



# **INVITATION TO BID CLT HVAC AIR FILTERS**

Date: December 6, 2023

ITB Number: AVIA 24-15

Subject: Invitation to Bid for the following goods and services:

**CLT HVAC AIR FILTERS**

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This letter extends an invitation for the submission of a bid to supply the Charlotte Douglas International Airport with the non-federally funded goods and services as indicated above. Sealed bids for the above will be received through the e-bidding portal until **10:00 AM eastern standard time on January 3, 2024.**

Bid Opening Via Webex:

<https://charlotte.webex.com/charlotte/j.php?MTID=m41f33e64b7d293db9a681e07ca0ef4ad>

Meeting number (access code): 2303 136 7182

Meeting password: icTM6tyiv32

A **mandatory** pre-bid conference to review the ITB regarding the project will be held on **December 18, 2023 at 10:00 AM EST.** at the Charlotte Douglas International Airport, CLT Center, 5601 Wilkinson Boulevard, Charlotte, North Carolina 28208. You are required to attend and to have a copy of the ITB with you at that time.

Any changes to the terms, conditions or specifications stated in this Invitation to Bid will be documented in a written addendum issued by the Charlotte Douglas International Airport. Any such addenda will be accessible through the e-bidding portal.

Questions should be directed to Drew Buckner through the e-bidding portal's Q&A Board. Thank you in advance for your interest in doing business with the Charlotte Douglas International Airport. We look forward to your participation!

Charlotte Douglas International Airport (CLT), a City of Charlotte department, does not discriminate based on disability. Auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures will be provided upon request to persons with disabilities. To make a request, please email Drew Buckner at [andrew.buckner@cltairport.com](mailto:andrew.buckner@cltairport.com).

Sincerely,

Drew Buckner, CPPB, NIGP-CPP

## SECTION 1: GENERAL INSTRUCTIONS

### A. INTRODUCTION

Pursuant to this Invitation to Bid ("ITB"), Charlotte Douglas International Airport ("CLT" or "Airport"), which is owned and operated by the City of Charlotte, North Carolina ("City"), is seeking sealed Bids from qualified and experienced companies (individually or collectively, the "Bidder") interested in providing CLT HVAC Air Filters (the "Work"). Details of the requested Work are attached hereto as **Exhibit A**. The ITB consists of the following components:

Section 1: General instructions and special conditions that apply to this bid process and procurement.

Section 2: The forms that a Bidder is required to complete and return as its Bid (called the "Bid Response Forms")

Section 3: A contract substantially similar to the final contract the successful Bidder will be expected to sign, including **Exhibit A**, the details for the entire scope of work falling under this ITB (the "Specifications").

Each reference to this ITB includes all components listed above as well as any addenda provided by the Airport. Please review each section carefully, including all attachments and exhibits. Bidders will be held accountable for having full knowledge of the contents of this ITB and for performing any due diligence that may be necessary to submit a binding Bid. Failure to comply with the terms, conditions and requirements of this ITB may result in disqualification of the Bidder in the sole discretion of CLT.

The Work will be governed by a contract between the selected Bidder ("Company") and the City, a sample of which is attached hereto as **Exhibit B to Section 3** (the "Contract"). The term of the Contract shall be for three (3) years with two optional one-year renewals. Bidders are advised to carefully read and review the form Contract as they prepare their Bid. CLT reserves the right to revise the terms of the form Contract at any time during the ITB process and to negotiate different terms with the Company.

## B. SCHEDULE

DATE	ACTIVITY (All times are EST)
12/6/2023	Issue ITB
12/13/2023	Registration due for mandatory pre-bid conference/site visit at 3:00 PM EST.
12/18/2023	Mandatory pre-bid conference/site visit at 10:00 AM EST.
12/21/2023	Submission of written questions due
12/27/2023	Addendum Posted (no later than)
1/3/2024	Bid due 10:00 AM EST.
3/2024	Tentative City Council date
5/1/2024	Estimated start date of services

CLT reserves the right to modify the deadlines set forth in the above table in its sole discretion. Any such modifications will be stated in an addendum to this ITB.

## C. DEFINITIONS

- (1) Airport shall mean Charlotte Douglas International Airport aka "CLT."
- (2) Bid shall mean the response to this ITB completed on the Bid Response Forms.
- (3) Bid Response Forms shall mean the forms attached hereto in Section 2 and submitted as the response to this ITB.
- (4) Bidder shall mean an individual or entity submitting a Bid in response to this ITB.
- (5) City shall mean the City of Charlotte.
- (6) Company shall mean the successful Bidder.
- (7) Contract shall mean the terms and conditions under which the Company shall provide the Work.
- (8) ITB Project Manager shall mean the Airport employee identified in Section D(1) below, who is responsible for the facilitation of this solicitation process.
- (9) Project Manager shall mean the Airport or Company employee who is the point of contact under the Contract.
- (10) Specifications shall mean the scope and details of the Work that the Company will provide under the Contract.
- (11) Work shall mean the actual products and/or services provided in compliance with the Specifications and under this Contract.

## D. INSTRUCTIONS TO BIDDERS

1. Point of Contact

The point of contact for all submissions and correspondence regarding this ITB is Drew Buckner ("ITB Project Manager") who can be contacted through the Q&A Board online in the e-bidding portal. If there are technical questions regarding use of the e-bidding portal, please contact the ITB Project Manager at [andrew.buckner@cltairport.com](mailto:andrew.buckner@cltairport.com).

2. **Mandatory Pre-Bid Conference and Site Visit**

A Pre-bid conference will be conducted on the date and at the time stated in the Schedule above at the CLT Center, 5601 Wilkinson Blvd., Charlotte, NC 28208 with a site visit to follow immediately after the meeting. **You must register by sending your name, date of birth, gender, phone number and email address** through the e-Builder portal Q&A tab **no later than December 13, 2023, at 3:00 PM EST.** in order to obtain a visitors pass into the sterile/SIDA areas of CLT. No exceptions! **Badged personnel that plan to attend must also register.**

This pre-bid conference is mandatory, and Bids will not be accepted from companies that do not attend.

3. **Questions and Addenda**

The Airport is committed to providing all prospective Bidders with accurate and consistent information in order to ensure that no Bidder obtains an unfair competitive advantage. To this end, from the date of this ITB until the time of the Bid opening, no interpretation or clarification of the meaning of any part of this ITB will be made orally to any prospective Bidder except for questions answered at the pre-bid conference. Requests for interpretation or clarification must be submitted electronically to the ITB Project Manager via the e-bidding portal Q&A Board. All questions must be submitted no later than the date and time stated in the ITB Schedule as the deadline for submission of questions. Any questions received after that time may not be addressed prior to the bid due date. When submitting a request for interpretation or clarification, bidders are encouraged to utilize the following format:

Item #	Page #	Section #	Section Title	Question, Clarification or Modification

Interpretations, clarifications, supplemental instructions and/or changes to the terms, conditions or requirements of this ITB will be documented in written addendum and posted to the e-bidding portal.

Only the written interpretations, clarifications or supplemental instructions set forth in the posted addenda shall be binding, and Bidders are warned that no other source is authorized to give information concerning, explaining or interpreting this ITB. The receipt of each addendum must be acknowledged using the space provided on **Form 1**

in **Section 2**. The Airport may not consider any Bid that fails to acknowledge receipt of each issued addendum.

4. ITB Acknowledgement

Bidders shall thoroughly examine and become familiar with this ITB, including forms, attachments, exhibits and any addenda that may be issued. The failure or the neglect of a Bidder to receive or examine any ITB document shall in no way relieve it from any obligation with respect to its bid or the obligations that flow from making a selected bid. No claim based upon a lack of knowledge or understanding of any document or its contents shall be allowed.

5. Bid Format

(A) Bids shall consist of all forms included in this ITB ("Forms") as provided in **Section 2**. All responses must be submitted solely on these forms.

(B) Bid responses must be typewritten or completed in ink, signed by the Bidder or the Bidder's authorized representative. All erasures or corrections must be initialed and dated by the authorized representative who signs the Bid forms on behalf of the Bidder.

(C) Bids must be accompanied by accurate descriptions of the exact materials, supplies, vehicles and/or equipment offered for purchase, including any detailed information as requested in **Exhibit A** of the Contract, located in **Section 3** of this ITB.

Failure to comply with the format requirements set forth herein may result in rejection of the Bid.

6. Submission Requirements

(A) No Bidder shall submit more than one Bid unless multiple or alternative bids are requested in **Exhibit A** of the Contract, located in **Section 3** of this ITB. All multiple or alternative bids must be brought to the Airport's attention either during the pre-bid conference or submitted in writing at least five (5) days prior to the Bid opening.

(B) Bidders must submit their Bid through the e-bidding portal:

<https://gateway.app.e-builder.net/app/bidders/landing?accountid=80fe0a4a-0c8f-4fcd-ac93-cc9db65522cb&projectid=5d56a1f5-a212-49cb-8b36-009b9d822b7a&bidpackageid=31e063b1-1f54-4ec9-93c8-6b235970d724>

The pricing must be submitted in the table included on the website. The forms herein must be completed and uploaded to the site by the bid due date and time.

(C) Submit separately, "Confidential and Proprietary Information," Trade Secrets and/or personally identifiable information (PII). The confidentiality caption stated above must appear on each page of Trade Secret or PII materials.

7. Guarantor

If the Bidder is a subsidiary of another entity, the Airport requires that the Bidder's parent entity provide a guarantee of payment of all the Bidder's obligations under the Contract. The Airport may also require from any Bidder a guaranty from another entity, other than the parent, where applicable, if the Airport concludes that such guaranty would be beneficial to protect the Airport's interest. If a guarantor is required, the Bidder must: (a) identify a guarantor that is acceptable to the Airport, (b) provide the Airport with the same financial information about the guarantor that the Bidder is required to provide about itself under this ITB; and (c) provide the Airport with a signed, legally binding guaranty agreement from the approved guarantor that is acceptable to the Airport in its sole discretion. Failure to comply with the foregoing shall be grounds for rejection of the Bidder's Bid.

8. Prompt Payment Discounts

Bidders are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the Contract except as a factor to aid in resolving cases of identical prices.

9. Binding Offer

Each Bid submitted in response to this ITB constitutes a firm offer that is binding for ninety (90) days from the date of the Bid opening and must comply with all terms, conditions and requirements stated in this ITB, except to the extent the Bidder takes exception to such provisions in the manner required by **Section 1.18**.

10. Award of Contract

CLT reserves the right to award the Contract based on the lowest responsive, responsible Bidder taking into consideration the Bidder's ability to provide the Work, qualifications and experience, quality, delivery workmanship, pricing, reporting and applicable environmentally preferable attributes associated with the Work.

**The City shall have no obligations under this ITB until and unless the Contract has been executed by both parties.**

11. Award Criteria

The Airport reserve the right to award a Contract to the lowest responsive responsible Bidder taking into consideration vendor qualification and experience, quality, delivery, workmanship, services, facility requirements, inventory control and reporting. The Airport reserves the right to reject any Bid, without limitation, on the basis of function, compatibility with user requirements, utility or cost.

12. Bids on All or Part

Unless otherwise specified by the Airport or by the Bidder, the Airport reserves the right to make award on all or part of the items to be purchased or the services needed. Bidders may restrict their bids to consideration in the aggregate by so stating in the Bid.

However, bids restricted to consideration in the aggregate must also include a unit price on each item bid.

13. Multiple Contract Awards

The Airport reserves the right to award multiple contracts for the Work required by this ITB if the Airport deems multiple contracts to be in its best interest.

14. Contract Award by City Council

As soon as practical after opening the Bids, the name of the apparent successful Bidder will be submitted to the City Council for final approval and award. Prior to the recommendation to the City Council, the successful Bidder must provide to the Airport an executed Contract which will be substantially similar to the contract in Section 3 of this ITB. Upon approval of the Contract by City Council, the Airport will execute the documents and send a copy to the successful Bidder. If Council approval is not received within ninety (90) days after opening of the Bids, the successful Bidder may request that it be released from the Bid. **The City Council may, in its sole and absolute discretion, accept or reject the recommendation to award the Contract and supporting ancillary documents.**

15. Accuracy of ITB and Related Documents

CLT assumes no responsibility for conclusions or interpretations derived from the information presented in this ITB, or otherwise distributed or made available during this selection process. In addition, CLT will not be bound by or be responsible for any explanation, interpretation or conclusions of this ITB or any documents other than those provided by CLT through the issuance of addenda. In no event may a Bidder rely on any oral statement in relation to this ITB.

Should a Bidder find discrepancies or omissions in this ITB or any other documents provided by CLT, the Bidder should immediately notify CLT of such discrepancy or omission in writing, and a written addendum may be issued if CLT determines clarification is necessary. Each Bidder requesting a clarification or interpretation will be responsible for delivering such requests to CLT as directed in this ITB.

The information contained in this ITB and in the forms, exhibits and attachment hereto, and any in any addenda that may be issued, has been obtained from sources thought to be reliable, but the City and its elected officials, officers, employees, agents and contractors are not liable for the accuracy of the information or its use by prospective Bidders.

16. Bidder's Cost of Bid Preparation

Bidders are responsible for all costs associated with the bid process including, but not limited to, the creation of the Bid and any interviews (if applicable). CLT will not accept any promotional items as part of the bid process and any such items included will either be discarded or, if so requested, returned to the Bidder at Bidder's cost.



17. Attempts to Influence the Selection Process

Except for written questions sent to the ITB Project Manager in accordance with this ITB, all Bidders, including all persons acting on their behalf, are strictly prohibited from contacting City staff regarding any matter relating to this ITB from the time the ITB is issued until the intent to award is communicated to Bidders. **CLT reserves the right to disqualify any Bidder who contacts City staff concerning this ITB other than in accordance with this ITB.**

18. How to Submit an Exception

If the Bidder wants to take an exception to the Specifications as stated in **Exhibit A** to the Contract included in **Section 3** of this ITB, the Bidder must clearly identify in **Form 3** each of the following:

- (A) the number and title of each section of the Specifications that the Bidder takes exception to;
- (B) the specific sentence within such section that the Bidder takes exception to; and
- (C) any alternative provision proposed by the Bidder.

Bidders are reminded that a material variance from the terms of this ITB may result in the Bid being rejected by the Airport.

19. How to Submit an Objection

When a Bidder has an objection to the terms and conditions of this ITB or to the Contract as included in **Section 3**, the Bidder may submit such objection by doing the following:

- (A) When a pre-bid conference is scheduled, the Bidder should either present their objection at that time (either verbally or in writing), or submit a written objection prior to the scheduled pre-bid conference.
- (B) When a pre-bid conference is not scheduled, Bidders must submit objections in writing no later than the deadline to submit questions as stated in the scheduled on the first page of this ITB.
- (C) Except for objections raised at the pre-bid conference, all objections must be directed to the ITB Project Manager.
- (D) Failure to object in the manner specified in this Section shall constitute a waiver of any objections the Bidder may have to the terms and conditions or to anything that occurred during this ITB process.

20. ITB Not an Offer

This ITB does not constitute an offer by CLT. No recommendations or conclusions from this ITB process shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina.

No binding contract, obligation to negotiate, or any other obligation shall be created on the part of CLT unless CLT and the Company execute a Contract following award of such agreement.

21. Withdrawal of Bid; Correction of Errors

Withdrawal of the bid may occur at any time prior to the submission deadline as set forth in the ITB Schedule above, by written request, sent by email to the ITB Project Manager. An Invitation to withdrawal will not be effective until CLT has confirmed, in writing, the receipt of such request. A request to withdraw a Bid by telephone or facsimile shall not be considered a valid request. Withdrawal of one bid will not preclude the submission of another timely bid but no withdrawal will be allowed after the submission deadline.

If a Bidder desires to amend a submitted Bid before the Bid Due Date, the Bidder must follow the withdrawal procedures described in this Section and resubmit the amended Bid on or before the Bid Due Date in a manner consistent with the Submission Requirements. The Bidder further agrees that in the event of any obvious errors, CLT reserves the right to waive such errors in its sole discretion.

22. Disqualification of Bid

Without in any way limiting CLT's right to reject any or all Bids, Bidders are advised that any of the following may be considered as sufficient cause for the disqualification of a Bidder and the rejection of a Bid: (i) failure to meet the eligibility requirements set forth in the Specifications or ITB; (ii) submission of more than one bid by an individual, firm, partnership or corporation under the same or different names, including the names it does business under unless multiple or alternative Bids were specifically requested under this ITB; (iii) evidence of collusion among Bidders; or (iv) improper communication as described above. Bids will be considered irregular and may be rejected for omission, alterations of form, additions not called for, conditions, limitation, unauthorized alternate Bid or other irregularities of any kind. All the foregoing notwithstanding, CLT reserves the right to waive any such irregularities.

23. No Collusion or Conflict of Interest

By responding to this ITB, the Bidder shall be deemed to have represented and warranted that the Bid is not made in connection with any competing Bidder submitting a separate response to this ITB and is in all respects fair and without collusion.

24. CLT's Rights and Options

CLT reserves the following rights, which may be exercised at CLT's sole discretion:

- i. To supplement, amend, substitute, withdraw or otherwise modify this ITB at any time;
- ii. To issue additional requests for information;

- iii. To require a Bidder to supplement, clarify or provide additional information for CLT to evaluate its Bid, including without limitation, requests to provide samples of items requested under this ITB;
- iv. To conduct investigations with respect to the qualifications and experience of each Bidder;
- v. To waive any defect or irregularity in any Bid received;
- vi. To share the Bid with City and/or CLT employees and contractors as CLT deems necessary;
- vii. To award all, none, or any part of the Work set forth in this ITB to one or more Bidders as is in the best interest of CLT, with or without re-solicitation;
- viii. To discuss and negotiate with selected Bidder(s) any terms and conditions in the Bid including but not limited to financial terms;
- ix. To enter into any agreement deemed by CLT to be in the best interest of CLT;
- x. To reject any or all Bids submitted; and
- xi. To re-advertise for Bids using this ITB or a different ITB or solicitation.

25. Representation by Broker

The City will not be responsible for any fees, expenses or commissions for brokers or their agents. Communications by or between employees of or contractors to the City and any potential or actual respondent broker or agent are not to be construed as an agreement to pay, nor will the City pay any such fees, expenses or commissions. By submitting its bid, respondent agrees to hold the City harmless from any claims, demands, actions or judgments in connection with such broker fees, expenses or commissions.

26. Ownership and Public Records Law

All Bid and supplementary material provided as part of this process will become the property of the City. Bidders are advised that all information included in the material provided might thereby become public records, except for any information that falls under one or more of the statutory exceptions to North Carolina's public records statutes. A Bidder may only designate information confidential that it, in good faith, considers a trade secret or confidential by law. However, CLT reserves the right to review and make the final determination on whether any material submitted is in fact protected from disclosure under North Carolina's public record law. In submitting a Bid, each Bidder agrees that the CLT may reveal any trade secrets or confidential information to CLT staff, consultants or third parties assisting with this ITB and resulting Contract. Where information is marked Trade Secret or confidential, Bidder agrees to indemnify, defend and hold harmless the City and each of its officials, employees and agents from all costs, damages and expenses incurred relating to the City choosing to withhold any material based on Bidder's designation of said material as a trade secret or confidential.

27. Title VI Solicitation Notice.

The City, 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 the Regulations, hereby notifies all Bidders that it will affirmatively ensure that for any contract entered into pursuant to this ITB, disadvantaged business enterprises will be afforded full and fair opportunity to submit Bids in response to this request and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

28. E-Verify

Where applicable, the successful Bidder must agree to meet the E-Verify requirements as set forth in the sample Contract below.

29. NC Prohibitions on Contracts with Companies that Invest in Iran or Boycott Israel.

Where applicable, the successful Bidder must certify that it meets the NC Prohibitions on Contracts with Companies that Invest in Iran or Boycott Israel as set forth in the sample Contract below.

30. Charlotte Diversity and Inclusion Programs

The City complies with two different programs, the Charlotte Business INclusion ("CBI") Program and the Disadvantaged Business Enterprise ("DBE") Program, depending on the funding source associated with the Work.

The CBI Program is based on the City's long history of creating and implementing strategies to support and encourage local business growth. In 2013, the City Council adopted the CBI policy to promote diversity, inclusion, and local business opportunities in the City's contracting and procurement process for Minority, Women, and Small Business Enterprises ("MWSBEs"). A complete list of City of Charlotte certified Small Business Enterprises ("SBEs") and City of Charlotte registered Minority and Women Business Enterprises (MWBEs) is available on the City's website at [www.charlottebusinessinclusion.com](http://www.charlottebusinessinclusion.com).

The DBE Program is based on the requirements of 49 CFR Part 26 – *Participation by DBE in Department of Transportation Financial Assistance Programs*. A complete copy of the City's DBE Program can be found at [www.cltairport.com](http://www.cltairport.com).

The information and requirements for the diversity and inclusion program applicable to this Contract are set forth in **Form 5** of this ITB.

**SECTION 2: BID RESPONSE FORMS**

**FORM 1**  
**BIDDER SUBMISSION FORM**

This Bid is submitted by:

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

Representative (printed): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Business Type:

Corporation

Partnership

Sole Proprietorship

Joint Venture

Limited Liability Corporation

Other (Specify)

It is understood by the Bidder that the Airport reserves the right to reject any and all Bids, to make awards on all items or on any items according to the best interest of the Airport, to waive formalities, technicalities, to rescind and re-bid this ITB. Bids are valid for ninety (90) calendar days from Bid opening.

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

Signature: \_\_\_\_\_

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

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

**FORM 2**  
**ADDENDA ACKNOWLEDGEMENT**

Confirm by placing a check mark in the space provided that as the Bidder the information listed below has been reviewed and compiled within the submission of a response to this ITB.

**(A)**    \_\_\_    Addenda acknowledgement. Please check e-bidding portal to verify the number of addenda issued.

**Addenda Receipt: The following confirms receipt of all addenda issued for this ITB:**

Addendum #	Date Issued
_____	_____
_____	_____
_____	_____

**(B)**    \_\_\_    Bid document has been signed by authorized Bidder official.

**(C)**    \_\_\_    Bid package has been properly labeled per the instructions (see section 1.6) and includes the following:

- Form 1, Bid Form
- Form 2, Bid Qualifications and Requirements
- Form 3, Exceptions to any part of the ITB (stated and identified separately as "Exceptions")
- Form 4, Nondiscrimination Certification
- Form 5, CBI/DBE Program Requirements
- Form 6, Confidential Information
- Form 7, Pricing Worksheet
- Form 8, References

The signature below certifies the Bid response complies with the requirements of this ITB and that the above items A through C have been verified as complete. The Bidder further represents that it has read and can comply with all terms of the Contract, including without limitation, the insurance requirements.

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

Signature: \_\_\_\_\_

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

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

**FORM 3**  
**EXCEPTIONS FORM**

All Work requested in the ITB must be provided for the price(s) set forth in the **Form 4**, in strict conformance with the terms, conditions and specifications set forth in the ITB (including any addenda or amendments), subject only to the exceptions stated in the chart below. Exceptions representing material changes to the ITB's terms are grounds for rejection of the Bid. List any exceptions taken to the ITB terms or the general specifications provided in **Exhibit A** in **Section 3**. For each exception, provide an explanation. If none, state "None".

<b>ITB Section Number</b>	<b>ITB Section Title</b>	<b>Exception and Proposed Change to ITB</b>

The signature below certifies that: (a) the Bid complies with the requirements of this ITB; and (b) that the Bidder takes no exception to the terms of the ITB other than those listed in the chart contained in this Form.

Company Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**FORM 4**  
**NONDISCRIMINATION CERTIFICATION**

The undersigned Bidder hereby certifies and agrees that the following information is correct:

1. In preparing the enclosed bid, the Bidder has considered all Bid submitted from qualified, potential subconsultants and suppliers and has not engaged in discrimination as defined in Section 2.
2. For purposes of this Section, *discrimination* means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor or supplier based on race, ethnicity, gender, age or disability or any otherwise unlawful form of discrimination. Without limiting the foregoing, *discrimination* also includes retaliating against any person or other entity for reporting any incident of *discrimination*.
3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the bid submitted with this certification and terminate any contract awarded based on such bid. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Bidder to any remedies allowed thereunder, including possible disqualification from participating in City contracts or solicitation processes for up to two years.
4. As a condition of contracting with the City, the Bidder agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subconsultants regarding this solicitation process. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the bid submitted by the Bidder and terminate any contract awarded on such bid. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Bidder to any remedies allowed thereunder.
5. As part of its bid, the Bidder shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against Bidder in a legal or administrative proceeding alleging that Bidder discriminated against its subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.
6. As a condition of submitting a bid to the City, the Bidder agrees to comply with the City's Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

Company Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_



**FORM 5**  
**CHARLOTTE BUSINESS INCLUSION PROGRAM OR DISADVANTAGED ENTERPRISE**  
**PROGRAM REQUIREMENTS**

The City has set a CBI goal for this Contract of zero percent (0%).

This Contract may be subject to the terms and conditions of the City's Charlotte Business INClusion (CBI) Program regarding subcontracting opportunities that may arise during the term of the Contract. The CBI Program can be found at:

[www.charlottebusinessinclusion.com](http://www.charlottebusinessinclusion.com). The Company shall thoroughly examine and be familiar with provisions of the CBI Program. Execution of the Contract shall constitute an acknowledgement upon which the City may rely that the Company has thoroughly examined, and is familiar with, said regulations and Contract requirements.

Should subcontracting opportunities arise at any point during this Contract, Company shall fill out and submit CBI Form 6- Payment Affidavit, which is available in the Doing Business Section of the CLT website at [www.cltairport.com](http://www.cltairport.com).

Failure by the Company to comply with the CBI Program shall constitute a breach of the Contract exposing the Company to a potential termination of the Contract or other appropriate remedy, including withholding of funds, until the Company complies with all the CBI Program requirements.

Company has read and agrees to comply with the above Diversity and Inclusion Program terms and conditions as well as any other terms and conditions set forth in the City's applicable Diversity and Inclusion Plan.

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

Signature: \_\_\_\_\_

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

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

**FORM 6**  
**CONFIDENTIAL INFORMATION**

Each Bidder agrees to comply with all Confidentiality Requirements set forth in this Section. Failure to comply with the Confidentiality Requirements set forth herein may result in the rejection of the Bidder's Bid or termination of the Contract.

1. **CONFIDENTIAL INFORMATION.** "Confidential Information" means any information in any medium (whether written, oral or electronic), obtained from the City or any of its suppliers, contractors or licensors which falls within any of the following general categories:
  - a. *Plans and Drawings.* Building plans of city-owned buildings or infrastructure facilities, including without limitation as-built drawings of the Facilities, as well as specific details of public security plans, as provided by N.C. General Statute 132-1.7 (a);
  - b. *Trade secrets.* For purposes of this ITB, trade secrets consist of information of the City or any of its suppliers, contractors or licensors: (a) that derives value from being secret; and (b) that the owner has taken reasonable steps to keep confidential. Examples of trade secrets include information relating to proprietary software, new technology, new products or services, flow charts or diagrams that show how things work, manuals that tell how things work and business processes and procedures;
  - c. *Security Plans.* Plans to prevent or respond to terrorist activity, including vulnerability and risk assessments, potential targets, specific tactics or specific security or emergency procedures, the disclosure of which would jeopardize the safety of government personnel or the general public or the security of any governmental facility, structure or information storage system as provided by N.C. General Statute 132-1.7 (a);
  - d. *Privileged Information.* Any attorney / client privileged information disclosed by the City.
  - e. *Other Information.* Other information that is exempt from disclosure under the North Carolina public records laws.

For purposes of this Section, the term "Restricted Data" refers to and includes: (a) all Confidential Information that the City is restricted from disclosing under state or federal law; and (b) all Confidential Information that the City is permitted to withhold from disclosure under state or federal law and has elected to withhold from disclosure.

The information described in Sections a and c is a subcategory of Confidential Information called "Highly Restricted Information." Highly Restricted Information is subject to all requirements applicable to Confidential Information, but is also subject to additional restrictions as set forth in this Contract if applicable.

The Bidder acknowledges that Confidential Information includes information disclosed prior to submission of a Bid as well as information disclosed after submission.

2. **RESTRICTIONS AND REQUIREMENTS.** The Bidder shall comply with the following restrictions and requirements regarding Confidential Information:
- a. Bidder shall comply with the City's Restricted Data Policy, a copy of which is posted on the City's website, and with any instructions or procedures issued by City key business units from time to time with respect to protecting specific types of Confidential Information.
  - b. Bidder shall not copy, modify, enhance, compile or assemble (or reverse compile or disassemble), or reverse engineer Confidential Information, except as authorized by the City in writing.
  - c. Bidder shall not, directly or indirectly, disclose, divulge, reveal, report or transfer Confidential Information to any third party, other than an agent, subcontractor or vendor of the City or Company who: (a) has a need to know such Confidential Information for purpose of performing work contemplated by written agreements between the City and the Bidder, and (b) has executed a confidentiality agreement incorporating substantially the form of these requirements. Notwithstanding the forgoing, Company shall not directly or indirectly, disclose, divulge, reveal, report or transfer Highly Restricted Information to any third party without the City's prior written consent.
  - d. Bidder shall not use any Confidential Information for its own benefit or for the benefit of a third party, except to the extent such use is authorized under these Confidentiality Requirements or other written agreements between the parties hereto, or is for the purpose for which such Confidential Information is being disclosed.
  - e. Bidder shall not remove any proprietary legends or notices, including copyright notices, appearing on or in the Confidential Information.
  - f. Bidder shall use reasonable efforts (including but not limited to seeking injunctive relief where reasonably necessary) to prohibit its employees, vendors, agents and subcontractors from using or disclosing the Confidential Information in a manner not permitted by these Confidentiality Requirements.
  - g. If any demand is made in litigation, arbitration or any other proceeding for disclosure of Confidential Information, Bidder shall assert these Confidentiality Requirements as grounds for refusing the demand and, if necessary, shall seek a protective order or other appropriate relief to prevent or restrict and protect any disclosure of Confidential Information.
  - h. All materials which constitute, reveal or derive from Confidential Information shall be kept confidential to the extent disclosure of such materials would reveal Confidential Information, and unless otherwise agreed, all such materials shall be returned to the City or destroyed upon satisfaction of the purpose of the disclosure of such information.

- i. Bidder shall restrict employee access to the Confidential Information to those employees having a need to know for purposes of their jobs.
  - j. Bidder shall take reasonable measures to prevent the use or disclosure of Confidential Information by its employees in a manner not permitted by these Confidentiality Requirements. Bidder shall have each of its employees who will have access to the Confidential Information sign a confidentiality agreement which provides the City and its vendors, licensors, subcontractors, employees and taxpayers the same level of protection as provided by these Confidentiality Requirements.
  - k. Bidder shall ensure that each person who obtains access to Confidential Information through Bidder (including but not limited to Bidder's employees and subcontractors) has undergone training sufficient to understand his or her responsibilities with respect to these Confidentiality Requirements.
3. **EXCEPTIONS.** The City agrees that Bidder shall have no obligation with respect to any Confidential Information that the Bidder can establish:
- a. was already known to Bidder prior to being disclosed by the City;
  - b. was or becomes publicly known through no wrongful act of Bidder;
  - c. was rightfully obtained by Bidder from a third party without similar restriction and without breach hereof;
  - d. was used or disclosed by Bidder with the prior written authorization of the City;
  - e. was disclosed pursuant to the requirement or request of a governmental agency, which disclosure cannot be made in confidence, provided that, in such instance, Bidder shall first give to the other party notice of such requirement or request;
  - f. was disclosed pursuant to the order of a court of competent jurisdiction or a lawfully issued subpoena, provided that the Bidder shall take reasonable steps to obtain an agreement or protective order providing that these Confidentiality Requirements will be applicable to all disclosures under the court order or subpoena.
4. **REMEDIES.** Bidder acknowledges that the unauthorized disclosure of the Confidential Information will diminish the value of the proprietary interests therein. Accordingly, it is agreed that if Bidder breaches its obligations hereunder, the City shall be entitled to equitable relief to protect its interests, including but not limited to injunctive relief, as well as monetary damages.

5. **DATA.** The Bidder will treat as Confidential Information all data provided by the City or processed for the City or for citizens under these Confidentiality Requirements (including metadata). Such data shall remain the exclusive property of the City. The Bidder will not reproduce, copy, duplicate, disclose, or in any way treat the data supplied by the City in any manner except that contemplated by this Confidentiality Requirements.

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

Signature: \_\_\_\_\_

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

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

**FORM 7**  
**PRICING WORKSHEET**

Regardless of exceptions taken, Bidders shall provide pricing based on the requirements and terms set forth in this ITB. Pricing must be all-inclusive and cover every aspect of the Project.

In completing the compensation worksheet, the following instructions should be followed:

- Pricing must be submitted through the e-bidding portal.
- All price increases over the term of the contract must be noted.
- In case of error in extension of prices in the bid, the unit prices, where available, shall govern.
- If/when exceptions are taken, pricing must reflect the requested items as stated in the Specifications and as if the exceptions were not accepted by the City. However, in a separate section Bidder shall include any cost savings attributed to the exceptions if accepted by the City.
- All discounts should be computed into the prices offered where feasible. When a prompt payment discount is offered, it will not be considered in the award of the Contract except as a factor to aid in resolving cases of identical prices.
- Additional costs associated with the Work must be added as separate line items to the worksheet.

The undersigned hereby certifies the Bidder has read the terms of this ITB and is authorized to bind the firm to the information herein set forth. Further the Bidder certifies that in connection with this procurement:

1. The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
2. The bid pricing conforms with the requirements set forth in the Pricing section located in Exhibit A;
3. Unless otherwise required by law, the Bidder has not knowingly disclosed the prices that have been quoted in this bid directly or indirectly to any other Bidder or to any competition prior to the opening of the bid; and
4. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

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

Signature: \_\_\_\_\_

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

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

**FORM 8**  
**REFERENCES**

List three (3) clients ***excluding the Charlotte Douglas Airport***, for whom you have provided services like those outlined in this Invitation to Bid, for reference check. Additional references, including Aviation Department Staff, may be included on a second form.

NAME OF FIRM:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
E-MAIL ADDRESS:	
NAME OF FIRM:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
E-MAIL ADDRESS:	
NAME OF FIRM:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
E-MAIL ADDRESS:	

## **SECTION 3: CONTRACT**

### **EXHIBIT A** **SPECIFICATIONS**

1. **Summary.** The scope of this contract shall be to provide air filter replacement services and delivery.
2. **Services scope of work.**

The scope of this contract shall be to provide air filtration products as described and to perform quarterly changes of these air filtration products for the air handling units which condition the air for the Main Terminal Building, Five Concourses, Fleet Maintenance Building, and the CLT Center. This contract is not federally funded. The potential to add and/or remove units due to construction or other purposes will be requested as needed.

The Company must provide the labor to install the new air filters and to dispose of the old air filters from each of the 135 air handling units in the service areas.

The company must provide a schedule which shows the dates in which the air filters will be changed. The objective of this schedule is to ensure that all air filters which are designated as Prefilters are replaced after thirty (30) consecutive days of filtering operations in the air handling units.

The air filters which are designated as Final Filters are to be replaced after ninety (90) consecutive days of filtering operations in the air handling units.

The company must perform a complete service of all (135) air handling units, which consist of the replacement and disposal of (2,188)-pre-filters after every thirty (30) days. Every ninety days the company must change (1,333) final-air filters, in addition to the monthly scheduled (1,684)-prefilters.

The Company will be allowed one week, (7) days to complete the monthly air filter servicing for all (126) air handling units.

The Company will be allowed one week, (7) days to complete the quarterly air filter servicing for all (135) air handling units. Note: The quarterly service will include the (2,188) pre-filters including the (1,333) final-filters. It is the company's responsibility to supply the man-power necessary to perform the quarterly service within the scheduled one-week period.

The Airport will provide an area and receptacles on airport property for the disposal and recycling of the old air filters and the air filter packaging cartons.

The company must provide a written daily report during the service week, which indicates what air handlers, has been serviced that workday.

Invoices must only be provided monthly and only after the services has been rendered.



The Company shall provide a detailed log of the monthly filter changes.

Normal work week for facilities is a 4-day work week Monday thru Thursday.

The company must notify airport prior to the start of work.

The company must notify BAS Staff for Air Handler shutdowns and restarts.

The Air filtration products listed in bid tab "buy filters only" represents a one-year supply of air filtration product required to service the Airport's hangars, cargo facilities and office Buildings. These facilities are serviced by the Airport's Maintenance personnel. These air filtration products will be delivered to the Airport upon written request from the Airport's Logistics Manager. The requested quantities, sizes and types of air filters from this list will fluctuate from month to month. The products will be delivered to: CLT Center, 5601 Wilkinson Blvd, Charlotte, NC 28208. Shipping and handling charges if any, must be included in the total cost of the air filters shown on this bid tabulation. The Airport will not request more than (12) twelve annual deliveries. Invoices must only be provided after the products have been received by the Airport. The Company must provide a schedule which shows the dates in which the air filters will be changed. These air filters will be stored by the company and brought to the Airport in order to perform the monthly and quarterly services. The air filter cartons and the old, dirty air filters can be disposed of and recycled in receptacles provided by the Airport.

### **Filter Specifications**

#### All Monthly Pleated Pre-Air Filter

The filter shall be constructed from moisture-resistant carrier board with diagonal and horizontal support members bonded to the media on the air entering and leaving sides of the frame. The filter media is to be a high loft reinforced, non-woven cotton/synthetic or synthetic bend, with a minimum of 11 pleats per lineal foot. The media shall be continuously laminated to an expanded metal grid on the air leaving side of the filter. The filter should be suitable for variable air volume systems. Operating face velocity ranges are to be from 0-500 fpm for 1in. and 2 in. filters and 0-625 fpm for 4 in. filters. The filter should have a minimum rating of MERV 8. Standard 52.5 **Minimum Efficiency Reporting Value**. ASHRAE standards 52.5 testing methods. The filters shall have a minimum of a UL 900 Class 2 rating.

#### All Monthly Three-Ply Polyester Panel Air Filters Specifications

The filter should be constructed with three (3) distinct layers of polyester filter media heat sealed around a steel galvanized internal support wire. These three layers of polyester media should be formed into a progressively dense panel, each layer being denser than the one preceding it, with the adhesive tackier applied between the second and third layers of media. The filter should be trimmed to a maximum of one-half inch of excess filter media around the filter beyond the heat-sealed seams. The filter should have a minimum rating of MERV

8. Standard 52.5 Minimum Efficiency Reporting Value. ASHRAE standards 52.5 testing methods.

All Quarterly Extended Surface Pocket Air Filter (Bag Air Filter) Specifications

The filter shall be constructed of low differential pressure non-woven synthetic media filter pockets attached to a galvanized metal header frame. The frame must be attached with welds or pop rivets, no frame holding clips will be accepted. The filter shall be constructed with a minimum of (4) individual pockets. Each pocket shall have thermoplastic sealant applied over the stitch line to lock the stitches, heat sealed or ultrasonically sealed to prevent leakage. The filter should have a minimum rating of MERV 13, Standard 52.5 Minimum Efficiency Reporting Value. ASHRAE standards 52.5 testing methods.

All Quarterly Pleated Rigid Cell (Box Type) Specifications

The air filter frame should be constructed of a minimum of 26 gauge-galvanized steel. The media shall be a high-density synthetic fiber. The filter media pack shall be constructed by pleating a continuous sheet of synthetic media into uniformly spaced pleats, which are separated by flame retardant, plastic, cardboard, or metal separators. The media is supported and bonded to a spun nylon U.L and U.L.C Class II or metal grid backing bonded to the filter media for added support.

The media shall be bonded to the enclosing frame both mechanically and chemically. No sealing header gasket is required. The filter should have a minimum rating of MERV13 Standard 52.5 Minimum Efficiency Reporting Value. ASHRAE standards 52.5 testing methods.

3. **Post Award Conference.** A post-award conference may be scheduled as soon as practical after the award of the Contract. The Company shall attend the conference along with the Company's prospective Project Manager and any anticipated major subcontractors, and shall provide at such conference a written schedule for the delivery of any Work for which no delivery dates have been specified in this ITB. The Company shall provide at least two (2) local telephone numbers that may be used to contact the Company's authorized representative in the event of an emergency after normal business hours.
4. **Notice to Proceed.** The Company shall not commence work or make shipment under this ITB until duly notified by receipt of the executed Contract from the Airport. If the Company commences work or makes shipment prior to that time, such action is taken at the Company's risk, without any obligation of reimbursement by the Airport.
5. **Price Adjustment if Not Included as Part of the Contract.** If price adjustments are not included in the Contract, the price(s) stated in your Contract shall apply for the entire term of the Contract unless the Airport approves a price adjustment in writing in accordance with the following terms:

- a. Price increases shall only be allowed when justified in the Airport's sole discretion based on legitimate, bona fide increases in the cost of materials. No adjustment shall be made to compensate the Company for inefficiency in operation, increase in labor costs or for additional profit.
  - b. To obtain approval for a price increase, the Company shall submit a written request by e-mail to the Airport's Project Manager, together with written documentation sufficient to demonstrate that the increase is necessary based on legitimate increase in the cost of materials. The request must state and fully justify the proposed price increase per unit over the price originally included.
  - c. No proposed price increase shall be valid unless accepted by the Airport in writing. The Airport may approve such price increase for the remaining term of the Contract or for a shorter specified period, in the Airport's sole discretion. If the Airport rejects such price increase, the Company shall continue to perform under the Contract.
  - d. If the Airport approves a price increase pursuant to this Section and the market factors justifying the increase shift so that the increase is no longer justified, the Airport shall have the right to terminate the price increase and revert to the prices that were in effect immediately prior to the increase. The Company shall notify the Airport in writing if the market factors on which the Airport granted the increase change such that the Airport's reasons for granting the increase no longer apply.
6. **Equipment.** Describe and include requirements/specifications of all equipment/product deliverables for this project.
7. **Options and Accessories.** The Airport may in its discretion purchase from the Company options and accessories beyond what is called for in the Specifications, provided that such purchase does not create unfairness and defeat the purpose of the procurement statutes or policies.
8. **Warranty.** All equipment and goods supplied under these Specifications shall be covered by the manufacturer's normal written guarantee and/or warranty (minimum of one year) against defects in materials, workmanship and performance.
- a. Two copies of the manufacturer's written warranty shall be supplied with the equipment.
  - b. It shall be the responsibility of the manufacturer to pay all shipping and crating costs associated with warranty repairs.
  - c. Warranty repairs shall be performed by the contractor at the customer's site on request.
  - d. The equipment warranty will become effective on the date of installation of the equipment by the Airport but shall not exceed 24 months after receipt by the Airport.
- Further, the Company will transfer to the City all warranties from any third-party suppliers covering the Work, including any embedded software. The Company will provide copies of

such warranties to the City with delivery of the applicable Work. While the Company shall be entitled to have such warranty work performed by the third-party, the Company shall remain responsible for providing the warranty work.

9. **Delivery Time.** For the requested delivery time under this Contract, **time is of the essence.** All Work provided under this Contract must be delivered F.O.B. Destination within the time frame specified above. Delivery and freight charges are to be included in pricing. Failure to comply with this requirement shall be cause to terminate this Contract unless such failure is confined to infrequent and isolated instances, which do not involve major purchases. The Work shall remain the property of the Company until the City physically inspects, actually uses and accepts the Work.
10. **Preparation for Delivery.**
  - a. Condition and Packaging. All containers and packaging shall be suitable for handling, storage or shipment, without damage to the contents. The Company shall make shipments using the minimum number of containers consistent with the requirements of safe transit and available mode of transportation. The Company will be responsible for confirming that packing is sufficient to assure that all materials arrive at the correct destination in an undamaged condition ready for their intended use.
  - b. Marking. All cartons shall be clearly identified with the Airport contract number and Project Manager's name. Packing lists must be affixed to each carton identifying all contents included in the carton. If more than one carton is shipped, each carton must be numbered and must state the number of the carton in relation to the total number shipped (i.e. 1 of 4, 2 of 4, etc.).
11. **Shipping.** The Company shall follow the following shipping instructions: Ship to CLT Center, 5601 Wilkinson Blvd, Charlotte, NC 28208
12. **Installation.** Only experienced professionals should install all Work. All work must be performed according to the standards established under this Contract and meet manufacturer's specifications and industry standards. It shall be the obligation of the installer to obtain clarification from the Airport's Project Manager concerning questions or conflicts in any drawings and the terms of this Contract in a timely manner as to not delay the progress of the work. All licenses, permits and inspections are the sole responsibility of the Company.
13. **Returns and Restocking Charges.** The Company must pick up the Work to be returned within twenty-four (24) hours from notification. The Airport will not pay restocking fees for Work that have been returned unless it is a specialty item and the Airport has been notified, as the time of placement of the order, of the potential restocking charge. The Company will issue a credit memo to the Airport within seven (7) calendar days of the return.
14. **Quality.** Unless the Contract specifically states otherwise for an item, all components used to manufacture or construct any supplies, materials or equipment or goods provided under

this Contract shall be: (a) new; (b) the latest model; (c) of the best quality and highest-grade workmanship; and (d) in compliance with all applicable federal, state and local laws, regulations and requirements. By "new," the Airport means that the item has been recently produced and has not been previously sold or used.

15. **Items under Contract.** The Airport reserves the right to add or delete items to the Contract. If items should become discontinued the Company shall provide an equivalent or the upgraded version at no additional cost.
16. **Embedded Software.** The Company grants to the City the right to use all software embedded in the Work to the full extent necessary to use the Work in the manner contemplated by this Contract.
17. **Documentation.** The Company will provide, where applicable, for all Work purchased under this Contract, written or electronic documentation that is complete and accurate, and sufficient to enable Airport employees with ordinary skills and experience to utilize such Work for the purpose for which the Airport is acquiring them. Such documentation may take the form of user manuals or online instruction. Further, as necessary, the Company shall execute and provide to the City any and all documentation necessary to evidence the City's title in the Work.
18. **Contract Monitoring/Reporting.** The Company shall furnish reports to CLT detailing the Work completed at the time goods are delivered and/or services are completed. The Company shall maintain complete records of all orders and related transactions throughout the full contract term.
19. **Security and Credentialing.** Company acknowledges and agrees that:
  - 20.1. The City's Aviation Department has offices in the secured area of the Terminal, access to which is subject to security measures imposed by the United States ("Airport Security Program") and enforced by the Transportation Security Administration;
  - 20.2. Access to the Aviation Department, to the airfield or other secured area by Company's officers and employees shall be limited to and conditioned upon compliance with the Security Plan as it exists upon the effective date of this Contract, and as may be modified from time to time;
  - 20.3. Company's officers and employees who need regular access to the secured areas will have to apply for and qualify for security identification badges ("Security Badges") issued by the Aviation Director;
  - 20.4. Company shall company and ensure its employees comply with the Airport's Security Standards and AOA Standards, as amended from time to time, which can be found at [www.cltairport.com/credentialing](http://www.cltairport.com/credentialing); and
  - 20.5. Company may also have to comply with additional project specific requirements, which if applicable, will be included in the Specifications or scope of work of this Contract; and

20.6. City shall not be liable to Company for any diminution or deprivation of Company's rights hereunder on account of the inability or delay of Company or his officers or employees to obtain a Security Badge, regardless of the reason; and

20.7 Pursuant to the discretion of CLT, the Company may be required designate at least two personnel as "authorized signers." The authorized signers must hold a valid CLT badge and are responsible for all required training and the completion of all required documents and process steps to secure and retain valid CLT badges for the employees and subcontractor employees. The authorized signers may need to conduct these activities at the CLT airport.

20. **Environmental Preferable Purchasing.** The Airport promotes the practice of environmentally preferably purchasing in acquiring products. Attributes that may be taken into consideration as environmental criterion (defined below) include the following: recycled content, renewable resources, recyclability, packaging, biodegradability, reduced toxicity, energy and water efficiency, low volatile organic compounds durability and take back options.

Environmental preferable purchasing includes products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product. The Company is encouraged to supply products that contain environmentally preferable attributes. Certification of environmental standards and other environmental claims must be signed by a senior company official and provided to the Airport.

21. **Safety and Health.**

- a. The Company agrees that it will provide a safe and healthy workplace and to correct any unsafe condition or safety or health hazard. This includes the Company's commitment to comply with all federal (OSHA), state and local laws and regulations. The Company agrees to promptly investigate all hazards, unsafe conditions and accidents brought to its attention and to promptly mitigate all hazards and unsafe conditions its onsite investigation reveals.
- b. The Company agrees that it alone bears the responsibility for providing a safe and healthy workplace, and that nothing in this Agreement suggests that the CLT has undertaken or assumed any part of that responsibility.
- c. The Company will provide employees with safety and health orientation and training to perform their jobs safely, including instruction in proper work methods, use of protective equipment, and safe maintenance, handling and use of materials and equipment. The Company agrees to pay employees for attending such orientations and training. The Company will not ask or allow any employee to work or operate any equipment until the employee has received all relevant safety and health training.

- d. The Company will furnish, at its expense, all safety and personal protective equipment (PPE) required by the hazard assessment conducted by the Company prior to beginning work for the protection of employees.

22. **Federal Grant Requirements.** This project is not subject to federal grant funding.

**EXHIBIT B**

**SAMPLE CONTRACT**

**STATE OF NORTH CAROLINA**

**COUNTY OF MECKLENBURG**

**CONTRACT NO. \_\_\_\_\_**

**CONTRACT TO PROVIDE:**

**[Insert project name goods or services]**

This Contract (the "Contract") is entered into as of this [insert date] (the "Effective Date"), by and between [insert vendor legal name], a [insert business type i.e. corporation] registered under the laws of the State of [Insert state] and doing business in North Carolina (the "Company"), and the City of Charlotte, a municipal corporation of the State of North Carolina (the "City").

**Statement of Background and Intent**

- A. The City is the owner and operator of the Charlotte Douglas International Airport ("Airport");
- B. The City issued a solicitation dated [insert date] requesting submissions from qualified firms to provide the City with [insert product/service description] hereafter referred to as the "Work".
- C. The Company submitted a response to the solicitation on [insert date].
- D. The Company wishes to provide the Work to the City in accordance with the terms and conditions set forth herein.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and in further consideration of the covenants and conditions contained in this Contract, the parties agree as follows:

**AGREEMENT**

- 1. **INCORPORATION OF EXHIBITS.** The following Exhibits are attached to the Contract and incorporated into and made a part of this Contract by reference: **[NOTE exhibit references may need updating as exhibits are added or removed]**



Exhibit A: Specifications

Exhibit B: Proposal

Exhibit C: Invoicing Requirements

Any conflict between language in Exhibits and the Contract shall be resolved in favor of the main body of this Contract. [Add if federally funded: Any conflict between Exhibit F and the Contract or other Exhibits shall be resolved in the favor of Exhibit F.]

2. **TERM.** The term of the Contract will be for [insert term] from the Effective Date [with an option to renew for two (2) additional one-year terms]. The Contract may be extended only by a written amendment to the Contract signed by both parties.
3. **COMPENSATION.** The Company shall provide the Work in accordance with the Specifications set forth in **Exhibit A** to this Contract. The City shall pay the Company for the Work delivered in compliance with the Specifications and at the prices set forth in **Exhibit B**. This amount constitutes the maximum fees and charges payable to the Company in the aggregate under this Contract and will not be increased except by a written amendment duly executed by both parties. The Company shall not be entitled to charge the City any prices, fees or other amounts that are not listed in **Exhibit B**. The estimated initial value of this Contract is [Insert Amount (\$XXXX)].
4. **BILLING.** Each invoice sent by the Company shall reference the appropriate contract number, purchase order (PO) number and PO line number for each item on the invoice. The City prefers *not* to receive invoices for goods and services paid for via a purchase card (P Card). When presenting an invoice that has been paid via a P Card, indicate the total dollar amount due as "\$0.00".

All invoices must include all reports, information and data required by this Contract (including the Exhibits) necessary to entitle the Company to the requested payment. Invoices shall be provided by the Company to the City at the frequency set forth in **Exhibit A** or where the exhibit is silent, invoices should be submitted monthly. However, at no time should invoices be submitted for work that has yet to be completed. The Company shall send one (1) copy only of each invoice to: [cocap@charlottenc.gov](mailto:cocap@charlottenc.gov) with copy to the City's Project Manager.

The City is not tax exempt from sales tax. The Company shall include all applicable State and County sales taxes on the invoice and not combined with the cost of the services.

Payment of invoices shall be due within thirty (30) days after the City has received all of the following: (a) an accurate, properly submitted invoice, (b) all reports due for the month covered by the invoice; and (c) any other information reasonably requested by the City to verify the charges contained in the invoice. Detailed billing information is set forth in the Invoice Requirements, attached hereto as **Exhibit C**.

5. **GENERAL WARRANTIES.** Company represents and warrants that:

- 5.1. It is a legal entity, validly existing and in good standing under the laws of the State or Country where it is registered, and is qualified to do business in North Carolina;
  - 5.2. It has all the requisite corporate power and authority to execute, deliver and perform its obligations under this Contract;
  - 5.3. The execution, delivery, and performance of this Contract have been duly authorized by Company;
  - 5.4. No approval, authorization or consent of any governmental or regulatory authority is required to be obtained or made by it in order for it to enter into and perform its obligations under this Contract;
  - 5.5. In connection with its obligations under this Contract, it, and any of its subcontractors, shall comply with all applicable federal, state and local laws and regulations and shall obtain and provide to the City all applicable permits and licenses within ten (10) days of the Company receiving notice of award and within twenty-four (24) hours of demand at any time during the term; and
  - 5.6. The Company shall not violate any agreement with any third party by entering into or performing this Contract.
  - 5.7. The Company has sufficient expertise and resources to perform under this Contract.
  - 5.8. The Work shall comply with all requirements set forth in this Contract, including but not limited to the attached Exhibits;
  - 5.9. The Company guarantees the materials and workmanship on all materials and services provided under the Contract and that it will fix any defects at its own expense that are discovered during the guarantee period at the time designated by and to the satisfaction of the City;
  - 5.10. All work performed by the Company and/or its subcontractors pursuant to this Contract shall meet industry accepted standards, and shall be performed in a professional and workmanlike manner by staff with the necessary skills, experience and knowledge; and
  - 5.11. The Work provided by the Company under this Contract will not infringe or misappropriate any patent, copyright, trademark or trade secret rights of any third party.
6. **INDEMNIFICATION.** The Company shall indemnify, defend and hold harmless the City and the City's officers, agents and employees from and against any and all claims, losses, damages, obligations, liabilities and expenses, including but not limited to attorneys' fees, arising out of or resulting from Company's performance, or allegations concerning that performance, under this Contract, except to the extent that the claims, losses, damages, obligations, liabilities and expenses are caused by the negligence of the City, or the City's

officers, agents and employees. Such liabilities shall include those arising from a violation of any federal, state or local law, regulation or ordinance by the Company or any of its subcontractors. Company shall purchase insurance, as described in Sections 8 and 9 of the Contract, which shall include coverage for the contractual liability described herein. In any case in which Company provides a defense to the City pursuant to this indemnity, the defense will be provided by attorneys reasonably acceptable to the City. This provision shall survive the expiration or early termination of the Contract.

7. **INSURANCE.** The Company shall provide and maintain at its expense during the term of this Contract the following program(s) of insurance covering its operations. Such insurance shall be provided by insurer(s) satisfactory to the City as approved by the City's Risk Management Division and evidence of such programs satisfactory to the City shall be delivered to the City on or before the effective date of this Contract. Such evidence shall specifically identify this Contract and shall contain the express condition that the **City is to be given written notice within ten (10) days of any modification or termination of any program of insurance.**
- 7.1. Automobile Liability. Evidence of current automobile insurance (attach copy of automobile Policy declarations Page(s) in the case of Personal Auto) which show the vehicle and coverage amounts as the appropriate one of the following:
  - 7.1.1. If the Company owns or leases commercial vehicles to provide goods or perform a service under this Contract, Automobile Liability must be provided at a limit of not less than \$1,000,000 per accident, combined single limit, each occurrence, for bodily injury and property damage liability covering all owned, non-owned, and hired vehicles.
  - 7.1.2. If the Company does not own or lease any vehicles, but has employees using their vehicles to perform a service under this Contract, Company must provide Hired/non-owned Automobile Liability coverage at a limit of not less than \$1,000,000 per occurrence aggregate.
  - 7.1.3. If the Company does not own or lease any commercial vehicles to perform services under this Contract, and has no employees using their vehicles to perform services under this Contract, but uses his or her own personal vehicle to perform services under this Contract, Personal Automobile Liability may be provided at limits of not less than \$100,000 each person, \$300,000 each accident and property damage liability of \$50,000.
  - 7.1.4. If the Company is trucking fuel, the Automobile Liability coverage shall be broadened to include pollution coverage on covered autos, and a copy of endorsement CA 99 48 shall be provided to the City. Company must also supply the City with evidence of motor carrier endorsement MCS-90 as required by the Federal Motor Carrier Safety Administration's Motor Carrier Act.

7.1.5. However, if the Company has access to the Aircraft Operation Area (AOA), all automobile liability insurance limits shall increase to \$5,000,000.00 per accident, combined single limit, each occurrence.

7.2. Commercial General Liability. Insurance with a limit not less than \$1,000,000 [\$5,000,000 (inside the fence)] per occurrence/aggregate including coverage for bodily injury, property damage, products and completed operations, personal/advertising injury liability and contractual liability.

7.3. Worker's Compensation and Employers Liability. Insurance meeting the statutory requirements of the State of North Carolina and any applicable Federal laws; and, Employers' Liability - \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit. **If the Company does not employ more than 2 full time employees, Company must attest this fact on company letterhead and include such letter in this Contract.**

## 8. OTHER INSURANCE REQUIREMENTS.

8.1. "City of Charlotte, 600 East Fourth St. Charlotte, NC 28202" shall be named as an additional insured under the commercial general liability insurance for operations or services rendered under this Contract.

8.2. The Company shall not commence any work in connection with this Contract until it has obtained all of the types of insurance set forth in this section and furnished the City with proof of insurance coverage by certificates of insurance accompanying the Contract.

8.3. The Company shall not allow any subcontractor to commence work until all such subcontractors have obtained the same insurance coverages as described above.

8.4. All insurance policies shall be written by insurers qualified to do business in the State of North Carolina. If any of the coverage conditions are met by a program of self-insurance, the Company must submit evidence of the right to self-insure as provided by the State of North Carolina.

8.5. The Company insurance shall be primary of any self-funding and/or insurance otherwise carried by the City for all loss or damages arising from the Company's operations under this Contract. The Company and each of its subcontractors shall and does waive all rights of subrogation against the City and each of the Indemnitees.

8.6. The City shall be exempt from, and in no way liable for any sums of money that may represent a deductible or self-insured retention in any insurance policy. The payment of the deductible/retention shall be the sole responsibility of the Company and/or subcontractor.

## 9. TERMINATION.

- 9.1. TERMINATION WITHOUT CAUSE. The City may terminate this Contract at any time without cause by giving thirty (30) days written notice to the Company.
- 9.2. TERMINATION FOR DEFAULT BY EITHER PARTY. By giving written notice to the other party, either party may terminate this Contract upon the occurrence of one or more of the following events:
  - 9.2.1. The other party violates or fails to perform any covenant, provision, obligation, term or condition contained in this Contract, provided that, unless otherwise stated in this Contract, such failure or violation shall not be cause for termination if both of the following conditions are satisfied: (i) such default is reasonably susceptible to cure; and (ii) the other party cures such default within thirty (30) days of receipt of written notice of default from the non-defaulting party; or
  - 9.2.2. The other party attempts to assign, terminate or cancel this Contract contrary to the terms hereof; or
  - 9.2.3. The other party ceases to do business as a going concern, makes an assignment for the benefit of creditors, admits in writing its inability to pay debts as they become due, files a petition in bankruptcy or has an involuntary bankruptcy petition filed against it (except in connection with a reorganization under which the business of such party is continued and performance of all its obligations under this Contract shall continue), or if a receiver, trustee or liquidator is appointed for it or any substantial part of other party's assets or properties.
  - 9.2.4. Any notice of default pursuant to this Section shall identify and state the party's intent to terminate this Contract if the default is not cured within the specified period.
- 9.3. ADDITIONAL GROUNDS FOR DEFAULT TERMINATION BY THE CITY. By giving written notice to the Company, the City may also terminate the Contract upon the occurrence of one or more of the following events (which shall each constitute grounds for termination without a cure period and without the occurrence of any of the other events of default previously listed):
  - 9.3.1. The Company makes or allows to be made any material written misrepresentation or provides any materially misleading written information in connection with the solicitation, or any covenant, agreement, obligation, term or condition contained in this Contract; or
  - 9.3.2. The Company takes or fails to take any action which constitutes grounds for immediate termination under the terms of this Contract, including but not limited to failure to obtain or maintain the insurance policies and

endorsements or failure to provide the proof of insurance as required by this Contract.

- 9.3.3. The Company fails to meet delivery times or the Work does not comply with the terms of this Contract as set forth in **Exhibit A**.
- 9.4. TERMINATION CONVERSION. If the Contract is terminated by the City for cause but it is later conclusively determined that the Company has not in fact defaulted, the termination shall be deemed to have been effected for the convenience of the City and the Company shall be paid through the date of the termination.
- 9.5. NO EFFECT ON TAXES, FEES, CHARGES, OR REPORTS. Any termination of the Contract shall not relieve the Company of the obligation to pay any fees, taxes or other charges then due to the City, nor relieve the Company of the obligation to file any daily, monthly, quarterly or annual reports covering the period to termination nor relieve the Company from any claim for damages previously accrued or then accruing against the Company.
- 9.6. OBLIGATIONS UPON EXPIRATION OR TERMINATION. In the event this Contract is terminated by the City for any reason prior to the end of the term, the Company shall upon termination immediately discontinue all services in connection with this Contract and promptly cancel all existing orders and subcontracts, which are chargeable to this Contract. As soon as practicable after receipt of notice of termination, the Company shall submit a statement to the City showing in detail the Work performed under this Contract to the date of termination.
- 9.7. NO SUSPENSION. In the event that the City disputes in good faith an allegation of default by the Company, notwithstanding anything to the contrary in this Contract, the Company agrees that it will not terminate this Contract or suspend or limit the delivery of the Work or any warranties or repossess, disable or render unusable any Software supplied by the Company, unless (i) the parties agree in writing, or (ii) an order of a court of competent jurisdiction determines otherwise.
- 9.8. AUTHORITY TO TERMINATE. The Aviation Director or his designee is authorized to terminate this Contract on behalf of the City.
10. **TRANSITION SERVICES UPON TERMINATION**. Upon termination or expiration of this Contract, the Company shall cooperate with the City to assist with the orderly transfer of the Work, functions and operations provided by the Company hereunder to another provider or to the City as determined by the City in its sole discretion.
11. **REMEDIES**.
  - 11.1. Right to Cover. If the Company fails to meet any completion date or resolution time set forth in this Contract (including all Exhibits), the City may take any of the following actions with or without termination this Contract, and in addition to and

without limiting any other remedies it may have:

- 11.1.1. Employ such means as it may deem advisable and appropriate to perform itself or obtain the Work from a third party until the matter is resolved and the Company is again able to resume performance under this Contract; and
  - 11.1.2. Deduct any and all expenses incurred by the City in obtaining or performing the Work from any money then due or to become due to the Company and, should the City's cost of obtaining or performing the Work exceed the amount due the Company, collect the amount due the City from the Company.
- 11.2. Right to Withhold Payment. If the Company breaches any provision of this Contract, the City shall have the right to withhold all payments due to the Company until such breach has been fully cured.
- 11.3. Setoff. Each party shall be entitled to setoff and may deduct from any amounts owed to the other party under this Contract all damages and expenses incurred as a result of the other party's breach of this Contract.
- 11.4. Other Remedies. Upon breach of this Contract, each party may seek all legal and equitable remedies to which it is entitled. The remedies set forth herein shall be deemed cumulative and not exclusive and may be exercised successively or concurrently, in addition to any other available remedy. However, under no circumstances shall the Airport be liable to the Company for damages arising from delay, whether caused by the Airport or not.
12. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties established by this Contract is solely that of independent contractors, and nothing contained in this Contract shall be construed to (i) give any party the power to direct or control the day-to-day activities of the other; (ii) constitute such parties as partners, joint ventures, co-owners or otherwise as participants in a joint or common undertaking; (iii) make either party an agent of the other for any purpose whatsoever, or (iv) give either party the authority to act for, bind, or otherwise create or assume any obligation on behalf of the other. Nothing herein shall be deemed to eliminate any fiduciary duty on the part of the Company to the City that may arise under law or under the terms of this Contract.
13. **AUDIT.** During the term of this Contract and for a period of three (3) years after termination of this Contract, the City shall have the right to audit, either itself or through an independent auditor, all books and records and facilities of the Company necessary to evaluate the Company's compliance with the terms and conditions of the Contract or the City's payment obligations. The City shall pay its own expenses, related to such audits, but shall not have to pay any expenses or additional costs of the Company. However, if non-compliance is found that would have cost the City in excess of \$5,000 but for the audit, then the Company shall be required to reimburse the City for the cost of the audit.

14. **RECORDS.** The Company shall be responsible for keeping a record that accurately states the number of hours worked or quantity of goods provided by the Company in the process of providing the Work under the terms of the Contract. The City shall have the right to audit the Company's invoices, expense reports and other documents relating to the Work performed under the Contract, and shall not be required to pay for Work which did not occur or which occurred in breach of the Contract. The Company shall make such documents available for inspection and copying by the City in Charlotte, North Carolina between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, whenever requested by the City.
15. **INSPECTION.** The City reserves the right to inspect the equipment, plant or other facilities of the Company to confirm that such conform with the requirements set forth in **Exhibit A** and are adequate and suitable for proper and effective performance of this Contract. Such inspections shall be conducted during normal business hours and upon at least three (3) days' notice to the Company.
16. **ACCEPTANCE OF THE WORK.** The Work delivered under this Contract shall remain the property of the Company until the City physically inspects, actually uses and accepts the Work.
17. **COMPANY PROJECT MANAGER.** Where the Contract requires the Company to provide a Project Manager, their duties shall include, but are not limited to, the following:
  - 17.1. Coordination of Project schedules and the Company's resource assignment based upon the City's requirements and schedule constraints;
  - 17.2. Acting as the Company's point of contact for all aspects of the Contract administration, including invoicing for the Work, and status reporting;
  - 17.3. Facilitation of review meetings and conferences between the City and the Company's executives when scheduled or requested by the City;
  - 17.4. Communications among and between the City and the Company's staff;
  - 17.5. Promptly responding to the City's Project Manager when consulted in writing or by e-mail with respect to the Work deviations and necessary documentation;
  - 17.6. Identifying and providing the City with timely written notice of all issues that may threaten the Company's ability to provide the Work in a manner contemplated by the Contract;
  - 17.7. Ensuring that adequate quality assurance procedures are in place through the duration of the Contract term; and
  - 17.8. Meeting with other companies working on City projects that relate to this effort as necessary to resolve problem and coordinate the provision of the Work.
18. **COMPANY PERSONNEL.** City has the right to require any additional personnel it deems



necessary for the Services. The City also has the right to require removal and replacement of any personnel it deems unsatisfactory. The Company shall also assure:

- 18.1. That its employees, agents and sub-consultants who normally and regularly come in direct contact with the public shall be clearly identifiable by name badges, name tags, or identification cards.
- 18.2. Where applicable, that its employees, agents and sub-consultants serve the public in a courteous, helpful, and impartial manner. All employees of the Company in both the field and office shall refrain from belligerent behavior and/or profanity. Correction of any such behavior or language shall be the responsibility of the Company.

19. **DUTY OF THE COMPANY TO IDENTIFY AND REQUEST INFORMATION, PERSONNEL AND FACILITIES.** The Company shall identify and request in writing from the City in a timely manner the following:

- 19.1. All information reasonably required by the Company to perform each task comprising the Work;
- 19.2. The City's personnel whose presence or assistance may reasonably be required by the Company to perform each task comprising the Work; and
- 19.3. Any other equipment, facility or resource reasonably required by the Company to perform the Work.

Notwithstanding the foregoing, the Company shall not be entitled to request the City provide information, personnel or facilities other than those which **Exhibit A** specifically requires the City to provide, unless the City can do so at no significant cost. The Company shall not be relieved of any failure to perform under this Contract by virtue of the City's failure to provide any information, personnel, equipment, facilities or resources that is not required under **Exhibit A** or requested in writing. However, where the Company provides written notice and the City fails to provide included information, personnel, facility or resources, the Company shall notify the City in writing immediately in accordance with the notice provision of this Contract. Failure to do so shall constitute a waiver by the Company for any claim or defense it may otherwise have based on the City's failure to provide such information, personnel, facility or resource.

20. **COMPLIANCE WITH SECURITY MEASURES.** Company acknowledges and agrees that:

- 21.1. The City's Aviation Department has offices in the secured area of the Terminal, access to which is subject to security measures imposed by the United States ("Airport Security Program") and enforced by the Transportation Security Administration;
- 21.2. Access to the Aviation Department, to the airfield or other secured area by Company's officers and employees shall be limited to and conditioned upon compliance with the Security Plan as it exists upon the effective date of this Contract, and as may be modified from time to

time;

21.3. Company's officers and employees who need regular access to the secured areas will have to apply for and qualify for security identification badges ("Security Badges") issued by the Aviation Director;

21.4. Company shall company and ensure its employees comply with the Airport's Security Standards and AOA Standards, as amended from time to time, which can be found at [www.cltairport.com/credentialing](http://www.cltairport.com/credentialing); and

21.5. Company may also have to comply with additional project specific requirements, which if applicable, will be included in the Specifications or scope of work of this Contract; and

21.6. City shall not be liable to Company for any diminution or deprivation of Company's rights hereunder on account of the inability or delay of Company or his officers or employees to obtain a Security Badge, regardless of the reason; and

21.7 Pursuant to the discretion of CLT, the Company may be required designate at least two personnel as "authorized signers." The authorized signers must hold a valid CLT badge and are responsible for all required training and the completion of all required documents and process steps to secure and retain valid CLT badges for the employees and subcontractor employees. The authorized signers may need to conduct these activities at the CLT airport.

21. **NON-DISCRIMINATION.** Vendor agrees to comply with the Non-Discrimination Policy set forth in Chapter 2, Article V of the Charlotte City Code, which is available for review at <http://library.municode.com/index.aspx?clientId=19970> and incorporated herein by reference. Vendor consents to be bound by the award of any arbitration conducted thereunder.

## 22. **FEDERAL CIVIL RIGHTS REQUIREMENTS.**

22.1. General Civil Rights. In all its activities within the scope of its airport program, the Company agrees to comply with pertinent statutes, Executive Orders and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identify), age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964. The above provision binds the Company from the solicitation period through the completion of the contract. The above provision also obligates the Company for the period during which Federal assistance is extended to the airport through the Airport Improvement Program, except where Federal assistance is to provide, or is in the form of personal property; real property or interest therein; structures or improvements thereon. In these cases

the provision obligates the party or any transferee for the longer of the following periods:

- 22.2. the period during which the property is used by the airport Sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- 22.3. the period during which the airport Sponsor or any transferee retains ownership or possession of the property.
- 22.4. Civil Rights – Title VI Assurances. During the performance of this contract, the Company, for itself, its assignees, and successors in interest (hereinafter referred to as the "Company") agrees as follows:
  - 22.4.1. Compliance with Regulations: The Company (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract. The current version of the Title VI List of Pertinent Nondiscrimination Statutes and Authorities is included in Section 24 below.
  - 22.4.2. Non-discrimination: The Company, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Company will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and the Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
  - 22.4.3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Company 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 Company of the Company's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
  - 22.4.4. Information and Reports: The Company 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 Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any

information required of a Company is in the exclusive possession of another who fails or refuses to furnish the information, the Company will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

22.4.5. Sanctions for Noncompliance: In the event of a Company's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to: (i) Withholding payments to the Company under the contract until the Company complies; and/or (ii) Cancelling, terminating, or suspending a contract, in whole or in part.

22.4.6. Incorporation of Provisions: The Company will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Company will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Company becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Company may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Company may request the United States to enter into the litigation to protect the interests of the United States.

23. **TITLE VI LIST OF PERTINENT NONDISCRIMINATION AUTHORITIES.** During the performance of this contract, the Company, for itself, its assignees, and successors in interest (hereinafter referred to as the "Company") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

23.1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);

23.2. 49 CFR part 21 (Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);

23.3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

23.4. Section 504 of the Rehabilitation Act of 1973, (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27

- (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- 23.5. The Age Discrimination Act of 1975, as amended, (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
  - 23.6. Airport and Airway Improvement Act of 1982, (49 USC § 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
  - 23.7. The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
  - 23.8. Titles II and III of the Americans with Disabilities Act of 1990 (42 USC §12101, *et seq.*) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodations, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
  - 23.9. The Federal Aviation Administration’s Non-discrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
  - 23.10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
  - 23.11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. at 74087 (2005)];
  - 23.12. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. §1681 *et seq.*).
24. **COMPANY WILL NOT SELL or DISCLOSE DATA.** The Company will treat as confidential information all data provided by the City in connection with this Contract. City data processed by the Company shall remain the exclusive property of the City. The Company will not reproduce, copy, duplicate, disclose, or in any way treat the data supplied by the City in any manner except that contemplated by this Contract.

25. **WORK ON CITY'S PREMISES.** The Company will ensure that its employees and agents shall, whenever on the City's premises, obey all instructions and directions issued by the City's Project Manager with respect to work on the City's premises. The Company agrees that its personnel and the personnel of its subcontractors will comply with all rules, regulations and security procedures of the City when on the city's premises. Further, the Company shall be responsible for any damage to or loss of the City's equipment or facilities arising out of the negligent or willful act or omission of the Company or its subcontractor.
26. **NO LIENS.** All products provided under this Contract shall be delivered and remain free and clear of all liens and encumbrances.
27. **BACKGROUND CHECKS.** Prior to starting work under this Contract, the Company is required to conduct a background check on each Company employee assigned to work under the Contract, and shall require its subcontractors (if any) to perform a background check on each of their employees assigned to work under the Contract (collectively, the "Background Checks"). Each Background Check must include: (a) the person's criminal conviction record from the states and counties where the person lives or has lived in the past seven years; and (b) a reference check.
- 27.1. The Company must follow all State and Federal laws when conducting Background Checks, including but not limited to the Fair Credit Reporting Act requirements, and shall require its subcontractors to do the same.
- 27.2. The Company shall notify the City of any information discovered in the Background Checks that may be of potential concern for any reason.
- 27.3. The City may conduct its own background checks on principals of the Company as the City deems appropriate. By operation of the public records law, background-checks conducted by the City are subject to public review upon request.
28. **CHARLOTTE DIVERSITY AND INCLUSION PLAN.** The City is committed to diversity and inclusion and complies with two different programs, the Charlotte Business INCLUSION ("CBI") Program and the Disadvantaged Business Enterprise ("DBE:") Program, depending on the funding source associated with the Work. The terms and conditions of the applicable program are attached hereto in **Exhibit B**.
29. **NOTICES.** Any notice, consent or other communication required or contemplated by this Contract shall be in writing, and shall be delivered in person, by U.S. mail, by overnight courier, by electronic mail or by telefax to the intended recipient at the address set forth below. Notice shall be effective upon the date of receipt by the intended recipient; provided that any notice which is sent by telefax or electronic mail shall also be simultaneously sent by mail deposited with the U.S. Postal Service or by overnight courier. Each party may change its address for notification purposes by giving the other party written notice of the new address and the date upon which it shall become effective.

Communications that relate to any breach, default, termination, delay in performance, prevention of performance, modification, extension, amendment, or waiver of any provision of this Contract shall be sent to:

<b>For The Company:</b>	<b>For The City:</b>
	Charlotte Douglas International Airport
	Attn:
	5601 Wilkinson Boulevard
	Charlotte, NC 28208
	Phone: 704-
	Fax:
	E-mail:
<b>With Copy To:</b>	<b>With Copy To:</b>
	Charlotte Douglas International Airport
	Attn:
	5601 Wilkinson Boulevard
	Charlotte, NC 28208
	Phone:
	Fax:704-3
	E-mail:

All other notices shall be sent to the other party's Project Manager at the most recent address provided in writing by the other party.

**30. MISCELLANEOUS.**

- 30.1. Non-Exclusivity. The Company acknowledges that it is one of several providers of the Work to the City and the City is not obligated to contract with the Company for any particular project.
- 30.2. Time is of the Essence. Time is of the essence in having the Company perform all Work and deliver all items within the time frames provided by this Contract and **Exhibit A**, including all completion dates, response times and resolution time. Except as specifically stated in the Contract, there shall be no extensions of the stated time frames. All references to days in this Contract (including the Exhibits) shall refer to calendar days rather than business days, unless the Contract provides otherwise for a specific situation.
- 30.3. Entire Contract. This Contract including all Exhibits constitutes the entire agreement between the parties with respect to the subject matter herein. There are no other representations, understandings, or agreements between the parties with respect to such subject matter. This Contract supersedes all prior agreements, negotiations,

representations and Bid, written or oral.

- 30.4. Amendment. No amendment or change to the Contract shall be valid unless in writing and signed by both parties to the Contract.
- 30.5. Assignment, Transfer and Subcontracting. No part of this Contract shall be assigned, transferred or subcontracted by the Company, absent prior written approval by the City, which shall not be unreasonably withheld.
- 30.6. Service Changes and Change Orders. In the event changes to the Work (collectively "Change"), become necessary or desirable to the parties, the parties shall follow the procedures set forth in this Section. A Change shall be effective only when documented by a written amendment to this Contract executed by both parties. The amendment shall set forth in detail (i) the Change requested, including all modifications of the duties of the parties; (ii) the reason for the proposed Change; and (iii) a detailed analysis of the impact of the Change on the results of the Work including the impact on all delivery dates and any associated price.

In the event either party desires a Change, the Project Manager for such party shall submit to the other party's Project Manager a written request for the Change. If the receiving party does not accept the Change within ten (10) days, the receiving party shall be deemed to have rejected the Change request. If the parties cannot reach an agreement on a proposed Change, the Company shall nevertheless continue to render performance under this Contract in accordance with its (unchanged) terms and conditions.

Changes that involve or increase the amounts payable by the City require execution by the Aviation Director or a designee depending on the amount. Some increases may require execution by the City Manager or a designee or approval by Charlotte City Council.

- 30.7. Governing Law and Jurisdiction. North Carolina law shall govern the interpretation and enforcement of this Contract, and any other matters relating to this Contract (all without regard to North Carolina conflicts of law principles). All legal actions or other proceedings relating to this Contract shall be brought exclusively in a state or federal court sitting in Mecklenburg County, North Carolina. By execution of this Contract, the parties submit to the jurisdiction of said courts and hereby irrevocably waive any and all objections which they may have with respect to venue in any court sitting in Mecklenburg County, North Carolina.
- 30.8. Binding Nature and Assignment. This Contract shall bind the parties and their successors and permitted assigns. Neither party may assign this Contract without the prior written consent of the other. Any assignment attempted without the written consent of the other party shall be void. For purposes of this Section, a Change in Control, as defined in Section 31.13 constitute an assignment.



- 30.9. Survival of Provisions. Those Sections of the Contract and the Exhibits which by their nature would reasonably be expected to continue after the termination or natural expiration of the Contract shall survive the termination or natural expiration of the Contract, including but not limited to all definitions and Sections 6, 7, 10, 11, 12, 14, 15, 25, 30, and 31.
- 30.10. Severability. The invalidity of one or more of the phrases, sentences, clauses or sections contained in this Contract shall not affect the validity of the remaining portion of this Contract so long as the material purposes of this Contract can be determined and effectuated. If any provision of this Contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision, but only to the extent that such provision is unenforceable, and this Contract shall be deemed amended by modifying such provision to the extent necessary to make it enforceable while preserving its intent.
- 30.11. No Manufacturer or Dealer Advertisement. No manufacture or dealer shall advertise on goods delivered to the City without prior approval by the Aviation Director, or his designee.
- 30.12. Waiver. No delay or omission by either party to exercise any right or power it has under this Contract shall impair or be construed as a waiver of such right or power. A waiver by either party of any covenant or breach of this Contract shall not constitute or operate as a waiver of any succeeding breach of that covenant or of any other covenant. No waiver of any provision of this Contract shall be effective unless in writing and signed by the party waiving the rights.
- 30.13. Change in Control. In the event of a change in "Control" of the Company (as defined below), the City shall have the option of terminating this Contract by written notice to the Company. The Company shall notify the City within ten days of the occurrence of a change in control. As used in this Contract the term "Control" shall mean the possession, direct or indirect, of either (i) the ownership of or ability to direct the voting of, as the case may be fifty-one percent (51%) or more of the equity interests, value or voting power in the Company or (ii) the power to direct or cause the direction of the management and policies of the Company whether through the ownership of voting securities, by contract or otherwise.
- 30.14. Force Majeure. Neither party hereto shall be liable to the other for any failure, delay or interpretation in the performance of any of the terms, covenants, or conditions of this Contract due to causes beyond the control of that party including, but not limited to, court order, shortages of materials, acts of God, act of the public enemy, acts of superior governmental authority, weather conditions, floods, riots, rebellion, sabotage or other circumstances for which such party is not responsible, which the party cannot reasonably circumvent or which are not in its power to control, for as long as such cause continues. This Section does not include strikes, slow-downs,

walkouts, lockouts and individual disputes.

- 30.15. No Limitations on Disclosure. The Company agrees that the City shall be able to disclose and distribute to any persons or entities, without restrictions, all Work and samples provided under this Contract or the ITB. The Company specifically agrees that the City can and will provide samples of the Work provided under this Contract to the Company's competitors in any future procurement process.
- 30.16. No Bribery. The Company certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the forgoing has bribed or attempted to bribe an officer or employee of the City in connection with this Contract.
- 30.17. Familiarity and Compliance with Laws and Ordinances. The Company agrees to make itself aware of and comply with all local, state and federal ordinances, statutes, laws, rules and regulations applicable to the Work. The Company further agrees that it will at all times during the term of this Contract be in compliance with all applicable federal, state and/or local laws regarding employment practices. Such laws will include, but shall not be limited to workers' compensation, the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and all OSHA regulations applicable to the work.
- 30.18. Taxes. The Company shall pay all applicable federal, state and local taxes which may be chargeable against the performance of the Work.
- 30.19. Prompt Payment. Provided that there has been no delay or default by city in making necessary funds available to it, Company shall make prompt and timely payment of all its obligations arising out of this Contract. Company shall pay out of its own funds any penalty, fine or like assessment resulting from any intentional or grossly negligent late payment of any obligation related to this Contract. City shall have the right to contact Company's vendors to verify compliance with this provision.
- 30.20. Ownership of Work Product. The City shall own title to and all intellectual property rights in and to all documents, reports, specifications, designs, developments, computations, and other materials prepared, obtained or delivered under the terms of this Contract (collectively the "Deliverables"). The City may use, transfer, copy and distribute the Deliverables without restriction or limitation. The City accepts responsibility for any changes made by the City to these Deliverables after final submittal by the Company. The City acknowledges and agrees that the Company may retain one copy of each Deliverable and use the Deliverable solely for its internal general reference. Any modification of the Deliverables by the City without the involvement of the Company shall be at the sole risk of the City. The Company shall cooperate with and provide reasonable assistance to the City as necessary to obtain or enforce any patents, copyrights or other proprietary rights in the Deliverables and to execute all Deliverables necessary to give the City full legal ownership of such

Deliverables. The Company shall also take all necessary actions to ensure that all employees and approved subcontractors engaged by the Company in connection with the Contract are bound by the terms of this Section. The Company shall, as required for the performance under this Contract and otherwise upon the request of the City or upon expiration or termination of this Contract, deliver to the City all Deliverables. Company acknowledges that all information included in the material provided under this Contract is public record except for information that falls under one or more of the statutory exceptions set forth in Chapter 132 and 66-152 *et seq.* of the North Carolina General Statutes. Company may only designate information confidential that it, in good faith, considers a trade secret or confidential under North Carolina public records and trade secret law. However, CLT reserves the right to review and make any final determination on if any material submitted is in fact protected by an exception to North Carolina's public record law. Company agrees that the City may reveal any trade secrets or confidential information to City staff, consultants or third parties assisting with this Contract. Where information is marked Trade Secret or confidential, Company agrees as a separate indemnity, to indemnify, defend and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with the City choosing to withhold any material based on Company's designation of said material as a trade secret or confidential.

- 30.21. Approvals. All approvals or consents required under this Contract must be in writing.
- 30.22. Confidentiality Requirements. The Company acknowledges that it is bound by all terms and conditions contained in the Confidentiality Requirements with respect to any confidential information which it obtains access to in connection with this Contract. A signed copy of this Contract is attached hereto as part of **Exhibit B**.
- 30.23. e-Builder. Company may be required to use the City's web-based project control software ("e-Builder") for records retention and management of all Work documentation. Information on e-Builder can be found at [www.e-builder.net](http://www.e-builder.net). Documents, forms, and processes that will be used in e-Builder by the City, City's representatives and Company include but are not limited to: project drawings (including as-builts), submittals, required reports, project photos, project schedule, requests for information, change notices, change requests, project plan, letters, meeting notifications, meeting minutes and other communication. If an item is not covered by e-Builder, submission shall be as directed by the City or City's representative. City will provide access and technical service for five (5) e-builder licenses at no cost to the Company. Any additional e-Builder licenses will be the responsibility of the Company to purchase as needed. The City will provide training at no cost to the Company.
- 30.24. Publicity and Other Public Statements. Advertising, sales promotion or other materials of the Company or its agents or representatives shall limit the identification

- or reference to this Contract to the general physical description and location of the approved final design or product of the Work. Descriptions of conceptual or alternative designs or products considered for the Work shall not be included in advertising, sales or other materials. As a condition of entering into this Contract, the Company further agrees to refrain from the following, absent the City's prior written approval: (1) making any statement to the media or public regarding the subject matter of this Contract or the City's position on any issue relating to this Contract; or (2) making any statement to the media or public on any issue which, in the City's judgment, is likely to cast doubt on the competence or integrity of the City or the Company. Failure to comply with this Article by the Company shall constitute a material breach and, without limiting any other remedies the City may have, shall entitle the City to terminate this Contract for default.
- 30.25. No Third-Party Benefit. The provisions of this Contract are for the sole benefit of the Parties hereto. Except as expressly provided herein, this Contract neither confers any rights, benefits, or claims upon any person or entity not a Party hereto nor precludes any actions against, or rights of recovery from, any persons or entities not Parties hereto.
- 30.26. E-Verify. Unless otherwise exempted, Company shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if Company utilizes a subcontractor, Company shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
- 30.27. NC Prohibitions on Contracts with Companies that Invest in Iran or Boycott Israel. Company certifies that (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 147-86.58 (collectively, the "Treasurer's IDA List"); (ii) it has not been designated by the NC State Treasurer pursuant to N.C.G.S. 147-86.81 as a company engaged in the boycott of Israel (such designation being referred to as the "Treasurer's IB List"); and (iii) it will not take any action causing to appear on the Treasurer's IDA List or the Treasurer's IB List during the term of this Contract. In signing this Contract, Company further agrees, as an independent obligation, separate and apart from this Contract, to reimburse the City for any and all damages, costs and attorneys' fees incurred by the City in connection with any claim that this Contract or any part thereof is void due to Company appearing on The Treasurer's IDA List or the Treasurer's IB List at any time before or during the term of this Contract.
- 30.28. Construction of Terms. Both parties have carefully considered the particular language used in this Contract. The general rule of law that ambiguities are construed against the drafter will not apply.
- 30.29. Days. Unless specifically stated otherwise, all references to days in this Contract refer to calendar days rather than business days.

30.30. Conflict of Interest. The Company will not take any action that is or is likely to be perceived as conflict of interest under this Contract. The Company or its subcontractor has not made and will not make any gifts to City employees or officials in connection with this Contract.

31. **NON-APPROPRIATION OF FUNDS.** If the City Council does not appropriate the funding needed by the City to make payments under this Contract for a given fiscal year, the City will not be obligated to pay amounts due beyond the end of the last fiscal year for which funds were appropriated. In such event, the City will promptly notify the Company of the non-appropriation and this Contract will be terminated at the end of the last fiscal year for which funds were appropriated. No act or omission by the City, which is attributable to non-appropriation of funds shall constitute a breach of or default under this Contract.

32. **OTHER AGENCIES.** At the option of the Company, the services and/or products provided under the Contract resulting from this solicitation may be provided to other governmental agencies, counties, and cities under the same terms and conditions (such as price, services, and products) that are described in this Contract. Each governmental agency allowed by the Company to purchase goods and/or services in connection with this Contract shall do so independently of the City; such agency is responsible for its own purchases and must review the goods and/or services prior to acceptance. The City shall have no liability to any entity arising from such third party's purchase of goods and/or services from Company in connection with this Contract.

**[Intentionally Left Blank]**

IN WITNESS WHEREOF, and in acknowledgment that the parties hereto have read and understood each and every provision hereof, the parties have caused this Contract to be executed on the date first written above.

**[ENTER COMPANY NAME]**

**CITY OF CHARLOTTE**

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

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

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

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

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

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

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

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

This instrument has been pre-audited in the manner required by the "Local Government Budget and Fiscal Control Act."

\_\_\_\_\_

## EXHIBIT C – INVOICING REQUIREMENTS

Payments shall be made for fees and reimbursable costs, if applicable, upon submission of an invoice stating the nature and quantity of work performed and accompanied by proper supporting documentation, including without limitation, itemized receipts, as the City may require. Costs, including, without limitation, labor, material and reimbursable expenses, shall be itemized on each invoice. Failure to submit full supporting documentation may be cause for invoice rejection or delay in payment. In order to more efficiently process payments, the Aviation Department requests compliance to the following:

1. **Request a purchase order (PO) before delivering goods and/or services** unless a P Card is being used to facilitate the payment transaction.
2. **All invoices must clearly state:**
  - a. Company Name and Address
  - b. City of Charlotte vendor registration number
  - c. Company invoice number (if applicable)
  - d. City of Charlotte contract number
  - e. City of Charlotte purchase order number
  - f. The appropriate PO line number for each item
  - g. Airport Project Manager name
  - h. Charlotte Business INclusion Form #6

Invoices with supporting documentation should be consolidated into one file/attachment in a PDF format. If invoice and supporting document consolidation is not an option, the supporting documentation should include the appropriate invoice number and PO number.

3. When a contract has been issued, the **contract number and PO number** must appear on each invoice and a **sales tax statement** must be attached.
4. **Include all applicable sales taxes on the invoice as separate lines** and not combined with the cost of goods. The City of Charlotte is **not** exempt from sales tax.
5. Company must send a **draft invoice** to the Airport Project Manager for review and **approval**. If revisions are necessary, the Airport Project Manager will notify the Company. Corrections must be made **before** an invoice is submitted to City of Charlotte, Accounts Payable.

6. ***Details*** – Each deliverable identified, in which a separate fee or percentage of the Total Compensation is assigned will be listed on a separate line i.e. labor, materials, shipping/freight, bidding, construction administration, etc.
7. A ***summary statement*** showing total contract total value, amount previously billed, % of contract completion, open contract amount. Subsequently for each PO number, original values, amount billed to date, and % of completion.
8. Reimbursable expenses must be listed below the base fee billing and clearly convey the same information, preferably using the same format.
9. ***Email invoices*** to:
  - a. [cocap@charlottenc.gov](mailto:cocap@charlottenc.gov) (add in email subject line: Aviation – (insert PO#) and copy;
  - b. [Airport Project Manager](#)
  - c. [Michele Torres \(Michele.Torres@cltairport.com\)](mailto:Michele.Torres@cltairport.com), [Aviation CBI Business Diversity Programs Manager](#)

The Aviation Department prefers ***not*** to receive invoices for goods and/or services which have been paid via a P-card. ***When presenting an invoice that has been paid via P-card, indicate the total due as "\$0.00".***