



**SOLICITATION FOR QUOTES FOR  
Attenuators, Trailer Mounted Attenuators, Attenuator Parts and Guardrail  
SOLICITATION No. 205137**

**WCAA Small Business Enterprise (SBE) Development Contract**

**Issue Date:** August 24, 2020

**Question Deadline:** August 27, 2020 at 2:00 PM Eastern Time  
Email: [purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us)  
(Reference SFQ #205137 in subject of all emails)

**Quote Deadline:** September 4, 2020 at 2:00 PM Eastern Time  
(Late Responses will not be accepted)

**Quote Submittal Location:** <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>  
Registration and Submittal technical assistance: 1-800-835-4603  
Monday – Friday, 8:00 am – 7:30 pm (Eastern Time)  
*Free and paid subscription registration options available*

**Procurement Contact:** Ed Szafranski, Solicitation Manager  
Phone: (734) 247-7900, Fax: (734) 955-5648  
[purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us)

**DESCRIPTION:** Quotes are being solicited for the purchase of provide NCHRP report 350 compliant attenuator, guardrail parts, and carsonite road markers for the Wayne County Airport Authority (Airport Authority). The contract will be for a term of 4 years commencing December 21, 2020.

**In an effort to grow WCAA SBE opportunities in airport contracting, the Procurement Administrator has designated this project as an SBE Development Contract. Responses to SBE Development Contracts may only be submitted by WCAA SBE Certified firms.**

**NOTE: Certification status must be active as of the quote deadline.**

***It is the Respondent's responsibility to obtain and view all solicitation documents and addenda issued by the Wayne County Airport Authority Airport Authority for this SFQ.***

This SFQ, all attachments and addenda are available via the Michigan Intergovernmental Trade Network (MITN) website at <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>, which is also where all responses must be uploaded and submitted through. Free and paid subscription registration options are available. The documents may also be accessed via the Wayne County Airport Authority website at: [http://apps.metroairport.com/dtw\\_procurements\\_app/solicitations.aspx?mode=open](http://apps.metroairport.com/dtw_procurements_app/solicitations.aspx?mode=open), followed by clicking on the desired solicitation name.

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## SECTION 1 – SPECIFICATIONS/SCOPE OF WORK

- 1) **PROJECT OVERVIEW:** Through this Solicitation for Quotes (SFQ), the Wayne County Airport Authority (Authority) hereby invites businesses that meet the qualifications set forth herein to submit quotes to provide NCHRP report 350 compliant attenuator, guardrail parts, and carsonite road markers on an as needed basis.

The Authority maintains 11 G-R-E-A-T & QuadGuard system 36" & 69", 3, 4, & 5 bay crash cushion attenuators, along with 4 Vorteq trailer mounted attenuators. There are also multiple areas of W & Thrie-beam guardrails with Trinity ET Plus ends and other guardrail with gating ends. The Authority also purchases yellow & white carsonite markers for gravel maintenance road delineation.

- 2) **SCOPE OF WORK:** The successful Respondent (Contractor) will be required to provide all labor, material, tools, equipment, supplies, etc. for the purpose of attenuators, guardrails, & carsonite markers as indicated

a) Contractor Responsibilities:

- i) The Contractor shall also be responsible for the following:

- (1) The Airport Authority will not pay any shipping costs. All items will be FOB destination.
- (2) Contractor must supply parts within 2 weeks after receipt of order.
- (3) Contractor must provide, at no cost to the Authority, a qualified trainer for the installation of attenuators. Training will be required for each full attenuator purchase. The trainer must be available to train on installations on the Day, Afternoon, & Midnight shift if needed, with one (1) week prior notification.
- (4) The trainer must stay onsite for the full installation of each attenuator.
- (5) Two (2) days prior to the installation, the trainer must supply a tool list required for each installation.

b) Airport Authority Responsibilities

- (1) The Airport Authority employees shall carry out the physical installation.
- (2) The Airport Authority employees will supply all necessary tools, equipment, safety devices, etc. for the installations.

3) **SPECIFICATIONS:**

- a) Standard Thrie Beam Guardrail 13'-6" in length, MDOT 2003 Standard Specification for Construction Section 908 and MDOT Standard Plans R60 Series.
- b) Standard W-Beam Guardrail, 13'-6" in length, MDOT 2003 Standard Specification for Construction Section 908 and MDOT Standard Plans R60 Series.
- c) Steel I-Beam post, hot-dip galvanized after drilling, W6"x 8.5"x 8" long. Drilled for use with wood offset block. MDOT 2003 Standard Specification for Construction Section 908 and MDOT Standard Plans R60 Series. (Post to be used with W or Thrie-beam rail.)
- d) Yellow and white 66" tall type III high intensity reflective sheeting applied to both sides from top down. Reflective sheeting to be 3" wide x 12" high for the yellow markers and 3" wide x 48" high for the white markers. Markers have to have a pointed bottom to drive through frost. Per MDOT specs R-127-A/VI-127E. Carsonite CRM 375 or equal.
- e) All attenuators **MUST** be NCHRP report 350 compliant.

## SECTION 2 – SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS

- 1) **PRE-QUOTE INFORMATION AND QUESTIONS:** Each response that is timely received will be evaluated on its merit and completeness of all requested information. In preparing quotes, Respondents are advised to rely only upon the contents of this SFQ and accompanying documents and any written clarifications or addenda issued by the Airport Authority. **THE AIRPORT AUTHORITY IS NOT RESPONSIBLE FOR ANY ORAL INSTRUCTIONS.** If a Respondent finds a discrepancy, error or omission in the SFQ package, or requires any written addendum thereto, the Respondent is requested to promptly notify the Procurement contact noted on the cover of this SFQ, so that written clarification may be sent to all prospective Respondents. All questions must be submitted in writing to the contact before the Pre-Quote Question Deadline indicated on the front of this document. All answers will be issued in the form of an addendum. **No contact with other Airport Authority employees, officers or Board members regarding this document is permitted throughout the solicitation process**
- 2) **SFQ MODIFICATIONS/ADDENDA:** Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the Airport Authority. Any and all Addenda issued by the Airport Authority will be posted as noted on the Cover Page of this document. All interested parties are instructed to view the listed websites regularly for any issued addenda. It is the responsibility of the Respondent to obtain the available Addenda and acknowledge any issued Addenda for this solicitation, and further submit the Form as part of the required submittal documents for this solicitation. If any changes are made to this solicitation document by any party other than the Airport Authority, the original document in the Airport Authority's files takes precedence.
- 3) **CONTRACT TERM:** The contract shall be for a term of four (4) years effective upon award and commencing December 21, 2020.
- 4) **CERTIFICATE OF GOOD STANDING:** Respondents must be in Good Standing with the State in which their business is domiciled. The Respondent must indicate on the Quote Form that it is in Good Standing or not required to obtain such a certificate or otherwise register with that state. If the Respondent is domiciled outside of Michigan, the Respondent will also be required to be in Good Standing with the State of Michigan or indicate on the Quote Form that it is not required to obtain such standing or otherwise register with the State of Michigan. To inquire and obtain a Certificate of Good Standing from the State of Michigan go to the following site: <https://cofs.lara.state.mi.us/SearchApi/Search/Search>.
- 5) **SECURITY BADGES:** It is not anticipated that security badges are required; however, if restricted access is necessary under escort by the Airport Authority, individuals will be required to produce a valid government issued identification with a photograph. Information regarding the requirements, process and fees for obtaining a badge is available via: <http://www.wcaa.us/Employment/DTWAirportIDBadges.aspx>.
- 6) **SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION:** Respondent must be a Wayne County Airport Authority Small Business Enterprise (SBE) certified and self-performing at-least 50% of the contract work under a NAICS code associated with the scope of work to be considered Responsive. Additional SBE participation is encouraged; however, SBE Development Contracts are not eligible for the addition of SBE Equalization Credits during the evaluation process. Information about the Airport Authority's SBE Program, including how to apply online, the SBE Directory, and more may be found at the following website: <http://www.wcaa.us/Business/SBEProgram.aspx>. For more information, please contact the Business Diversity Unit at [business.diversity@wcaa.us](mailto:business.diversity@wcaa.us) or 734-247-7900.
- 7) **SUBCONTRACTOR FORM:** The Respondent must include information about each subcontractor that will be utilized in the contract on the attached Subcontractor Form. Subcontractors cannot be added or replaced after submittal of the quote without the prior written approval of the Airport Authority.
- 8) **TITLE VI:** The Wayne County Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and related Regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair opportunity to submit responses 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.

- 9) **CERTIFICATION CONCERNING IRAN:** The Respondent certifies that its business neither (a) engages in investment activities in the energy sector of Iran, including the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran, nor (b) extends credit to another person or entity, if that person or entity will use the credit to engage in investment activities in the energy sector of Iran. See Business Information Questionnaire Form.
- 10) **AIRPORT AUTHORITY ETHICS ORDINANCE:** To report an ethics violation or for more information, go to [www.wcaa.ethicspoint.com](http://www.wcaa.ethicspoint.com) or call 1-888-447-8643. To view or download the WCAA Ethics Ordinance, access the following link: <https://secure.ethicspoint.com/domain/media/en/gui/35303/ethics.pdf>
- 11) **FREEDOM OF INFORMATION ACT (“FOIA”) REQUIREMENTS:** Quotes are subject to public disclosure after the Quote Deadline in accordance with state law. For additional information, contact the Airport Authority’s FOIA Coordinator via [foia.coordinator@wcaa.us](mailto:foia.coordinator@wcaa.us).
- 12) **PROTESTS:** A protest must be filed in writing and within the timeframes outlined in Section 9 of the Airport Authority Procurement and Contracting Ordinance. A copy of the Procurement Ordinance is available from Procurement Department at the Airport Authority, and accessed at <https://wcaaus.sharepoint.com/sites/metronet/Procurement/General%20Procurement%20Information/Procurement%20&%20Contracting%20Ordinance.pdf>.

## SECTION 3 – MINIMUM QUALIFICATIONS

- 1) **MINIMUM QUALIFICATIONS:** Respondents (specifically, the Business that will be contractually bound under the contract with the Airport Authority) will be deemed nonresponsible and rejected without any further evaluation if they as a Business, do not meet the following qualifications:
  - a) Respondent must be an authorized dealer of Energy Absorption products.
  - b) Respondent must have a qualified trainer for the installation of Quadguard II attenuators or equal. Training will be required for each full attenuator purchase. This training will be gratis and will not be compensated in any way. The trainer must be available to train on installations on the Day, Afternoon, and Midnight shift if needed, with 1-week prior notification.
  - c) Respondent must be a certified Wayne County Airport Authority Small Business Enterprise (SBE) certified under a NAICS code associated with the scope of work, and self-performing at least 50% of the work.

## SECTION 4 – INSURANCE REQUIREMENTS

- 1) **STANDARD INSURANCE REQUIREMENTS:** The Contractor, at its own expense and in its own name, must provide and keep in force during the term of the Agreement, the following insurance coverage's, provided by a company(s) licensed to conduct business in the State of Michigan, acceptable to Airport Authority, with limits not less than indicated for the respective items or as otherwise agreed.
- a) **Commercial General Liability Insurance**, including additional insured status for ongoing *and completed* operations with primary/non-contributory additional insured status. Such policy must provide liability insurance for bodily injury, property damage, personal and advertising injury with a limit not less than **\$1,000,000.00** per occurrence and also include an aggregate that applies on a per project basis. If work is to be completed on the Airfield Operations area, limits required are \$5,000,000 per occurrence and the aggregate must apply per project.
  - b) **Business Automobile Liability Insurance**, including owned, non-owned and hired for bodily injury and property damage with a limit of **\$1,000,000.00** per occurrence. If there are no corporate autos, the non-owned/hired coverage may be endorsed to the General Liability. If work is to be completed on the Airfield Operations area, limits required are \$5,000,000 per occurrence and the aggregate must apply per project.
  - c) **Workers' Compensation Insurance**, with statutory coverage as required by the State of Michigan or the state in which a particular employee is employed; or as a qualified self-insured in any self-insured workers' compensation program approved by the State of Michigan or the state in which a particular employee is employed; **and Employers Liability Insurance**, with all limits in the amounts not less than **\$500,000.00** per occurrence/per employee and per disease.

The foregoing notwithstanding, the Contractor agrees as a material provision of this Agreement that if from time to time the Contractor actually maintains limits or insurance coverage amounts greater than those specified above, then the actual limits and coverage amounts so maintained by the Contractor shall be substituted for the limits and amounts above and shall be deemed to be, and shall constitute, for all contractual and other legal purposes, the limits and amounts required by this Agreement.

### Additional Terms:

- i) The Wayne County Airport Authority and the County of Wayne must be included as additional insured on the General Liability and Automobile Liability Policies;
- ii) waiver of subrogation must be included in favor of the additional insureds as permitted by law and;
- iii) additional insured coverage must be stipulated as primary and non-contributory to any other available coverage;
- iv) Policies must be endorsed to provide 30 days advance notice of cancellation to Airport Authority (and 10 days for nonpayment of premium). This must be shown on the Certificate of Insurance and;
- v) copies of appropriate endorsements should be submitted with certificate to assure compliance with these requirements.

To the extent that the successful Responder may be self-insured, and upon execution of the agreement, the successful Responder shall submit an affidavit confirming its self-insured retention for the required limits of liability, and as applicable, Certificates of Insurance for any excess insurance coverages. The Airport Authority reserves the right to request additional documentation from the successful Responder to confirm that all insurance requirements are met to the satisfaction of the Airport Authority.

### Sample Certificate of Insurance

Please review the solicitation documents for the required insurance coverage and add to the insurance certificate accordingly.

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/13/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<p><b>PRODUCER</b></p> <p>Agent Broker Producer, Inc. 123 Anywhere Ave Detroit, MI 48226</p>	<p><b>CONTACT NAME:</b> Agency Contact</p> <p><b>PHONE (A/C, No, Ext):</b> phone      <b>FAX (A/C, No):</b> fax #here</p> <p><b>E-MAIL ADDRESS:</b> of individual at agency</p>
<p><b>INSURER(S) AFFORDING COVERAGE</b></p>	
<p><b>INSURER A:</b> Travelers</p>	
<p><b>INSURER B:</b> Accident Fund</p>	
<p><b>INSURER C:</b> Zurich</p>	
<p><b>INSURER D:</b></p>	
<p><b>INSURER E:</b></p>	
<p><b>INSURER F:</b></p>	

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER (review aggregate req)	X	X	GL123456-03	02/13/2018	02/13/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	X	AL252105-03	02/13/2018	02/13/2019	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	X	UMB12345-02	02/13/2018	02/13/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A	WC234567-03	02/13/2018	02/13/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property with transp./installation (If other covg is required att. p. 2)	X	X	PR660789-03	02/13/2018	02/13/2019	Limit \$250,000 each occurrence

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder and the County of Wayne, their board members, directors, officers, employees, agents and assigns are additional insureds for GL including completed operations, Auto (Aircraft Liability, pollution as applicable) on a primary/non-contributory basis including completed operations for liability arising out of all work or services provided to the Airport Authority.

Waiver of subrogation is added in favor of the additional insured.

The Wayne County Airport Authority is considered loss payee for any property owned by and worked on by this insured, as their interest may appear.

Policies are endorsed to provide a minimum of 30 day notice of cancellation to the Certificate Holder (or 10 day notice in the case of non-payment of premium).

**CERTIFICATE HOLDER**

Wayne County Airport Authority  
Attn: Procurement Department  
11050 Rogell Drive #602  
Detroit, MI

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE signature here

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## SECTION 5 – REQUIRED FORMS & ATTACHMENTS

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## QUOTE CHECKLIST FOR SUBMITTAL DOCUMENTS

The following forms are included in Section 4 and are to be completed and submitted with your response:

Required Documents:	
<input type="checkbox"/>	Quote Form
<input type="checkbox"/>	Business Information Questionnaire Form
<input type="checkbox"/>	Verification of Minimum Qualifications Form
<input type="checkbox"/>	Price Form
<input type="checkbox"/>	Subcontractor Forms (attachment)

## QUOTE FORM

**Failure to submit a signature binding the offer with your Response shall result in your Response being deemed nonresponsive and rejected without any further evaluation.**

### OFFER

**TO: WAYNE COUNTY AIRPORT AUTHORITY:**

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Solicitation For Quote.

**ADDENDA:**

The undersigned has read, understands and is fully cognizant of the Information to Respondents, Offer and Form of Agreement, all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

**SUPPORTING DOCUMENTATION:**

List all files uploaded to [www.MITN.info](http://www.MITN.info) that constitute your total quote package. MITN references files as "Supporting Documentation".

**Total number of files uploaded to [www.MITN.info](http://www.MITN.info)? \_\_\_\_\_**

List document titles and number of pages: (insert additional page if necessary)

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

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

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

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

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

**OBLIGATION:**

The undersigned, by submission of this Quote Form, hereby agrees to be obligated, if selected as the Contractor, to provide the stated goods and/or services to the Airport Authority, for the term as stated in the SFQ, and to enter into an Agreement with the Airport Authority in accordance with the Airport Authority's Purchase Order Terms and Conditions, as attached to the SFQ and as may be revised by the Airport Authority from time to time, together with any written addendum as specified above. However, if a Form of Agreement (FOA) was issued with the SFQ, the Purchase Order Terms and Conditions shall not apply, and the FOA shall govern. The Contractor hereby certifies its receipt and understanding of, and accepts and agrees to be bound by (1) the Airport Authority's Purchase Order Terms and Conditions and as may be revised by the Airport Authority from time to time or (2) the FOA, as applicable, based on the previous two sentences.

## QUOTE FORM CONTINUED

### COMPLIANCE:

By submitting this Quote Form, the Respondent represents that: 1) the Respondent is in compliance with any applicable provisions of the Airport Authority's Ethics Ordinance, and 2) if awarded a contract to provide the Construction, Goods or Services required in the SFQ, the Respondent will comply with the Airport Authority's Ethics Ordinance.

### NONCOLLUSION:

The undersigned, by submission of this Quote Form, hereby declares that this Quote is made without collusion with any other business making any other Response, or which otherwise would make a Response.

### QUOTE PRICE:

The undersigned agrees to abide by the pricing contained on the Price Form.

### No Response shall be accepted which has not been signed.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

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

\_\_\_\_\_  
Address (NO P.O. BOX ALLOWED)

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Signature of Person Authorized to Sign

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Tax ID

\_\_\_\_\_  
Date

For clarification of this offer, contact:

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

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

## BUSINESS INFORMATION QUESTIONNAIRE

**Failure to complete this form or provide the required information will result in your Response being deemed nonresponsive and rejected without any further evaluation. Use additional pages as necessary.**

NAME OF BUSINESS \_\_\_\_\_

PRINCIPAL OFFICE ADDRESS \_\_\_\_\_

LOCAL OFFICE ADDRESS (SERVICING THE AIRPORT AUTHORITY): \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_ BUSINESS WEBSITE \_\_\_\_\_

FORM OF OWNERSHIP (Check One)

Corporation ( ) LLC ( ) Joint Venture ( )

State of Incorporation/Registration \_\_\_\_\_ Date of Incorporation/Registration \_\_\_\_\_

Partnership ( ) If Partnership, select one of the following: Limited ( ) or General ( )

Individual ( )

( ) Business is in Good Standing with the State of Michigan.

( ) Business is in Good Standing with the state in which this business is domiciled.

( ) This business is not required to obtain a Certificate of Good Standing or otherwise register with the State of Michigan (and its state of domicile, if different) Explain why \_\_\_\_\_

SMALL BUSINESS ENTERPRISE (SBE)

Is firm certified by the Airport Authority as a SBE? Yes ( ) No ( )

If yes, SBE Certification No. \_\_\_\_\_

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Name	Title
------	-------

_____	_____
-------	-------

_____	_____
-------	-------

LIST OF CORPORATE DIRECTORS

Name	Principal Business Affiliation Other Than Respondents Directorship
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_____	_____
-------	-------

_____	_____
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## BUSINESS INFORMATION QUESTIONNAIRE continued

### ADDITIONAL INFORMATION REQUIRED BY THE AIRPORT AUTHORITY

LIST OF PRINCIPAL STOCKHOLDERS (i.e., those holding 5% or more of the outstanding stock)

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____

FINANCIAL DISCLOSURE/CONFLICTS OF INTEREST: Identify any contract(s), including any contract involving an employment or consulting relationship, which the firm, or its partners, principals, corporate officers or owners currently has with the Wayne County Airport Authority, or with any of its board members or officers.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LATEST CREDIT RATING (Specify if other than Dun and Bradstreet)

\_\_\_\_\_

I hereby certify that the foregoing business information is true, correct and complete, that this business neither (a) engages in investment activities in the energy sector of Iran, including the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran, nor (b) extends credit to another person or entity, if that person or entity will use the credit to engage in investment activities in the energy sector of Iran:

\_\_\_\_\_  
(Name of Business)

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Title)

## VERIFICATION OF MINIMUM QUALIFICATIONS FORM

**MINIMUM QUALIFICATIONS:** Respondent (specifically, the Business that will be contractually bound under the contract with the Airport Authority) will be deemed nonresponsive and rejected without any further evaluation if they as a Business, do not meet the following qualifications:

**Failure to complete this form or provide the required information for verification of minimum qualifications will result in your Response being deemed nonresponsive and rejected without further evaluation.**

*Note: Each Respondent must submit information that substantiates how they meet each of the minimum qualifications listed in this SFQ. Respondents may record the minimum qualification information on this Form or provide the required information as an attachment. Also provide a reference contact or document to verify each minimum qualification. The burden of proof relies solely upon the Respondent to provide sufficient evidence that the Respondent, subcontractor or key personnel meet the minimum qualifications as set forth by the Airport Authority regardless of the Responders contractual history with the Airport Authority.*

**Minimum Qualification (a) Vendor must be an authorized dealer of Energy Absorption products.**

**Describe how you meet this minimum qualification:**

---

---

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**Verification: Provide document to verify the Respondent meets this minimum qualification.**

Document included?  Yes

**Minimum Qualification (b)** Respondent must have a qualified trainer for the installation of Quadguard II attenuators or equal. Training will be required for each full attenuator purchase. This training will be gratis and will not be compensated in any way. The trainer must be available to train on installations on the Day, Afternoon, and Midnight shift if needed, with 1 week prior notification.

**Describe how you meet this minimum qualification:**

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**Verification: Identify Training that will be assigned to the contract resulting from this solicitation. Provide references contact information or documentation that show the Respondent meets the minimum qualification.**

Trainer: \_\_\_\_\_

Documentation of Trainer's qualifications Included? \_\_\_\_\_ Yes

Available to train on which shifts? \_\_\_\_\_ Days \_\_\_\_\_ Afternoons \_\_\_\_\_ Midnights

Company (that performed work): \_\_\_\_\_

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

Client Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contract Start/Expiration Dates: \_\_\_\_\_

Company (that performed work): \_\_\_\_\_

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

Client Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contract Start/Expiration Dates: \_\_\_\_\_

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

Client Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contract Start/Expiration Dates: \_\_\_\_\_

**Minimum Qualification (c) Vendor must be a certified Wayne County Airport Authority Small Business Enterprise (SBE) certified under a NAICS code associated with the scope of work, and self-performing at least 50% of the work.**

**Verification of Minimum Qualification:**

**The Respondent is a certified Wayne County Airport Authority Small Business Enterprise (SBE) certified under a NAICS code associated with the scope of work and is self-performing at least 50% of the work.**

**WCAA SBE Certification No.:** \_\_\_\_\_

**Percentage of Contract to be Self-performed by the Respondent:** \_\_\_\_\_%

## PRICE FORM

(THE PRICE FORM IS A CONTRACT DOCUMENT)

**Failure to complete this form and submit with your Quote shall result in your Quote being deemed nonresponsive and rejected without any further evaluation. Respondents must quote on all items, leave no blanks and state "No Charge" where applicable.**

**PRICING:** The price quote shall be all inclusive which means that all related expenses, including labor, travel, mileage, deliverables, tools, materials, equipment, supplies, etc. shall be factored into the unit prices below. Travel, including airfare, hotel, meals, and any other related accommodations are the Contractors responsibility and will not be reimbursed or paid for by the Airport Authority. In the event the successful respondent receives a rebate, credit or any other cost reimbursement for the purchase of an item paid for by the Airport Authority, the Contractor shall surrender those funds to the Airport Authority. Delivery: Delivery costs are allowable at cost only. No additional markup is allowed.

### PRICE SCHEDULE:

#### Complete Price Schedule below:

Documentation of cost shall be included with each invoice that includes parts / materials.

1. Parts/Materials: The pricing for parts and materials shall be billed in accordance with the mark up over cost below:

Respondent shall complete the following:

Mark-Up over Cost \_\_\_\_\_%



**ALL ITEMS MUST BE QUOTED**

**Year 1**

Estimated Quantity	U/M	Description	If Equal, Specify:	Unit Price	Extended Price
1	ea.	QuadGuard II 36" 5 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
1	ea.	QuadGuard II 36" 4 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
1	ea.	QuadGuard II 36" 3 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
1	ea.	QuadGuard II 69" 3 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
4	ea.	Quadguard Nose assembly		\$	\$
4	ea.	Quadguard Type I Cartridges		\$	\$
4	ea.	G-R-E-A-T type 51 Hex Cartridges		\$	\$
2	ea.	G-R-E-A-T Nose assembly		\$	\$
6	ea.	Thrie-beam guardrail		\$	\$
6	ea.	W-beam guardrail		\$	\$
20	ea.	Steel I-beam post		\$	\$
500	ea.	Yellow casonite markers		\$	\$
20	ea.	White carsonite markers		\$	\$
2	ea.	Vorteq TMA complete with LED arrow board and 12" tongue extension		\$	\$
24	ea.	Slip base assembly for 2.5", 10ga sign post MDOT sign 207-D		\$	\$
			<b>Year 1 Total:</b>		\$

**Year 2**

Estimated Quantity	U/M	Description	If Equal, Specify:	Unit Price	Extended Price
1	ea.	QuadGuard II 36" 5 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
1	ea.	QuadGuard II 36" 4 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
1	ea.	QuadGuard II 36" 3 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
1	ea.	QuadGuard II 69" 3 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
4	ea.	Quadguard Nose assembly		\$	\$
4	ea.	Quadguard Type I Cartridges		\$	\$
4	ea.	G-R-E-A-T type 51 Hex Cartridges		\$	\$
2	ea.	G-R-E-A-T Nose assembly		\$	\$
6	ea.	Thrie-beam guardrail		\$	\$
6	ea.	W-beam guardrail		\$	\$
20	ea.	Steel I-beam post		\$	\$
500	ea.	Yellow casonite markers		\$	\$
20	ea.	White carsonite markers		\$	\$
2	ea.	Vorteq TMA complete with LED arrow board and 12" tongue extension		\$	\$
24	ea.	Slip base assembly for 2.5", 10ga sign post MDOT sign 207-D		\$	\$
			<b>Year 2 Total:</b>		<b>\$</b>

**Year 3**

Estimated Quantity	U/M	Description	If Equal, Specify:	Unit Price	Extended Price
1	ea.	QuadGuard II 36" 5 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
1	ea.	QuadGuard II 36" 4 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
1	ea.	QuadGuard II 36" 3 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
1	ea.	QuadGuard II 69" 3 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
4	ea.	Quadguard Nose assembly		\$	\$
4	ea.	Quadguard Type I Cartridges		\$	\$
4	ea.	G-R-E-A-T type 51 Hex Cartridges		\$	\$
2	ea.	G-R-E-A-T Nose assembly		\$	\$
6	ea.	Thrie-beam guardrail		\$	\$
6	ea.	W-beam guardrail		\$	\$
20	ea.	Steel I-beam post		\$	\$
500	ea.	Yellow casonite markers		\$	\$
20	ea.	White carsonite markers		\$	\$
2	ea.	Vorteq TMA complete with LED arrow board and 12" tongue extension		\$	\$
24	ea.	Slip base assembly for 2.5", 10ga sign post MDOT sign 207-D		\$	\$
			<b>Year 3 Total:</b>		<b>\$</b>

**Year 4**

Estimated Quantity	U/M	Description	If Equal, Specify:	Unit Price	Extended Price
1	ea.	QuadGuard II 36" 5 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
1	ea.	QuadGuard II 36" 4 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
1	ea.	QuadGuard II 36" 3 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
1	ea.	QuadGuard II 69" 3 bay attenuator complete, with backup strut	Mfr. Model No.	\$	\$
4	ea.	Quadguard Nose assembly		\$	\$
4	ea.	Quadguard Type I Cartridges		\$	\$
4	ea.	G-R-E-A-T type 51 Hex Cartridges		\$	\$
2	ea.	G-R-E-A-T Nose assembly		\$	\$
6	ea.	Thrie-beam guardrail		\$	\$
6	ea.	W-beam guardrail		\$	\$
20	ea.	Steel I-beam post		\$	\$
500	ea.	Yellow casonite markers		\$	\$
20	ea.	White carsonite markers		\$	\$
2	ea.	Vorteq TMA complete with LED arrow board and 12" tongue extension		\$	\$
24	ea.	Slip base assembly for 2.5", 10ga sign post MDOT sign 207-D		\$	\$
			<b>Year 4 Total:</b>		<b>\$</b>

Parts	Total
Year 1	
Year 2	
Year 3	
Year 4	
<b>GRAND TOTAL</b>	

## SOLICITATION FOR QUOTES CONTINUED

I hereby certify that the foregoing business information is true, correct and complete, that this business neither (a) engages in investment activities in the energy sector of Iran, including the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran, nor (b) extends credit to another person or entity, if that person or entity will use the credit to engage in investment activities in the energy sector of Iran:

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Authorized Signature	Date	Print Name	Office/Cell Phone #
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**\*Federal Tax ID #:** \_\_\_\_\_ **or \*MUNIS Vendor ID #:** \_\_\_\_\_

\*The business name associated with the Federal Tax ID Number provided MUST exactly match the business name indicated in the Vendor Self Service (VSS) for business vendor's profile.

**THIS COMPLETED FORM MUST BE SUBMITTED TO [WWW.BIDNETDIRECT.COM/MITN/WAYNE-COUNTY-AIRPORT-AUTHORITY](http://WWW.BIDNETDIRECT.COM/MITN/WAYNE-COUNTY-AIRPORT-AUTHORITY) NO LATER THAN THE DEADLINE LISTED ON THE FIRST PAGE OF THIS DOCUMENT.**

## AIRPORT AUTHORITY TERMS & CONDITIONS

### Wayne County Airport Authority Terms and Conditions (“Terms and Conditions”)

1. **Goods and Services.** Any and all goods, supplies, products and other tangible items provided by Seller to the Wayne County Airport Authority (“Authority”) shall be known as “Goods.” Any and all services, tasks and actions performed and/or provided by the Seller shall be known as “Services.” The Seller is solely responsible for any and all necessary labor, materials, tools, equipment, planning, supervision, taxes and other necessary services and costs to provide the Goods and/or perform the Services (collectively referred to hereinafter as the “Work”).
2. **Michigan Law Prevails.** The laws of the State of Michigan shall govern the interpretation and enforcement of the Purchase Order and these Terms and Conditions. Seller, and any of its subcontractors, agents, suppliers and/or subsellers, and all Goods or Services provided under the Purchase Order and these Terms and Conditions, shall strictly comply with all laws, treaties, ordinances, judgment, decrees, injunctions, writs and orders of any court or governmental agency or authority, and any and all rules, regulations, codes, orders, interpretations of any federal, state, county, municipal, regional, environmental or other governmental body, instrumentality, agency, authority and/or court having jurisdiction over these Terms and Conditions or any activity or event connected with these Terms and Conditions (collectively “Applicable Law”). The failure to comply with Applicable Law shall be a material breach of these Terms and Conditions. The Seller shall be solely responsible for the safety of its employees, subcontractors, subsellers, agents, invitees and suppliers, and shall indemnify the Authority and the County of Wayne from any and all costs and/or liabilities arising from the Seller’s failure to maintain safety.
3. **Terms and Conditions Control.** Seller is deemed to have accepted these Terms and Conditions upon the first to occur: (a) Seller signing and returning an acknowledged copy of these Terms and Conditions; (b) Seller’s shipment of any of Goods or the performance of any Services. In the event the Authority does not receive a signed acknowledgement of these Terms and Conditions within ten (10) days after issuance to the Seller, the Authority reserves the right to cancel the same without any obligation to the Seller. Seller’s acceptance of these Terms and Conditions is limited to the acceptance of the express terms of the offer contained herein. Any quote, proposal and/or other documentation provided by the Seller for terms additional to or different from the Purchase Order and these Terms and Conditions or any attempt by Seller to vary the terms hereof is objected to and rejected by the Authority. In the event of a conflict between any of the requirements of the Purchase Order and these Terms and Conditions, the more stringent requirement shall control as determined in the sole and absolute discretion of the Authority.
4. **Warranties and remedies.** Seller expressly warrants: (a) that any and all of the Goods provided to the Authority: (i) shall be merchantable in the trade as goods strictly of the kind and quality required to be furnished by the Seller under the Purchase Order; (ii) shall be new, unused (unless the Authority specifically orders refurbished or used Goods), of good quality and free from latent and patent defects in design, material, manufacture and workmanship; (iii) are of the quality, size, dimension and specifications ordered by the Authority; (iv) are not restricted in any way by patents, copyrights, trade secrets, security interest, lien and/or other encumbrances or rights of third parties that would affect the Authority’s use of the Goods; (v) have been properly stored, labeled, handled and shipped; (vi) shall be safe for use and comply with all Applicable Law; (vii) shall strictly conform to the requirements of the Purchase Order; and (viii) shall be fit for the particular purpose(s) for which the Authority intends to use the Goods; and (b) that any of all of the Services performed for the Authority: (i) shall be performed in a workmanlike manner; (ii) are to be performed by the Seller’s employees, subcontractors and agents; (iii) shall be performed by persons who possess the necessary skills, experience, registrations, licenses, certifications and qualifications required to perform the Services; (iv) and shall strictly comply with the requirements and expectations of the Authority. The Seller further warrants: (i) there is no actual or potential conflict of interest between the Seller and the Authority; (ii) it is presently compliant and shall comply with any applicable provisions of the Authority’s Ethics Ordinance; (iii) the Seller is an equal opportunity employer; and (iv) the Seller is a legally organized entity in good standing under the laws of the state of its organization and, where required, in good standing under the laws of the State of Michigan. If the Goods or Services are determined by the Authority not to conform with Seller’s warranties stated above, the Seller shall promptly upon receipt of written notice of such nonconformity from the Authority, and at no cost to the Authority, repair the Goods and/or reperform the Services so that they conform with the Seller’s representations or replace them with conforming Goods and/or Services. In lieu of such repair or replacement by Seller, the Authority may, at its option and not in limitation of any other right or remedy it may have, do any of the following: (i) reject the non-conforming Goods; (ii) revoke acceptance of nonconforming Goods after the discovery of the nonconformance; (iii) reject the Services; and (iv) require Seller to refund any amounts paid by the Authority for any Goods and/or Services for which a breach of warranty exists and remove the nonconforming items. Seller shall be liable for any and all amounts, liabilities and/or damages incurred and sustained by the Authority in connection with any breach of warranty, including but not limited to the removal, replacement, repair, shipping, receiving, storage and reinstallation costs and all other incidental and consequential damages. Seller’s warranties and related obligations shall survive final payment and acceptance of the Goods and Services or the termination of these Terms and Conditions, whichever occurs first, for a period of 1 year for radios and 3 years for lighting. Seller shall perform all inspections and tests with respect to the Goods and Services as is required by the Purchase Order and normal trade practices. Notwithstanding any inspection, acceptance of the Goods and Services shall be at the delivery point. Any inspection or test by the Authority shall not relieve Seller of any warranty obligation or liability with respect to the Goods and Services, nor shall any such inspection or test or failure to inspect or test be interpreted as, or in any way imply, acceptance of the Goods or Services.
5. **Delivery Schedule.** Seller agrees to keep the Authority fully informed regarding its delivery schedule for the Goods and Services, and shall immediately advise the Authority in writing of any delay or anticipated delay. If the Authority provides a stated need for the Goods by a given date, the Seller shall ship the Goods by a more expensive way than specified in the Purchase Order to ensure the Authority receives the Goods by that date, and any increase in the transportation costs resulting therefrom shall be

paid by the Seller. Seller shall not ship the Goods under any reservation of rights. The Authority shall have the right to inspect the Goods before or after payment.

6. **Title and Risk of Loss.** Seller warrants that it has the right to sell the Goods and the ability to deliver good title to all Goods and Services. Title to the Goods shall pass to the Authority upon the earlier of: (a) the date the Authority paid for the Goods; or (ii) the date the Goods are received and accepted by the Authority. In addition to its other insurance obligations, Seller shall insure the full value of the Goods while in transit and in storage prior to the delivery of the Goods and acceptance of the Authority. Seller shall have retained the risk of loss with respect to the Goods (regardless of the Authority's title thereto) until the Goods have been delivered to and accepted by the Authority at the delivery point specified in the Purchase Order. Seller shall promptly execute and provide the Authority with any and all documentation necessary to transfer title to the Goods or evidence of the Authority's title thereto.

7. **Indemnity.** To the fullest extent permitted by applicable law and commensurate with the Seller's degree of fault, the Seller shall defend, hold harmless and indemnify the Authority and the County of Wayne, and any respective director, officer, board member, employee, agent, successor and assign of the Authority and/or the County of Wayne, from and against any and all damages and liabilities involving any of the following:

- (a) Any actual or alleged infringements of any patent, trademark, copyright or other intellectual property right related to arising from the Goods and/or Services, except for that which arises solely from acts of the Authority;
- (b) Any actual or alleged injury or death to any person, or damage to or destruction of property (including the loss of use thereof), or any other damage or loss by whomsoever suffered resulting from or arising out of or in connection to the Goods and/or Services, whether or not such damage or loss is due to the negligence of any kind or character on the part of the Authority, except for that which arises solely from the acts of the Authority or a third-party;
- (c) Any actual or alleged failure or material breach of the Seller to comply with the Purchase Order;
- (d) Any actual or alleged failure of the Goods or Services to comply with the Purchase Order; and
- (e) Any lien, claim or encumbrance (of any type) in which any person or entity seeks or claims an interest in the Goods or Services which is in conflict with or otherwise impairs the Authority's sole and exclusive right to the Goods and Services.

The foregoing indemnification obligations shall: (i) not be affected or limited by, in any way, any insurance required by the Seller; and (ii) survive the termination and expiration of these Terms and Conditions for a period of 4 years for attenuators & guardrails.

8. **Changes.** The Authority shall have the right at any time and in its sole and absolute discretion, without invalidating or breaching the Purchase Order, to direct Seller by written notice to add to, reduce, suspend or otherwise change the scope of the Purchase Order and to make changes to the quantities, type, specifications and character of the Goods, the sequence of the performance of the Services, scope of Services, time for performance of the Services, as well as the materials, packaging, time and place of delivery and method of transportation of the Goods (any such addition to, reduction, suspension or other change by the Authority defined as a "Change"). In the event of a Change, the Total Purchase Order Amount may be adjusted by the agreement of the Authority and the Seller. The Seller shall have no right to suspend the performance of the Work following a Change by the Authority.

9. **Payment.** The total amount of money due from the Authority to the Seller and as stated on the Purchase Order shall be the "Total Purchase Order Amount." Payment shall be paid only for Goods and/or Services that are specifically named in the Purchase Order. No additional costs for items, services, overtime, holiday pay, premium pay and the like will be paid by the Authority without its prior express written consent. The Total Purchase Order Amount shall not include any federal excise taxes or sales taxes imposed by any state or municipal government. Notwithstanding anything to the contrary herein, the Seller shall not be pre-paid for any Goods or Services without prior express written approval from the Authority, and shall only be entitled to invoice for Goods provided to and accepted by the Authority and Services completed for and accepted by the Authority. The Total Purchase Order Amount may include annual estimated orders, established solely for the convenience of the Authority. Should the actual Goods and/or Services be less than the Total Purchase Order Amount, the Authority shall not be obligated to utilize or pay for any unused balance. In no event shall the Seller be entitled to invoice for or collect any amount in excess of the Total Purchase Order Amount. The Seller waives any and all claims for additional compensation for which it did not receive the prior written approval of the Authority, it being expressly agreed the Seller shall not exceed the Total Purchase Order Amount without the prior written approval of the Authority. Seller shall be responsible for all charges related to the Goods and Services in excess of the Total Purchase Order Amount, but shall nonetheless deliver the Goods to the Authority and perform the Services for the Authority. The Authority will pay all undisputed sums for the Goods supplied and Services provided pursuant to these Terms and Conditions. The Seller and the Authority agree the Authority is vested with the absolute and unconditional right to withhold payment of any sum or amount otherwise claimed due from the Authority and which the Authority determines is disputed. The Seller shall continue to provide the Goods and perform the Services despite the Authority's decision to withhold payment for disputed sums or amounts.

On a monthly basis (and no later than forty-five (45) days after the Seller provides any Good or performs any Services), the Seller shall invoice the Authority by sending all invoices via email to the following address: [AP@wcaa.us](mailto:AP@wcaa.us) Each and every invoice shall contain all pertinent and necessary information required for the Authority to adequately review the Goods provided and the Services completed for which the Seller has submitted an invoice. Prior to the submission of any invoice, the Seller shall ensure an IRS FORM W-9 is on file with the Authority. Should the Seller fail to timely invoice the Authority within the 45-day period set forth above or the end of the Authority's Fiscal Year in which the Seller provided the Good or performed the Services, whichever occurs later, the Seller irrevocably waives any and all claims for payment resulting from or relating to any invoices which the Seller failed to timely submit as required herein.

10. **Time for Performance.** Seller acknowledges and agrees the Authority's time period(s) for the delivery of the Goods and performance of the Services are essential conditions to the Purchase Order. Accordingly, the Authority reserves the right without liability, in addition to any other right it may have, to terminate these Terms and Conditions on notice to Seller as to Goods not

accepted and to Work substitute Goods elsewhere and charge the Seller for any loss incurred, as well as to Services performed incorrectly or in contravention to the Authority's scheduling requirements.

**11. Termination for Default.** When the Seller has not performed or has unsatisfactorily performed the obligations required by these Terms and Conditions, payment shall be withheld in the sole and absolute discretion of the Authority. Failure on the part of the Seller to fulfill Purchase Order obligations shall be considered just cause for termination of the Purchase Order and the Seller shall only be entitled to recover any undisputed costs incurred by the Seller up to the date of termination, and Seller waives any and all claims for costs resulting from termination (including but not limited to consequential damages, lost profits, demobilization costs, termination costs, etc.). Any termination for default that is later determined to be invalid shall automatically be converted into a termination for convenience.

**12. Termination for Convenience.** At any time, the Authority may terminate these Terms and Conditions, in whole or in part, without showing cause upon written notice to the Seller specifying the extent and the effective date of the termination. In connection with such termination, the Authority shall pay Seller, as Seller's sole and exclusive remedy, a termination payment comprised of any amounts due for the Work the Authority accepted prior to the termination date and Seller's reasonable and necessary direct costs resulting from the termination which are substantiated by evidence satisfactory to the Authority (and determined in the sole and absolute discretion of the Authority). In no event shall the Seller be entitled to any payment or profit for any Work not accepted by the Authority, nor shall the Seller be entitled to any consequential damages of any type arising from the termination.

**13. Disputes.** Any and all disputes arising out of or related to the Purchase Order and these Terms and Conditions shall be resolved only in the courts located in Wayne County Michigan, the Michigan Court of Appeals or the Michigan Supreme Court, it being agreed Seller does business in Wayne County Michigan and is subject to jurisdiction of the courts located in Wayne County, Michigan. At the Authority's sole and exclusive option, for which separate consideration is acknowledged as received, any disputes between the parties shall be resolved by arbitration before the American Arbitration Association in accordance with the applicable rules of the American Arbitration Association, and any judgment or award issued by the arbitrators shall be final and may be entered in any court having jurisdiction thereof. Any arbitration shall occur in Wayne County, Michigan, and the Seller agrees the Authority may join third parties to any arbitration proceeding as the Authority deems fit. The party that initiates any legal action shall pay all arbitration filing fees. In the event the parties are involved in any arbitration or court proceedings arising out of these Terms and Conditions, the Authority shall be entitled to recover all of its actual attorneys' fees, interest, costs, arbitration fees (including case administration fees and the arbitrator(s) fees), and expert witness fees if the Authority is the prevailing party.

**14. Limitation of Liability.** In no event shall the Authority, or any respective director, board member, officer, employee, agent, successor and assign of the Authority, be liable to Seller, or anyone claiming through or related to Seller, whether based on the Purchase Order, tort, negligence, warranty, indemnity, strict liability, delay, error or omission, or otherwise, for any consequential, special, incidental, indirect, punitive, exemplary or multiple damage or damages arising from or in connection with loss of use or loss of revenue or profit, actual or anticipated, increased expense of manufacturing or operation, loss of use, or cost of capitals, and the Seller hereby releases the Authority and the County of Wayne, and any respective director, officer, board member, employee, agent, successor and assign of the Authority and the County of Wayne, from any such liability. The Authority's total liability to the Seller shall not exceed the Total Purchase Order Amount. Any and all claims and causes of action against the Authority must be commenced within two years of the date of these Terms and Conditions or the Seller will have deemed to irrevocably waived any and all such claims and causes of action.

**15. Retention of Records.** The Seller shall retain and maintain any and all records and documents relating to these Terms and Conditions for three years after final payment and shall make them available for inspection and audit by authorized representatives of the Authority. The Authority, or any agent appointed by the Authority, may review and audit the books and records of the Seller in relation to these Terms and Conditions at any time, upon written notice to the Seller. The Seller shall immediately cooperate, in all respects, with any audit request from the Authority.

**16. Force Majeure.** The Authority shall not be liable for delaying delivery and/or acceptance of the Goods and Services, for its failure to accept any Goods or Services, or for its failure to perform hereunder or breach hereof due to the following: (i) fire; (ii) explosion; (iii) flood; (iv) riot; (v) strike; (vi) war; (vii) insurrection; (viii) acts of terrorism; (ix) acts of God; (x) regional energy outages; and (xi) other like causes beyond the reasonable control of any party (events (i) through (xi) are hereinafter collectively referred to as "Force Majeure Events"). The Seller shall not be liable for a delay in the performance of one or more of its obligations under the Purchase Order due to Force Majeure Events, but only to the extent and upon conditions that Seller completes all of the following: (i) the Seller provides written notice to the Authority of the event which seeks relief with all of the following; (ii) the Seller's written notice conspicuously indicates in the notice's subject heading "CLAIM FOR FORCE MAJEURE RELIEF"; (iii) the Seller identifies one of the Force Majeure Events set forth herein; and (iv) the Seller's provides written notice to the Authority not later than seven (7) business days after the first occurrence of the Force Majeure Events. Under no circumstances shall the Seller be entitled to, and the Seller specifically waives, any additional compensation or costs related to any Force Majeure Events, and the Seller's sole and exclusive remedy, provided notice was properly and timely provided, is an extension of time to provide the Goods and/or Services.

**17. Insurance Requirements.** Seller shall, as a cost included in the Total Purchase Order Amount and without any additional cost or reimbursement from the Authority, take out, carry and maintain the following insurance coverages:

- d) **Commercial General Liability Insurance**, including additional insured status for ongoing *and completed* operations with primary/non-contributory additional insured status. Such policy must provide liability insurance for bodily injury, property damage, personal and advertising injury with a limit not less than **\$1,000,000.00** per occurrence and also include an aggregate that applies on a per project basis. .



- e) **Business Automobile Liability Insurance**, including owned, non-owned and hired for bodily injury and property damage with a limit of **\$1,000,000.00** per occurrence. If there are no corporate autos, the non-owned/hired coverage may be endorsed to the General Liability.
- f) **Workers' Compensation Insurance**, with statutory coverage as required by the State of Michigan or the state in which a particular employee is employed; or as a qualified self-insured in any self-insured workers' compensation program approved by the State of Michigan or the state in which a particular employee is employed; **and Employers Liability Insurance**, with all limits in the amounts not less than **\$500,000.00** per occurrence/per employee and per disease.

All insurance policies must be issued by recognized, responsible insurers licensed or approved by the Insurance Bureau of the State of Michigan and shall have a financial rating no lower than A-VII as listed in A.M. Best's Key Rating Guide, or an equivalent from an acceptable recognized rating agency. All insurance policies must name the Seller as insured, name the Wayne County Airport Authority and the County of Wayne, Michigan as additional insureds on a primary/non-contributory basis except workers compensation; the Authority shall be loss payee on property as our interest appears; and policies shall not be canceled, terminated or materially changed without at least thirty (30) days prior written notice from the Seller to the Authority. All policies must contain the waiver of subrogation in favor of the Authority and the County of Wayne. The foregoing notwithstanding, the Seller agrees as a material provision of these Terms and Conditions that if from time to time the Seller actually maintains limits or insurance coverage amounts greater than those specified above, then the actual limits and coverage amounts so maintained by the Seller shall be substituted for the limits and amounts above and shall be deemed to be, and shall constitute, for all contractual and other legal purposes, the limits and amounts required by these Terms and Conditions. Certificates evidencing such insurance must be submitted by Seller to the Authority prior to the Seller providing any Goods or Services, and at least fifteen (15) days prior to the expiration dates of expiring policies. The Authority reserves the right to request complete copies of any insurance policies required by these Terms and Conditions if deemed necessary to ascertain the details of coverage not provided by the Certificates. Such copies shall be "Originally Signed Copies" and so designated. The Seller shall provide complete copies of any insurance policies no later than thirty (30) days following the request of the Authority.

Seller waives any rights of subrogation for any and all costs, expense or damages against the Authority, its board members, officers, employees, assigns and agents arising from or related to the Purchase Order and these Terms and Conditions. In the event of any payment by any insurer of Seller, such insurer will not be subrogated to any of Seller's rights of recovery therefore against the Authority, its board members, officers, employees, assigns and agents. Seller shall not execute, nor deliver any instruments or other documents, nor take any other action to secure any such rights for Seller's insurer(s) against the Authority, its board members, officers, employees and agents. In addition, Seller forever and irrevocably waives any rights of recovery it may have against the Authority, its Board members, officers, employees and agents for insured losses occurring to any property insured by Seller in accordance with the Purchase Order and these Terms and Conditions.

If the Authority directs Seller in writing, the Seller shall deliver to the Authority, by or before the commencement of the Services to be performed herein, and for the full and faithful performance by the Seller of all terms, conditions and covenants of these Terms and Conditions, payment and performance bonds, issued by a surety approved by the Authority, in amounts equal to one-hundred percent (100%) of the value of the Total Purchase Order Amount, or any lesser amount that the Authority may require from time to time. Bonds shall be on the AIA 311 Form.

**18. Entire Agreement.** These Terms and Conditions form the entire understanding between the Authority and Seller with respect to the Work, and supersede all prior representations or agreements, whether written or oral. The Seller warrants it has not relied upon any representation of the Authority in entering these Terms and Conditions. The Seller further warrants it has, prior to entering into these Terms and Conditions, done all of the following: (i) carefully reviewed all areas where the Work is to be performed; (ii) considered all conditions of any type affecting or relating to the Goods and/or Services; and (iii) concluded it can deliver the Goods and perform the Services within the time period specified by the Authority. The Seller waives any all claims for conditions which it should have or could have reasonably been aware of at the time the Purchase Order was executed. No oral agreements, representations, course of conduct or dealings, or usage of trade shall be relevant to supplement, explain, contradict or vary in any way, any provision contained herein or any express or implied warranties of the Seller.

**19. Assignment.** Seller may not assign or pledge these Terms and Conditions without the express written consent of the Authority, by and through the Chief Executive Officer. With notice, the Authority may assign these Terms and Conditions.

**20. Interpretation.** Wherever possible, each provision of the Purchase Order shall be interpreted in such a manner as to be effective and valid under the laws of the State of Michigan, but if any provision of these Terms and Conditions shall be prohibited or invalid under such law, said provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of the Purchase Order. The Authority and Seller agree these Terms and Conditions are the byproduct of joint negotiations between the parties, and irrespective of any rule of construction, these Terms and Conditions shall be construed as if both parties drafted these Terms and Conditions. Additionally, capitalized terms not defined herein shall have the meanings given them in the Authority's Procurement and Contracting Ordinance.

**21. Waiver.** Any failure of the Authority to, at any time, enforce or require strict compliance with and performance of the Seller of any of its obligations under the Purchase Order shall not constitute a waiver of the Authority of a breach of any such term or conditions or any other breaches, or the right of the Authority to avail itself of the remedies it may have for any such breach, and no waiver shall in any event be effective unless in writing and signed by the Authority. The remedies provided to the Authority in these Terms and Conditions are not exclusive, and shall not otherwise limit the Authority's rights.

**22. Headings.** The paragraph headings in these Terms and Conditions are inserted for convenience only and shall not be construed to be either limit or modify the scope of any of the terms and conditions herein.

23. **Independent Seller.** The Seller is an independent Seller to the Authority. The Seller shall be solely responsible for the means and methods associated with the Work. No direction or directive from the Authority shall relieve the Seller of its sole and absolute responsibility for the means and methods.

24. **Notices.** All notices required or related to these Terms and Conditions shall be sent certified mail/return receipt requested or via facsimile and email to the addresses and recipients listed on the Purchase Order.

25. **Federal Government Agreement.** This Purchase and these Terms and Conditions shall be subordinate to the terms, conditions, and covenants of any existing or future agreements between the Authority and the United States of America relative to the operation and maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport.

26. **Civil Rights - General.** The Seller agrees that it will comply with pertinent statutes, Federal Executive Orders and such rules as are promulgated to ensure 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.

27. **Civil Rights – Title VI.** During its performance under these Terms and Conditions, the Seller, for itself, its assignees, and successors in interest agrees as follows:

- A. Compliance with Regulations: The Seller (inclusive of consultants) will comply with the Federal Title VI List of Pertinent Nondiscrimination Statutes and Authorities, as they may be amended from time to time (the "Regulations"), which are herein incorporated by reference and made a part of these Terms and Conditions.
- B. Non-discrimination: The Seller, with regard to the work performed by it under these Terms and Conditions, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Seller will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- C. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Seller for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Seller of the Seller's obligations under this contract and Title VI of the Civil Rights Act and other federal rights civil rights statutes (together, the "Acts") and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
- D. Information and Reports: The Seller will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Authority or the Federal Aviation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Seller will so certify to the Authority or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of the Seller's noncompliance with the non-discrimination provisions of this contract, the Authority will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the Seller under these Terms and Conditions until the Seller complies; and
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
- F. Incorporation of Provisions: The Seller will include the provisions of paragraphs A through F in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Seller will take action with respect to any subcontract or procurement as the Authority or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Seller becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Seller may request the Authority to enter into any litigation to protect the interests of the Authority. In addition, the Seller may request the United States to enter into the litigation to protect the interests of the United States.

28. **National Emergency.** All provisions of this Purchase Order and these Terms and Conditions shall be subordinate to the rights of the United States of America to lease or otherwise assume control over the Airport or any part thereof during time of war or national emergency for military or naval use, and provisions of these Terms and Conditions inconsistent with the rights of the United States of America shall be suspended thereby.

# **ATTACHMENT A**

## **SUBCONTRACTOR FORMS**

**Forms are a separate document**