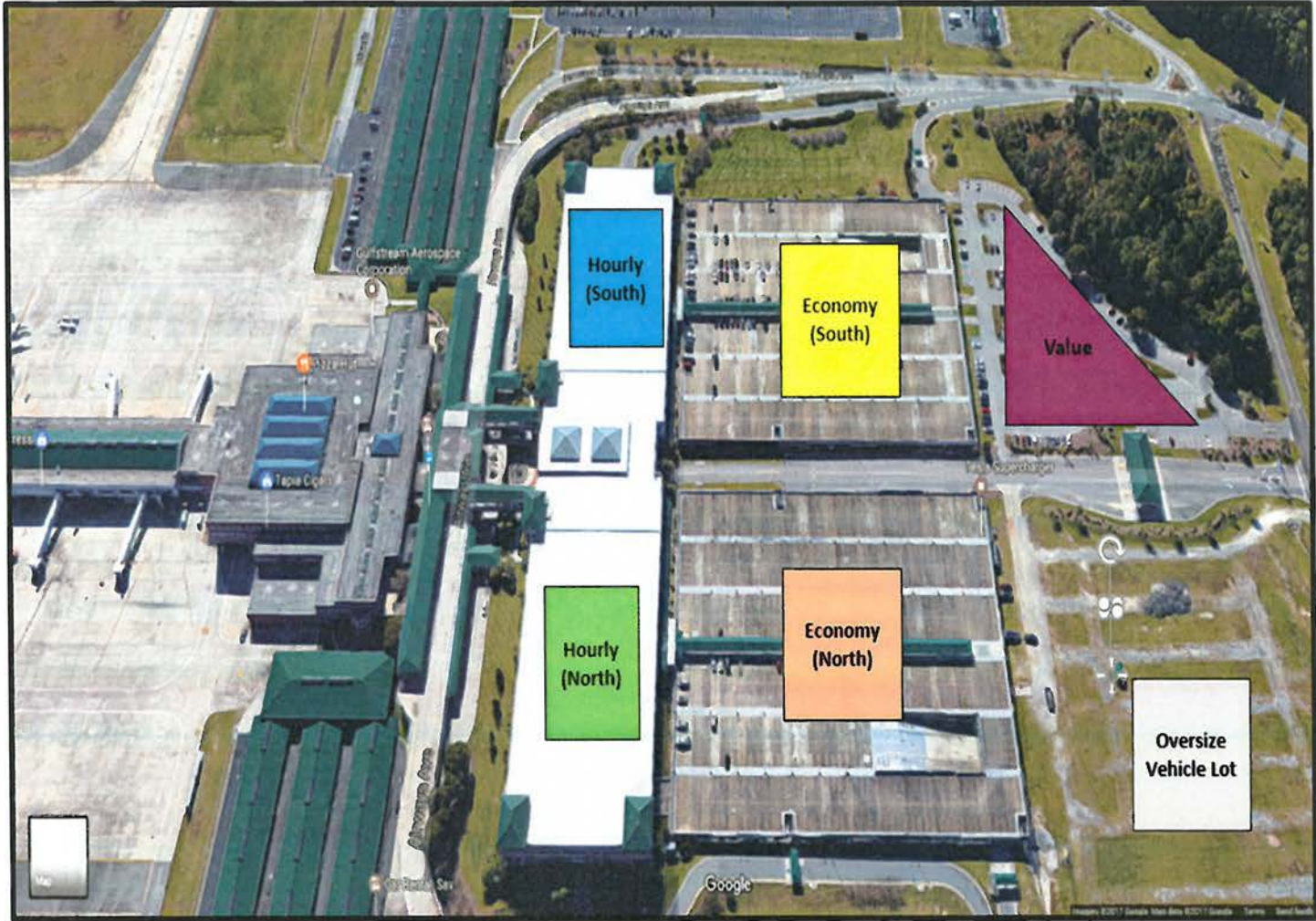
**PARKING SIGNS AT SAVANNAH HILTON HEAD INTERNATIONAL AIRPORT**

PARKING SIGNS AT SAVANNAH HILTON HEAD INTERNATIONAL AIRPORT				
No.	Lot Designation	Gate Number	Type	Sign Reads
1	Hourly Long-term Garage	Lane A Entry	LED	Open / Closed
2	Hourly Long-term Garage	Lane B Entry	LED	Open / Closed
3	Hourly Long-term Garage	Lane C Entry	LED	Open / Closed
4	Hourly Long-term Garage	Lane D Entry	LED	Open / Closed
5	Hourly Long-term Garage Crossover Gate	NA	LED	Open / Closed
6	Hourly Long-term Garage Crossover Gate	NA	LED	Open / Closed
7	Hourly Long-term Garage Crossover Gate	NA	LED	Open / Closed
8	Hourly Long-term Garage Crossover Gate	NA	LED	Open / Closed
9	Economy Parking Garage	Lane E Entry	LED	Open / Closed
10	Economy Parking Garage	Lane F Entry	LED	Open / Closed
11	Economy Parking Garage	Lane G Entry	LED	Open / Closed
12	Economy Parking Garage	Lane H Entry	LED	Open / Closed
13	SAV Value Lot	NA	LED	Open / Closed



APPENDIX 3

PARKING MAP



APPENDIX 4

INVENTORY OF SAV LANE EQUIPMENT

Lane Locations Name and ID	Entry Lanes	Exit Lanes	Space Per Lot	AVI (RFID)	Gate	Pay in Lane	Prox - Card	InterCom	Ticket Disp	Fee Comp	Fee Displays	Non-Resettable Counters
SAV VALUE LOT	2	1	250	1	3			2	1			
ENTRY	1			1	1			1	1			
EXIT		1			1							
OVERSIZE VEHICLE CROSSOVER	1				1			1				
OVERSIZED VEHICLE LOT	1	2	800									
ENTRY	1											
EXIT		2										
ECONOMY PARKING GARAGE	8		1,998	2	8	4	8	8				
ENTRY #1	1			1	1	1	1	1				
ENTRY #2	1				1	1	1	1				
ENTRY #3	1			1	1	1	1	1				
ENTRY #4	1				1	1	1	1				
**CROSSOVER GATE LANE (H/LT) #1	1				1			1	1			
**CROSSOVER GATE LANE (H/LT) #2	1				1			1	1			
**CROSSOVER GATE LANE (H/LT) #3	1				1			1	1			
**CROSSOVER GATE LANE (H/LT) #4	1				1			1	1			
HOURLY LONGTERM PARKING GARAGE	4	2	1,676	2	6	4	4	4				
ENTRY #1	1			1	1	1	1	1				
ENTRY #2	1				1	1	1	1				
ENTRY #3	1			1	1	1	1	1				
ENTRY #4	1				1	1	1	1				
EXIT #1		1			1							
EXIT #2		1			1							
COMERCIAL LANE	2		0	1	2	2	2					
ENTRY #1	1			1	1	1	1					
ENTRY #2	1				1	1	1					
EXIT												
*EXIT PLAZA		5	0	2	5	4	2	4	3	3		
*EXIT #1		1			1				1	1		
*EXIT #2		1			1	1		1	1	1		
*EXIT #3		1			1	1		1	1	1		
*EXIT #4		1		1	1	1	1	1				
*EXIT #5		1		1	1	1	1	1				
Rental Car					4							
ENTRY #1					1							
ENTRY #2					1							
EXIT#2					1							
EXIT #1					1							
TOTAL	16	10	4,724	9	28	4	12	20	13	3	3	89
TOTAL EQUIPMENT TYPES				9	28	4	12	20	13	3	3	89
*Exit Plaza are shared with SAV Value lot, Oversized vehicle lot, Economy parking garage,Hourly Longterm parking garage												
** Crossover gate Lanes shared between Hourly Longterm parking garage and Economy parking garage												