

RFP #2024-06 SNOW REMOVAL



REQUEST FOR PROPOSALS BY SYRACUSE REGIONAL AIRPORT AUTHORITY

**SNOW REMOVAL SERVICES AT SYRACUSE HANCOCK
INTERNATIONAL AIRPORT**

RFP REFERENCE # 2024-06

Issued: March 28, 2024

Submission Deadline: May 6, 2024, by 3:00 PM EST

IMPORTANT NOTICE: A restricted period under the Procurement Lobbying Law is currently in effect for this Procurement and it will remain in effect until the Authority executes the contract. Proposers are prohibited from contact related to this procurement with any Syracuse Regional Airport Authority member, officer, staff or employee other than the designated contact person (if any) and/or the designated email address for contact. Please refer to Sections 2.2 and 2.3 below.

All contacts/inquiries shall be made by email **only** to the following address: bids@syrairport.org

**ALL PROPOSALS MUST BE RECEIVED VIA EMAIL PRIOR TO May 6, 2024 at 3:00
PM EST**

**PROPOSALS ARE ONLY ACCEPTED ELECTRONICALLY AND MUST BE
ADDRESSED TO:**

bids@syrairport.org

**PLEASE PRINT THE WORDS “RFP REFERENCE # 2024-06 SNOW REMOVAL” ON
THE FRONT OF THE PROPOSAL AND IN THE SUBJECT LINE OF THE EMAIL.**

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1. GENERAL INFORMATION

1.1. Background

The Syracuse Regional Airport Authority (the “Authority”) was created by the New York State Legislature on August 17, 2011 by Chapter 463 of the Laws of 2011. The Authority is the operator of the Syracuse Hancock International Airport in Syracuse, New York. The Authority is a New York State public benefit corporation established for the purpose of (i) stimulating economic growth, (ii) increasing trade and tourism, (iii) promoting safe and secure air travel in the region, (iv) providing citizens with efficient and economical air transportation options, and (v) to protect and enhance the natural resources and quality of the environment.

1.2. Intent and Purpose of this RFP

The intent and purpose of this Request for Proposals (the “RFP”) is to solicit responses for the selection of a firm to provide snow removal services at Syracuse Hancock International Airport for a three (3) year contract with two (2) three-year renewal options, subject to Syracuse Regional Airport Authority (SRAA) approval. All specified pieces of equipment must be stationed at the airport for the winter season and be available from October 15 until May 15 each season.

A comprehensive description of the Project can be found at **Exhibit A** to this RFP.

1.3 Key Dates in the RFP Schedule

It is anticipated that a Project award will be made in connection with this Request for Proposals (RFP) based on the following schedule:

Date	Event
March 28, 2024	Issuance of Request for Proposals
April 10, 2024 11:00 AM ET	Mandatory Pre-Proposal Conference & Tour Location: SRAA Board Room
April 18, 2024 3:00 PM EST	Closing Date for Respondent’s Question
April 25, 2024	SRAA Final Response to Proposers Questions
May 6, 2024 3:00 PM EST	Proposal Submission Deadline
March 6 to May 10, 2024	Proposal Evaluation Period and Respondent Interviews (if applicable)
No earlier than May 16, 2024	Award of Contract by the SRAA
June 30, 2024	Execution/Entering Contract

Please note: The Authority reserves the right to change any of the dates stated in this RFP. If such change occurs, the Authority will notify all entities who received the RFP directly from the

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Authority and post the change(s) on the Syracuse Regional Airport Authority's website, which is part of the Syracuse Hancock International Airport website (<https://syrairport.org/sraa/bids-rfp-rfq/>). Interested parties that receive this RFP or access it from a source other than the Authority should contact the Authority at bids@syrairport.org to advise the Authority of their interest and to confirm that their correct contact information, including email address, is placed on file with the Authority.

1.4 Amendment or Termination of RFP

RFP Amendment, Cancellation/Postponement: The Syracuse Regional Airport Authority reserves the right to amend, cancel or postpone this RFP at any time without penalty. The Syracuse Regional Airport Authority reserves the right to terminate or cancel any contract awarded pursuant to this RFP, either pre or post execution, or any part of said contract, immediately upon notice mailed or delivered by the Authority to the selected proposer.

1.5 Unbalanced Proposals

The Syracuse Regional Airport Authority reserves the right to reject any and all proposals at any time not deemed in the best interest of the Authority and to reject as informal such proposals, as in the Authority's opinion, are incomplete, conditional, obscure, or which contain irregularities of any kind.

1.6 Questions or Requests for Information or Clarification

Any questions, requests for information or clarification regarding this RFP should be submitted via email, citing the relevant RFP page(s) and section(s), no later than **April 18, 2024** to bids@syrairport.org. Please include "RFP 2024-06 Snow Removal" in the subject line.

Questions will not be accepted other than by email, and any question received after the deadline may not be answered. The list of questions/requests for information or clarification and the official responses will be addressed via an addendum and posted on the Syracuse Regional Airport Authority's website, <https://syrairport.org/sraa/bids-rfp-rfq/>

Proposers that receive this RFP or access it from a source other than the Authority should contact the Authority at bids@syrairport.org to confirm that and/or add their correct contact information, including email address, is on file with the Authority for purposes of this RFP. This will ensure that the proposer receives the list of questions/requests for information, amendments or clarifications and the official responses. The Authority is not responsible for a proposer's failure to receive the list of questions/requests for information, amendments or clarifications and the official responses, due to the proposer's failure to provide the Authority its contact information, including email address, and no allowance will be made for a proposer that submitted a proposal that is not in compliance with the RFP requirements due to the proposer's aforementioned failure to receive the list of questions/requests for information or clarification/amendments and addenda, and the official responses to such inquires and/or changes.

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By submitting a proposal to the Authority in response to this RFP, each proposer agrees and represents and warrants that the proposer: a) has all information necessary for the proposer to complete and submit a fully responsive proposal to the Authority; b) that if awarded the contract, that the proposer has all the necessary skills and resources to complete the contract for the amount stated in the proposal; and c) that the proposer is waiving any and all claims against the Authority and its members, officers, staff and employees relating to the submission of the proposer's proposal to the Authority. Proposer will bear any, and all travel and other costs and expenses related to its attendance at the pre-submittal meeting and facility tour (if any). Verbal responses provided by Authority representatives at such meeting/tour are informal and are not binding on the Authority.

1.7 Amendments and Addenda

In the event that it becomes necessary to revise this RFP, such revision will be by an addendum to this RFP. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP. Further, if a proposer discovers any conflict, discrepancy, omission or other error in this RFP, the proposer shall immediately notify the Authority at bids@syrairport.org, of such error and request modification to the document to address such alleged error. The Authority shall make any RFP modifications necessary by addenda, provided that any such modifications would not materially benefit or disadvantage any one proposer over another. If a proposer fails, prior to the submission deadline, to notify the Authority of a known error or an error that reasonably should have been known or discovered by proposer, the proposer shall assume the risk of such failure to notify. If awarded the contract, the proposer shall not be entitled to additional compensation, change order or time allowance by reason of the error or its late correction. All RFP addenda will be communicated via email to the recipients of the original RFP.

The Authority is not responsible for a proposer's failure to receive amendments or addenda pertaining to this RFP. It is incumbent on proposers to routinely check for amendments and addenda at (<https://syrairport.org/sraa/bids-rfp-rfq/>) and no allowance will be made for a proposer's failure to receive addenda. As of the date of issuance, there are no designated dates for release of addenda. However, proposers should check the Authority's website frequently beginning at the time of RFP issuance through the deadline for submission of proposals. It is the sole responsibility of the proposer to be knowledgeable of all amendments, addenda, questions and answers related to this RFP.

1.8 Submission Requirements

Proposer's proposal, including all required forms attached at Exhibits to this RFP, shall be submitted via email to bids@syrairport.org in response to this RFP. The email with attached proposal and all required forms in PDF format shall be submitted. Each copy shall be clearly labeled with the name of the proposer and the date. Each copy must contain the required information for the proposer. Proposers are to ensure that their proposals are in compliance with

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all of the requirements of this RFP. Failure to do so may result in disqualification. Proposers should also be willing and able to provide additional information that may be required. In addition, interviews may be requested at the discretion of any RFP review or ad hoc Committee appointed by the Authority. All information and materials submitted to the Authority in response to this RFP will become the property of the Authority. Proposers shall not submit proprietary or confidential business information unless they believe such information is critical to their submittals or presentations. If any such information is included, it shall be clearly identified as such. The Authority shall endeavor to protect the identified information only to the extent allowed under applicable law.

1.9 Submission Due Date

Proposals must be received via email no later than **May 6, 2024 at 3:00 PM EST** to:

bids@syrairport.org

Proposals received after the specified date and time will not be considered.

2.0 Proposals and Qualifications Review

Upon receipt of proposals, the Authority's shall internally review each proposal and make a recommendation to the Board of the Authority. Proposals will be reviewed on the basis of competency, experience and ability to perform the services required. Proposers should be willing and able to provide additional information that may be required by the Authority. The Syracuse Regional Airport Authority reserves the right to waive any formalities and to reject or negotiate any and all proposals for any reason.

2.1 Award

The Syracuse Regional Airport Authority may award the project(s), following the required approvals, if it determines such project(s) is/are in the best interest of the Syracuse Regional Airport Authority.

2.2 Restriction of Communications

Proposers are prohibited from contact related to this RFP with any Authority Board member, officer, staff, employee or representative other than designated personnel from the date this RFP is issued until the contract(s) have been executed by the Authority. Violation of this provision is grounds for immediate disqualification. All inquiries concerning this RFP must be done via email at: bids@syrairport.org Please indicate RFP Reference # **2024-06** in the subject line of the email.

2.3 New York State Finance Law Sections 139-j and 139-k

Pursuant to State Finance Law §§ 139-j and 139-k (collectively, the "Statute"), certain restrictions are placed on contact with State agencies, including public entities such as the

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Authority, during the procurement process. The term “contact” is defined in the Statute as “any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication was intended to influence the governmental entities conduct or decision regarding the governmental procurement.” Upon receiving any contact, the Authority must inquire and record whether the person or organization that made the contact was the offeror (defined below), or was retained, employed or designated on behalf of the offeror to appear before or contact the Authority. The term “offeror” is defined in the Statute as “the individual or entity, or any employee, agent or consultant or person acting on behalf of such individual or entity, that contacts a governmental entity about a governmental procurement during the restricted period of such governmental procurement whether or not the caller has a financial interest in the outcome of the procurement; provided, however, that a governmental agency or its employees that communicates with the procuring agency regarding a governmental procurement in the exercise of its oversight duties shall not be considered an offeror.” The “restricted period” is defined in the Statute as “the period of time commencing with the earliest written notice, advertisement or solicitation of a request for proposal, invitation for bids, or solicitation of proposals, or any other method for soliciting a response from offerors intending to result in a procurement contract with a governmental entity and ending with the final contract award and approval by the governmental entity and, where applicable, the state comptroller.” Authority members, officers, staff and employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the offeror pursuant to the Statute. Certain findings of non-responsibility can result in rejection for contract award and, in the event of two findings within a four-year period; the offeror is debarred from submitting a proposal on or being awarded any procurement contract for a period of four years from the date of the second final determination. Any Proposer responding to this RFP must complete the Non-Collusive Proposal Certification attached hereto at **Exhibit B** and submit it to the Authority with its proposal. Questions regarding this form may be directed to the Designated Contact email for this solicitation and/or visit the following website for information: <https://online.ogs.ny.gov/legal/lobbyinglawfaq/>

VIOLATIONS OF THE FOREGOING SECTIONS 2.2 and 2.3 SHALL BE STRICTLY ENFORCED AND MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL TO WHICH IT PERTAINS.

2.4 Exceptions

Any and all exceptions to this RFP must be clearly and completely indicated in proposals submitted. Please be advised that any exceptions to the requirements in this RFP may be cause for a proposer’s proposal to be disqualified.

2.5 Proposal Costs

The proposers’ costs for the proposer’s entire submittal effort shall be borne by the proposer. The Authority will not reimburse any proposer or other firm for any costs associated with its submittal effort.

2.6 Whistleblower Policy and Procedures

The selected Proposer will be required to comply with and perform its services under the contract in accordance with any and all Whistleblower Policy and Procedures adopted by the Authority and available on its website at: <https://syrairport.org/about-us/policies-and-procedures/>

2.7 M/WBE-SDVOB Program

As advised above, the Authority is a New York public benefit Corporation. As such it must comply with Articles 15-A and 17-B of the New York State Executive Law pertaining to Minority/Women Business Enterprises (M/WBE) and Service-Disabled Veteran Owned Businesses (SDVOB) respectively. These statutes require the Authority to promote contracting opportunities for M/WBE's and SDVOB's. In turn, proposers utilization of M/WBE's and SDVOB's is a factor in awarding projects and imposes obligations on a selected proposer to utilize M/WBE's and SDVOB's in performance of contracts with the Authority. By submitting a proposal, the Proposer represents that it has reviewed and familiarized itself with the New York State M/WBE and SDVOB regulations which are incorporated herein by this reference. Any conflicts between this solicitation and those regulations shall be resolved in favor of the regulations. Each proposer shall, in accordance with the regulations, make good faith efforts and, in a manner that can be established in documentary form, solicit active participation by certified M/WBE's and SDVOB's in connection with any contract resulting from this RFP. These regulations, and any contract to be entered into between the Authority and the successful proposer, will impose reporting obligations on the awarded contractor to periodically report various M/WBE and SDVOB information to the Authority. Annexed hereto at **Exhibit C and D** respectively are various M/WBE-SDVOB forms and information which the Authority requires all proposers to complete and submit with each proposal. Failure to do so will result in a finding of non-responsiveness and rejection of that proposal.

For purposes of this solicitation, the Authority has established goals of **twelve percent (12%) for Women-Owned Business Enterprises (WBE)** participation, **five percent (5%) for Minority-Owned Business Enterprises (MBE)** participation and six percent (6%) for **Service-Disabled Veteran Owned Business (SDVOB)** participation.

2.8 Conditions, Terms and Limitations

This RFP is subject to the specific conditions, terms and limitations stated below:

1. The services to be performed shall conform to and be subject to the provisions of the New York Public Authorities Law, Generally Accepted Auditing Standards, Generally Accepted Accounting Principles, and Standards promulgated by the NYS Comptroller and Authorities Budget Office and all other applicable laws and regulations of all Federal and State agencies having jurisdiction.
2. Valid licenses and registrations as required by the Authority and any State, and Federal agencies shall be obtained by the successful proposer prior to commencing work.

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3. Final designation of a proposer will depend on satisfaction of all additional RFP documentation and review requirements of the Authority and will be subject to the subsequent approval by the Authority.
4. No transaction will be consummated if any selected proposer or principal of a selected proposer or any member of the proposer's development team is in arrears or in default upon any debt, lease, contract or obligation regarding the Authority or Syracuse Hancock International Airport. The Authority reserves the right to reject any response to this RFP by any such proposer.
5. The Authority reserves the right to:
 - a. Negotiate with one or more proposers, and/or negotiate on terms other than those set forth herein.
 - b. At any time, waive compliance with, or change any of the terms and conditions of this RFP, to entertain modifications or additions to selected proposals.
6. This RFP does not represent any obligation or agreement whatsoever on the part of the Authority. Any such obligation or agreement may only be incurred or entered into by written agreement authorized by the Board of the Authority, approved as to form by the Authority's counsel and executed by the Executive Director of the Authority.
7. Mere selection of a proposer will not create any rights on the proposer's part, including, without limitation, rights of enforcement, equity or reimbursement, until after all required government approvals are received and the insurance, agreement and all related documents are fully approved and executed.
8. This RFP and any agreement or other documents resulting therefrom is subject to Federal, State, or local law or regulation having jurisdiction over the subject matter thereof, as the same may be amended from time to time.
9. Title VI Solicitation Notice: The Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d-2000d-4) and its related Regulations, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this RFP, will provide disadvantaged business enterprises a full and fair opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

2.9 EVALUATION PROCESS

2.9.1 General Information

Upon receipt of proposals, the Authority and/or any Ad Hoc Committee it shall appoint for reviewing proposals ("Committee") will review each Proposal and may recommend a Proposer(s) to the Board of the Authority to be awarded a contract to provide the required services at the Airport.

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Proposers should be willing and able to provide additional information that may be required by the Authority or its Committee. Also, interviews and office visits may be requested at the discretion of the Authority/Committee.

Upon review of proposals submitted by Proposers, the Authority/Committee may, at its discretion, submit to Proposers written questions and requests for clarification relating to their Proposals. Proposers will be provided the period of time in which the written responses to the Authority's requests for clarification must be completed.

Other than to provide clarifying information as may be requested by the Authority, including the Committee, no Proposer will be allowed to alter its proposal or add information.

2.9.2 Submission Review

The Authority/Committee will examine all proposals that are received in a proper and timely manner to determine if they meet the proposal submission requirements, as described in this RFP. Proposals that are materially deficient in meeting the submission requirements or have omitted material documents, in the sole opinion of the Committee, may be rejected. Proposals failing to pass the Submission Review will be considered non-responsive and will not be evaluated any further.

2.9.3 Proposal Review Criteria

Proposals will be reviewed based on a variety of criteria, including but not limited to:

1. The education, experience and/or expertise of the Proposer and its principals and key employees.
2. The Proposer's specific experience, stability and history of performance providing the requested services similar to those under consideration.
3. The availability of adequate personnel to provide the requested services safely and efficiently.
4. The Proposer's approach to the planning, organization, supervision, and management of the requested services at the Airport, including communications procedures, problem-solving approaches, costing and other level-of-service factors.
5. The Proposer's proposed fee for the services requested herein with a breakdown of those fee's as they relate to discrete tasks or phases of the work to be performed.
6. Commitment to consistently maintain the highest standards of performance and the expeditious resolution of problems and complaints.
7. The financial stability of Proposer's organization.
8. The recommendations and opinions of each Proposer's previous customers or clients.
9. Information provided in response to specific questions and requirements contained in the RFP and all attachments/exhibits.
10. The proposer's past experience at the Syracuse Hancock International Airport.
11. Information provided at interview (if required).

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As stated above, the selection criteria include the fee the Proposer will charge the Authority for the services described in this RFP. The Proposer must certify in the proposal that its fee covers all services proposed and meets the requirements of this RFP. The total estimated contract value for the services provided will be derived from the successful proposer's proposed fee.

The Committee will evaluate each proposal based on a "Best Value" concept. This means that the proposal(s) that optimize(s) quality, cost, and efficiency among responsive and responsible Proposers shall be selected for award.

The Authority and its review committee will determine which proposal(s) best satisfies its requirements. The Authority reserves all rights with respect to the award. All proposals deemed to be responsive to the requirements of this procurement will be evaluated. Proposals failing to meet the requirements of this RFP may be eliminated from consideration. Qualified staff/individuals will evaluate all submitted proposals. The Authority may request clarification of a proposal.

2.9.4 Reservation of Rights

The Authority reserves the right to:

- (i) withdraw or cancel the RFP at any time and at its sole discretion;
- (ii) reject any or all proposals received in response to this RFP;
- (iii) accept a proposal and any subsequent proposal for the contract from someone other than the lowest cost Proposer consistent with the criteria for the evaluation of proposals;
- (iv) make an award under the RFP in whole or in part;
- (v) disqualify any proposer whose conduct and/or proposal fails to conform to the requirements of the RFP;
- (vi) seek clarifications and revisions of proposals;
- (vii) use proposal information obtained through site visits, management interviews and the Authority's investigation of a proposer's qualifications, experience, ability or financial standing, and any material or information submitted by the proposer in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
- (viii) prior to the bid opening, amend the RFP specifications to correct errors or oversights, or to supply additional information, as it becomes available;
- (ix) prior to the bid opening, direct proposers to submit proposal modifications addressing subsequent RFP amendments;
- (x) change any of the scheduled dates;
- (xi) eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective proposers;

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- (xii) waive any requirements that are not material;
- (xiii) negotiate with the successful proposer within the scope of the RFP in the best interests of the Authority;
- (xiv) conduct contract negotiations with the next responsible proposer, should the Authority be unsuccessful in negotiating with the selected proposer;
- (xv) utilize any and all ideas submitted in the proposals received;
- (xvi) unless otherwise specified in the solicitation, every submission is a firm offer and not revocable for a period of 60 days from the bid opening; and,
- (xvii) require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's proposal and/or to determine an offerer's compliance with the requirements of the solicitation.
- (xviii) waive or modify minor deviations in the proposals received after prior notification to the Proposers;
- (xix) request best and final offers; and
- (xx) Should the Authority be unsuccessful in negotiating a contract with a selected Proposer, the Authority may begin contract negotiations with the next highest-rated qualified Proposer. In addition, if it is subsequently determined by the Authority that the selected Proposer is non-responsible, the Authority may then invite the next highest rated, qualified Proposer(s) to enter negotiations for purposes of executing a contract. The Authority may do all of the foregoing without the need to recommence the RFP process.

The foregoing is a non-exhaustive list of the Authority's rights and remedies, all of which are hereby expressly reserved whether or not specifically listed.

2.9.5 CONFLICTS OF INTEREST

Members, officers, staff, and employees of the Syracuse Regional Airport Authority may respond to this RFP only in accordance with the Authority's Code of Ethics.

2.9.6 INSURANCE REQUIREMENTS

The selected Contractor shall be required to purchase at its own cost and expense and maintain at all times for the duration of the contract with the Authority, insurance coverage as specified below. Additional coverage may apply as necessary.

The Contractor shall obtain and for the duration of the contract, maintain a Commercial General Liability insurance policy including contractual liability coverage, with minimum limits of:

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- Bodily Injury \$ 1,000,000 each occurrence
- Bodily Injury \$ 2,000,000 aggregate
- Property Damage \$ 1,000,000 each occurrence
- Property Damage \$ 2,000,000 aggregate
- The General Liability policy shall name the Authority and the City of Syracuse and their respective members, officers, staff, and employees as additional insureds for both ongoing and completed operations.

The Contractor shall obtain and maintain workers' compensation and employer's liability insurance policy or policies covering its obligations in accordance with the provisions of New York Workers' Compensation Law, including Article 9 of New York Workers' Compensation Law, known as the Disability Benefits Law, and any and all rules, regulations and procedures promulgated pursuant to the New York Workers' Compensation Law.

The Contractor shall obtain and maintain a commercial umbrella/excess insurance policy with annual aggregate coverage of at least Five Million Dollars (\$5,000,000) for the commercial general liability. The schedule of underlying insurance, additional insured follow form or its equivalent and endorsements must be provided to the Authority.

Annexed hereto at **Exhibit E** respectively is a Proof of Insurance Coverage form and information which the Authority requires all proposers to complete and submit with each proposal. Failure to do so will result in a finding of non-responsiveness and rejection of that proposal.

2.9.7 CONTRACT PREPARATION/NEGOTIATION

After a proposer(s) is recommended by the Authority's review committee, and if necessary approved by the Authority's Board, an agreement incorporating the agreed upon compensation and scope of services and other relevant terms will be drafted by the Authority's counsel and submitted to the successful proposer.

2.9.8 QUALIFICATIONS

- 1) Bidder must have a minimum of five (5) years of experience within the last six (6) years as a company working in the business of and performing Large Scale Snow Removal Services of the nature described herein at a Small Hub, Medium Hub or Large Hub Airport, as classified by the FAA.

The Syracuse Regional Airport Authority will not accept the experience of individual employees or combinations of employees as company experience.

- 2) Bidder must submit, at a minimum, three (3) business references, including contact name, email address, telephone number, and mailing address. These references must be from customers for whom the Bidder has provided Snow Removal Services of the same nature and type described in this RFP.

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- 3) Ownership or operational control of a fleet of vehicles sufficient to meet the Scope of Services Requested in this RFP.

Annexed hereto at **Exhibits F and G** respectively are the relative qualification forms and information which the Authority requires all proposers to complete and submit with each proposal. Failure to do so will result in a finding of non-responsiveness and rejection of that proposal.

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Exhibit A

SCOPE OF WORK

1) Minimum Equipment

- a) Five (5) all-wheel drive, front bucket loaders, minimum manufacturer rated five-yard machine, equipped with sectional trip straight pusher blades of at least 22 1/2 feet in width. These are for use on the Main Terminal Building Aircraft Parking Apron, Cargo Apron, the General Aviation Aircraft Parking Ramp, the Remain Overnight (RON) apron and the snow "dump" area on the airport.
- b) Two (2) all-wheel drive, front bucket loaders, minimum manufacturer rated five-yard machine, equipped with sectional trip straight pusher blades of at least 27 1/2 feet in width. These are for primary use on the Main Terminal Building Aircraft Parking Apron, the General Aviation Aircraft Parking Ramp, Cargo Apron and the Remain Overnight (RON) apron.
- c) Two (2) all-wheel drive, front bucket loaders, maximum manufacturer rated two-yard machine, equipped with sectional trip straight pusher blades of a maximum 12 feet in width. These are for primary use on the Main Terminal Building Aircraft Parking Apron, in and around the gates.
- d) Four (4) all-wheel drive, front bucket loaders, minimum manufacturer rated five-yard machine, equipped with at least a five cubic yard struck buckets, to be used to load snow from piles into dump trucks for removal to a remote dumping site. Three (3) of these will be used on the Main Terminal Ramp, Cargo apron and/or the RON apron and one (1) loader must be kept in reserve to serve as a replacement.
- e) Twelve (12) dump trucks, minimum of eighteen cubic yards each, including poly lined beds, must be kept on the grounds of the airport, with at least ten (10) more of that size available, within one (1) hour of call, to be used as conditions require.
- f) Two (2) Truck Mounted Material Spreaders of a minimum 2 cubic yard capacity with spinner to spread SRAA-provided sand around gate areas after contractor performs snow removal. Vehicles will be small enough to be maneuverable around ground equipment. Vehicles will be used only with guidance by SRAA around gate areas. Price will include operator but not material to spread.
- g) One (1) repair vehicle must be on site or available whenever the equipment is in use to ensure that breakdowns do not stop the operation or block the aircraft movement area.
- h) There also should be a supervisor's pickup truck equipped with 9'6" V-Blade plow that is radio equipped with the aviation band, Ground Control Frequency (121.7) and with the Airport Maintenance Frequency (154.100).

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2) Equipment Requirements

- a) All the operating equipment shall be fifteen years old or newer with enclosed all-weather cabs, with working heater and defroster units. Also, each piece of equipment shall have, mounted on the highest point, a yellow or amber, rotating beacon or strobe light that is visible for a full 360 degrees. Each shall have all headlights, taillights, and spotlights in working condition and shall meet all New York State requirements and OSHA requirements for its class of vehicle. All equipment shall be in serviceable condition and any snow blade or bucket shall be designed for this use only. The SRAA shall reserve the right to reject any equipment that does not meet our requirements or appear to be unstable or unsuitable.
- b) All equipment and or operators are required to have constant two-way communication.
- c) Any equipment that is to travel on the Aircraft Operating Area (“AOA”) must be clean and free of debris each time it enters the aircraft area. Each vehicle that is brought on the airport on as- needed basis must pass an inspection prior to being allowed on the airport grounds. This inspection will be conducted by the personnel of the SRAA.
- d) Contractor acknowledges and agrees that the Minimum Equipment is required to remain on-site during the Snow Removal Season (October 15 – May 15).

3) Conditions of Work

- a) All equipment will be ready to operate within one (1) hour of the time called and failure to meet this time limit shall jeopardize the contract. The SRAA will guarantee a minimum rental period of four (4) hours for each piece of equipment requested and reporting for work. After the first four hours, the time will be computed to the nearest one-half hour. The normal rental period will start when the equipment, with operator, reports for work, as requested by the SRAA. Travel time is not included. The rental period will continue while the equipment is actually working but will not include meal breaks or time when the equipment is down due to mechanical failures. The call to report for work may be expected at any time on any day, twenty-four (24) hours a day, seven days a week and the one-hour time limit for showing up will apply for all occasions.
- b) All snow removal covered by this agreement will be under the supervision of the SRAA and will conform to the standards and procedures established by the SRAA. All contractor's personnel shall adhere to the rules governing behavior and airport security or they will risk being removed from the area.
- c) The Vendor is responsible for any damage caused by their employees and/or equipment to any SRAA property (structures, equipment, fixtures, etc.) and shall replace any damaged piece of property at no cost to SRAA.

4) Conditions of Award

The SRAA reserves the right to inspect each piece of equipment offered by a bidder, prior to award, to ascertain that it meets the required specifications and is capable of performing the work required in a safe manner.

5) Training of Operators

- a) The SRAA will oversee training in operating procedures on the AOA and only those people who have been approved will be allowed to work in these areas. In addition, the security rules for the airport must be enforced and all contractors will comply by obtaining the proper ID cards, security clearances and background checks on all employees who may be on the operating surfaces prior to the start of the contract.
- b) The successful bidder will attend, with the SRAA, the pre-season winter meeting with the airport tenants and any other seasonal meeting as arranged by the SRAA regarding the subject of this contract.

6) Miscellaneous

- a) In addition to the above equipment, the contractor shall have provisions for the refueling of all of its vehicles by means of a mobile tank truck or a stationary tank to be located at the airport and to conform to any applicable New York State DEC regulations.
- b) The contractor shall provide, at its cost, a site trailer or leased office space for the crew to take breaks and to get shelter during non-work times, along with space for equipment maintenance and repairs.

7) Personal Examination

Respondents are required to satisfy themselves, by personal examination of the site, as to the work involved and of the difficulties likely to be encountered in the performance of work under this contract. No plea of ignorance of conditions that exist, or that may hereafter exist, or of any conditions or difficulties that may be encountered in the execution of the work under this contract as a result of failure to make the necessary examination and investigation will be accepted as an excuse for any failure to, or omission on the part of the contractor to, fulfill in every respect all the requirements, specifications etc., nor will same be accepted as a basis for any claim for extra compensation.

8) Termination

The SRAA reserves the right to terminate this contract, or any part of this contract with thirty (30) days written notice by the Executive Director to the contractor of the SRAA's intent to do so.

9) SPECIFICATIONS

a) Base Bid

The bid price shall include the cost per hour for operating each type of equipment specified, including the operator. The hourly rate must include all overhead costs including, but not limited to insurance, supervision, and vehicle repair.

Annexed hereto in **Exhibit H** respectively are the relative rate sheets and information which the Authority requires all proposers to complete and submit with each proposal. Failure to do so will result in a finding of non-responsiveness and rejection of that proposal.

Maps to include snow removal locations can be referenced in **Exhibit J**

b) Additional Alternatives

i) Snow Melters

- (1) Provide Small, Medium, and Large melter specifications.
- (2) Operational cost per hour for each melter (not including front end loader.) The bid price shall include the cost per hour for operating each type of equipment specified, including the operator.

ii) Public Access Roads

- (1) One (1) all-wheel drive, plow truck, with minimum 14-foot box with salt/ material spreader of a minimum 8 cubic yard, equipped with trip moldboard straight plow blade of a maximum 12 feet in width.
- (2) Salt to be provided by SRAA.

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- (3) The bid price shall include the cost per hour for operating each type of equipment specified, including the operator.

iii) Terminal Sidewalks

- (1) Two (2) all-wheel drive, UTV style vehicles, with 5-foot plow with salt/ material spreader.
- (2) One (1) all-wheel drive or tracked skid steer, equipped with straight pusher blades of 8 feet in width.
- (3) Two (2) Laborers for shoveling snow and spreading salt.
- (4) The bid price shall include the cost per hour for operating each type of equipment specified, including the operator.

iv) General Aviation Ramps

- (1) One (1) all-wheel drive, front bucket loaders, minimum manufacturer rated five-yard machine, equipped with sectional trip straight pusher blades of at least 22 1/2 feet in width.
- (2) One (1) Truck Mounted Material Spreaders of a minimum 2 cubic yard capacity with spinner to spread SRAA-provided sand after contractor performs snow removal.
- (3) One (1) Truck equipped with 9'6" V-Blade plow and Mounted Material Spreaders of a minimum 2 cubic yard capacity with spinner to spread SRAA-provided salt. This is for use on the public facing parking lots at each hangar.
- (4) The bid price shall include the cost per hour for operating each type of equipment specified, including the operator.

Annexed hereto in **Exhibit I** respectively are the relative rate sheets and information for all additional alternatives listed above, which the Authority requires all proposers to complete and submit with each proposal. Failure to do so will result in a finding of non-responsiveness and rejection of that proposal. Please utilize the cost tables included.

Maps of snow removal areas for each additional alternative can be referenced in **Exhibit K**

END OF SCOPE OF WORK

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Exhibit B

**SYRACUSE REGIONAL AIRPORT AUTHORITY
NON-COLLUSIVE PROPOSAL CERTIFICATION**

By submission of this proposal, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Respondent, or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Respondent and will not knowingly be disclosed by the Respondent prior to opening, directly or indirectly, to any other respondent or to any competitor; and
3. No attempt has been made or will be made by the Respondent to induce any other person, partnership or corporation to submit or not to submit a proposal for purpose of restricting competition.

I hereby affirm under the penalties of perjury that the foregoing statement is true.

I also acknowledge notice that a false statement made in the foregoing is punishable under Article 20 of the Penal Law.

SIGN HERE _____.

Signature of Respondent's Authorized Person

_____.
Date

_____.
Name of Respondent

_____.
Name of Respondent's Authorized Person

_____.
Title of Respondent's Authorized Person

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Exhibit C

Minority/Women Owned Business Enterprise Forms and Materials

(Forms located on <https://syrairport.org/sraa/supplier-diversity-program/>)

- ☐ Form SRAA – 5000 Minority/Women-Owned Business Enterprises – Equal Employment Opportunity Policy Statement
- ☐ Form SRAA – 5001 Equal Employment Opportunity Staffing Plan
- ☐ Form SRAA – 5003 M/WBE Subcontractor Utilization Plan
- ☐ Form SRAA – 5004 M/WBE Goal Requirements Certification of Good Faith Efforts
- ☐ Form SRAA – 5005 M/WBE Cover Letter
- ☐ Form SRAA – 5006 Contractor Bid Solicitation Letter
- ☐ Form SRAA – 5007 M/WBE Subcontractors and Suppliers Letter of Intent to Participate
- ☐ Form SRAA – 5008 M/WBE Contractor Participation Bid/Proposal

All proposers are required to submit each of the above forms with each proposal. Failure to do so will result in a finding of non-responsiveness and rejection of that proposal.

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Exhibit D

Service-Disabled Veteran Owned Business Forms and Materials

(Forms located on <https://syrairport.org/sraa/supplier-diversity-program/>)

- ☐ Form SDVOB 100 - SDVOB Utilization Plan

All proposers are required to submit each of the above forms with each proposal. Failure to do so will result in a finding of non-responsiveness and rejection of that proposal.

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Exhibit E

PROOF OF INSURANCE COVERAGE

Proposer shall provide SRAA with satisfactory evidence of the Proposer's Professional Liability Insurance from a company satisfactory to SRAA and licensed to transact business in the State of New York. Proposer shall submit this form with its proposal.

INSURER:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

Proposer is required to submit a letter or certificate from the Company providing insurance certifying that the Vendor has professional liability insurance in accordance with the terms set forth in this RFP.

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Exhibit F

VERIFICATION OF MINIMUM QUALIFICATIONS

By submission of this proposal, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief, they meet the following Minimum Qualification Requirements:

1. Bidder must have a minimum of five (5) years of experience within the last six (6) years as a company working in the business of and performing Large Scale Snow Removal Services of the nature described herein at a Small Hub, Medium Hub or Large Hub Airport, as classified by the FAA.
2. Ownership or operational control of a fleet of vehicles sufficient to meet the Scope of Services Requested in this RFP.

I hereby affirm under the penalties of perjury that the foregoing statement is true.

I also acknowledge notice that a false statement made in the foregoing is punishable under Article 20 of the Penal Law.

SIGN HERE _____

Signature of Respondent's Authorized Person

Date

_____.

Name of Respondent

_____.

Name of Respondent's Authorized Person

_____.

Title of Respondent's Authorized Person

Exhibit G

REFERENCES

References: Please provide three (3) current airport customers' references that have current contracted Snow Removal Services provided by the respondent.

1. Airport: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

2. Airport: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

3. Airport: _____

Contact Name: _____ Title: _____

Address: _____

Email: _____ Phone: _____

RFP #2024-06 SNOW REMOVAL

Exhibit H - Base Bid

	Group A - RATES WITH OPERATOR FOR HOURS OF 7:00 A.M. - 4:30 P.M.								
Price Per Hour	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9
5yd. All-Wheel drive front end loader with min. 22.5' sectional pusher blade									
5yd. All-Wheel drive front end loader with min. 27.5' sectional pusher blade									
2yd. All-Wheel drive front end loader with max. 12' sectional pusher blade									
5yd. All-Wheel drive front end loader (For loading snow)									
Dump trucks with average of eighteen cubic yard box									
Truck mounted 2yd material spreader.									
	Group B - RATES WITH OPERATOR FOR HOURS OF 7:00 A.M. - 4:30 P.M.								
Price Per Hour	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9
5yd. All-Wheel drive front end loader with min. 22.5' sectional pusher blade									
5yd. All-Wheel drive front end loader with min. 27.5' sectional pusher blade									
2yd. All-Wheel drive front end loader with max. 12' sectional pusher blade									
5yd. All-Wheel drive front end loader (For loading snow)									
Dump trucks with average of eighteen cubic yard box									
Truck mounted 2yd material spreader.									

Request for Proposal-No Federal Funding

[#2024-06 SNOW REMOVAL RFP]

Exhibit I - Additional Alternatives

Additional Alternatives – Snow Melters

Cost Per Hour	Capacity (Cu. Yds.)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Small Melter										
Medium Melter										
Large Melter										

Additional Alternatives – Public Access Roads

Cost Per Hour	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
Truck with 8 cu. Yd. Spreader and 12-foot plow									

Additional Alternatives – Terminal Sidewalks

Cost Per Hour	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
all-wheel drive, UTV style vehicles, with 5-foot plow with salt/material spreader									
all-wheel drive or tracked skid steer w/ 8 - foot pusher blade									
Laborer									

Additional Alternatives – General Aviation Ramps

Cost Per Hour	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
5yd. All-Wheel drive front end loader with min. 22.5' sectional pusher blade									
Truck and Plow with 2yd. Material Spreader (Salt)									
Truck with 2yd. Material Spreader (Sand)									



AREA in SQ. FEET

Exhibit J Page1

Snow Removal - Base Bid
March, 2024 - RFP 2024-06

Syracuse Hancock International Airport

1000 Col. Eileen Collins Blvd., Syracuse, NY

RON Apron - 191,000 SF
GA. Ramp - 225,000 SF
West Deice Pad - 112,000 SF
South Deice Pad - 209,000 SF
North Deice Pad - 169,000 SF
Main Apron Pad - 1,180,000 SF



Not to Scale.

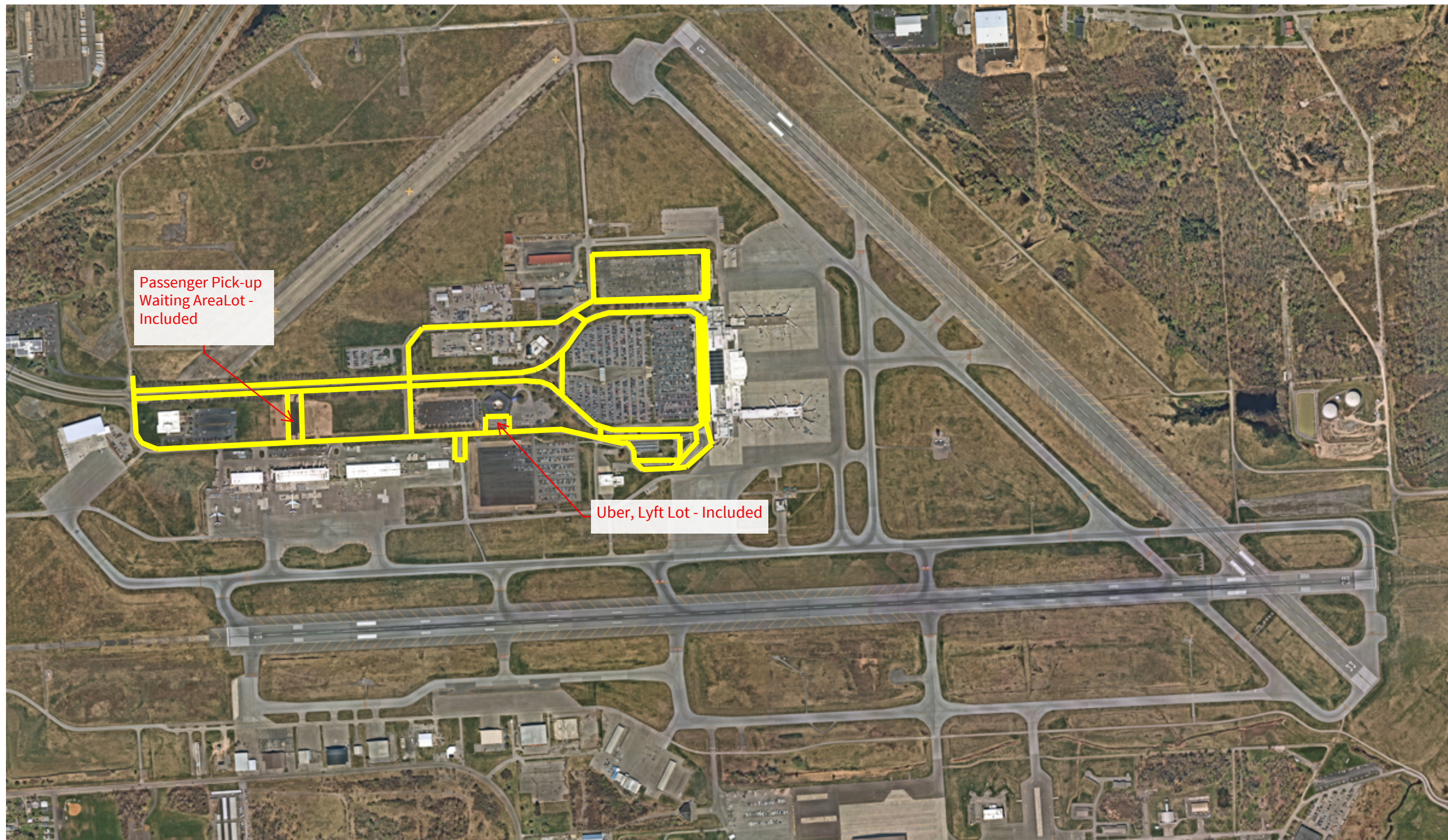


Exhibit K Page 1

Snow Removal - Roadways
March, 2024 - RFP 2024-06

Syracuse Hancock International Airport

1000 Col. Eileen Collins Blvd., Syracuse, NY



Not to Scale.



Exhibit K Page 3

Snow Removal - Sidewalks
March, 2024 - RFP 2024-06

Syracuse Hancock International Airport

1000 Col. Eileen Collins Blvd., Syracuse, NY



Not to Scale.



Exhibit K Page 2

Snow Removal - General Aviation Ramps
March, 2024 - RFP 2024-06

Syracuse Hancock International Airport

1000 Col. Eileen Collins Blvd., Syracuse, NY



Not to Scale.