



**5601 WILKINSON BOULEVARD
CHARLOTTE, NORTH CAROLINA 28208
(704) 359-4000**

**INVITATION TO BID
ITB AVIA #25-24: CREDENTIALING BADGING SUPPLIES
ADDENDUM #1
JANUARY 29, 2025**

This Addendum is hereby made a part of the specifications, as applicable, of the above referenced project. All other requirements of the original plans and specification shall remain in effect in their respective order. Acknowledge receipt of this addendum by inserting its number and date on Form #2 of your BID.

General Note:

Bids for the above will be received via the e-bidding portal until 2:00 pm est on February 6, 2025.

Questions received are answered as follows:

- 1. Artwork is broken out for each card. Do you require black-only printing on the back of the cards: Credentialing Badge Stock, Parking Card, and Staff Print cards?**

We only request printing on the backside of the Cards in black text only. Current artwork is all text. CLT plans to add a QR code in lieu of some of the text on the back of the Badge Stock. The design is still being reviewed. The Front side of the badge is typically blank or printed on the MATICA XID printer with regulatory compliant badge holder information and details.

- 2. Can you provide the artwork images of what is required?**

Badge Stock

See the image below of the current text. CLT plans to add a QR code in lieu of some of the text on the back of the Badge Stock.

This badge is the property of Charlotte Douglas International Airport and must be displayed above the waist on the outermost garment at all times while in SIDA areas. It must be surrendered to Airport Operations upon request. A badge cannot be loaned or borrowed, and any misuse (known or suspected) may result in suspension or revocation. Lost or stolen badges must be reported immediately to Airport Operations at 704-359-4012.

If found, deposit in any mailbox. Postage guaranteed.
Charlotte Douglas International Airport, Airport Operations,
PO Box 19066, Charlotte NC 28219

Parking Card

"Parking Only" on back of the card in large font – sized to fit one line on back of the card.

Print Card

"CLT Print Card" on back of the card in large font – sized to fit one line on back of the card.

3. Also, the artwork unit of measure is hourly. Should the unit of measure reflect each?

Bidders must include the artwork costs and associated fees as part of the per card unit price.

4. Can you provide part numbers and images for the badge holders and clips?

CLT have purchased from several vendors using the description provided in the ITB. We were unable to identify a specific manufacturer and related manufacturer part number. Attached is the picture of the holder and clip for consideration.



5. Please describe the artwork necessary (Ex: Full color both sides 4/4, 4/0 full color front only, 4/1 full color front, black on back). Is this artwork static for all badges or does it contain variable data?

Badge Stock

The MATICA 8600 Printer, prints the front side of the badge. Artwork is only preprinted on the backside per the below examples.

Back (HID Printed)

This badge is the property of Charlotte Douglas International Airport and must be displayed above the waist on the outermost garment at all times while in SIDA areas. It must be surrendered to Airport Operations upon request. A badge cannot be loaned or borrowed, and any misuse (known or suspected) may result in suspension or revocation. Lost or stolen badges must be reported immediately to Airport Operations at 704-359-4012.

If found, deposit in any mailbox. Postage guaranteed.
Charlotte Douglas International Airport, Airport Operations,
PO Box 19066, Charlotte NC 28219

Front (MATICA XID 8600 printed)



Parking (Preprinted from HID)

Back (front has no printing)



6. For the pricing sheet, I notice you have the artwork as an hourly chargeable item; the pre-printed static artwork would be inclusive in the unit price based on the above artwork description. What do you anticipate the hourly artwork rate to be for?

Bidders must include the artwork costs and associated fees as part of the per card unit price.

7. For the CLT Parking card, there is a discrepancy in the description. The format of 26 bit is a standard format, but you also listed HID Corporate 1000, which would be either a 35 bit or a 48 bit. Can you confirm which format it is? Has this Corporate 1000 format been established with HID? If so, what is the number.

Bidders must include the parking card estimate for 35-bit HID Corp 1000 format H2005008. The same format used for the badging stock on the pricing sheet. Only variance between badge stock and parking card configuration will be the artwork.

8. The part number referenced is for the XID8300 model of printer, but the description of printer is the XID8600. Can you please confirm this part number and description?

CLT confirmed that the product number DIH10506 is correct and compatible with the XID8600 model printer.

9. Will CLT require the successful Bidder to procure the Corporate 1000 format on CLT's behalf? Will CLT be able to complete the necessary document for HID Global to authorize the successful Bidder?

Yes, CLT will assist in the registering the successful Bidder to procure CLT Corp 1000 format on our behalf.

10. Section 3 of Exhibit A. Point #9c. You reference that Warranty repairs be completed on site. Standard warranty repairs are to be completed either by the manufacturer or by an authorized repair center/technician. Are you open to exploring options to ship the printer in should it be necessary? Would you consider a loaner printer an option to mitigate having to ship the printer for repair?

Yes, we are familiar with the MATICA warranty process. While a printer is under warranty, CLT expects a local service provider when available or an RMA for shipment to the applicable level of service based on the printer's condition. We do not require a loaner printer.

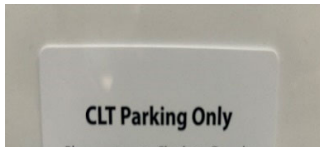
11. Please provide images of the front and back of the parking tags.

Front and back are the same – Serial/Sequential numbering will begin with year ordered followed by sequential number: 25472, 25473, 25474...



12. Please provide artwork samples/images for the print copy cards.

No current artwork for Print Cards. The future artwork will read "CLT Print Card" on back of the card in large font – sized to fit one line on back of the card. See the similar design below.



13. Bidders must submit the ITB AVIA 25-24 Credentialing Badging Supplies Pricing Rev 01292025 in Excel format in the e-Bidding portal.

Charlotte Douglas International Airport (CLT), a City of Charlotte department does not discriminate on the basis of disability. We will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon request. To make a request, please email genetta.carothers@cltairport.com.

Meeting title	ITB AVIA 25-24 Credentialing Badging Supplies (Pre-Bid Conference)	
Attended participants	14	
Start time	1/23/25, 12:58:36 PM	
End time	1/23/25, 1:34:32 PM	
Meeting duration	35m 55s	
Average attendance time	27m 9s	
Name	Company	Email
Carothers, Genetta	CLT	Genetta.Carothers@cltairport.com
Butler, Claire	CLT	Claire.Butler@cltairport.com
Lasheb-Laribi, Dihya	CLT	Dihya.Lasheb@cltairport.com
Shames, Samuel	CLT	Samuel.Shames@cltairport.com
Nunes, William	CLT	William.Nunes@cltairport.com
Walker, Johnella	CLT	Johnella.Walker@cltairport.com
Tim Long (External)	Laminex	tlong@laminex.com
Lynn Leary	EPC	lleary@epcounsel.com
Kris Queen	Next Levels LLC	kris@nextlevelsllc.com
Beth Wensch	Levata	beth.wensch@levata.com
Jaclyn Blumenthal	ColorID	Jaclyn.Blumenthal@ColorID.com
Jacob Cote	B2B MyGoToSource	jcote@mygotosource.com
Mark Volker	Safe-Card ID Services	mark.volker@safecardid.com
Rhonda Reedy	MORR Promotions, LLC dba Barefoot Swag	rhonda@barefootswag.com

Pre-Bid Meeting Presentation





CREDENTIALING BADGING SUPPLIES

ITB AVIA 25-24

Pre-Bid Meeting
January 23, 2025 at 1:00 PM EST

AGENDA

- Housekeeping Items
- Introductions and Attendance
- Submission Requirements
- Bid Format (Required Forms)
- Addenda and Bidder Questions
- e-Bidding Portal
- CBI Program Requirements
- Specifications
- Closing

HOUSEKEEPING ITEMS

- The purpose of this conference is to present information found in the Invitation to Bid (ITB).
- ITB clarification questions will only be accepted and answered by submission through the e-Bidding portal's Q&A board. Answers to be provided via addendum.
- You may email Genetta.Carothers@cltairport.com with questions regarding the operation of the e-Bidding portal.
- Today's presentation will be included with addendum.
- Vendor registration and related information:
<https://www.charlottenc.gov/Growth-and-Development/Doing-Business/Vendor-Registration>

INTRODUCTIONS AND ATTENDANCE

- Presenters:
 - Genetta Carothers – ITB Manager
 - Claire Butler – Business Diversity & Development Manager
 - William “Bill” Nunes (Project Manager) – Credentialing Manager
- Meeting Attendance:
 - Please be sure to capture your attendance (i.e. name, company name, and email address) in the chat.

SUBMISSION REQUIREMENTS

Submission Requirements:

- Companies must submit ONE (1) original and complete bid in searchable Adobe Acrobat .pdf format, signed in ink, or digitally signed.
- Bids must have standard text no smaller than twelve (12) points.
- Please combine all documents into one submission packet.
- Please name your file using twenty (20) characters or less.
- Please share username and password among co-workers.
- Bids must be submitted through the e-Bidding Portal, using the link provided within the ITB document. CLT will not accept submissions through any other means (i.e. – mailed, faxed, emailed, hand delivered, etc.)

Bid Submission Deadline:

- Thursday, February 6, 2025 at 2:00 PM EST (per CLT's clock)
- The bid portal will close promptly at 2:00 PM EST. **Late submissions will not be accepted.**
- Please notify Genetta Carothers via email Genetta.Carothers@cltairport.com if you experience issues using the e-Bidding portal. All other questions must be submitted through the Q&A link in the bid portal.
- DO NOT wait until the last minute!

Target Dates:

- Estimated start date is April 1, 2025.



BID FORMAT (REQUIRED FORMS)

Bids shall consist of the following forms:

- Form 1, Bid Form
- Form 2, Bid Qualifications and Requirements; Addenda Acknowledgements
- Form 3, Exceptions to any Part of the ITB (Stated and Identified Separately as “Exceptions”)
- Form 4, Nondiscrimination Certification
- Form 5, CBI Program Requirements
- Form 6, Confidential Information
- Form 7, Pricing Worksheet
- Form 8, References
- Documentation/Specs for Alternate Brand (if Applicable)

All required forms must be completed, signed and uploaded



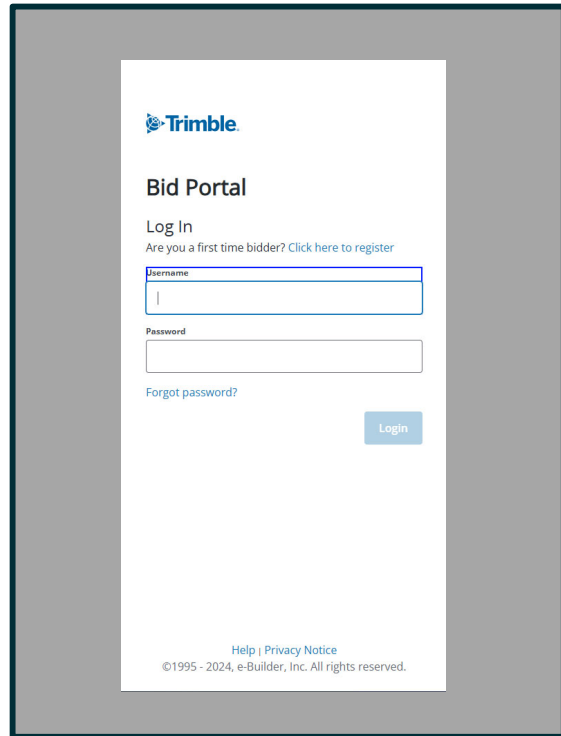
SELECTION CRITERIA

The Airport reserves 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 and cost.

ADDENDA AND BIDDER QUESTIONS

- All addenda will be posted to the e-Bidding portal, the City of Charlotte website and broadcast through Public Input.
- Questions and Answers will be included in addenda for the benefit of all bidders.
- Questions must be submitted in written form through the e-Bidding Portal Q&A board.
- Deadline for submitting written questions will be on Monday, January 27, 2025 at 2:00 PM EST.
- Answers via addendum will be posted no later than 12:00 PM EST; Wednesday, January 29, 2025.

E-BIDDING PORTAL

A screenshot of the Trimble Bid Portal login page. The page has a white background with a grey border. At the top left is the Trimble logo. Below it is the title "Bid Portal". Under the title is the text "Log In" and a link "Are you a first time bidder? Click here to register". There are two input fields: "Username" and "Password". Below the password field is a link "Forgot password?". A blue "Login" button is on the right. At the bottom, there is a link "Help | Privacy Notice" and a copyright notice "©1995 - 2024, e-Builder, Inc. All rights reserved."

- Please use the link provided in the ITB to access the e-Bidding Portal.
- **PLEASE NOTE:** The e-Bidding portal link is the "Invitation Key".
- If this will be your first-time logging into the e-Bidding portal, you will need to create login credentials.
- Use Chrome or Firefox as your browser when accessing the bid portal (do not use Internet Explorer).

E-BIDDING PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 030 Operations

ITB AVIA 25-24 Credentialing Badging Supplies

Status

Bid Package

Open

Bidding

Pending

Response Submitted

No

15 Days 21 Hours 9 Minutes Left

Due on 02.06.2025 at 2:00 PM

(GMT-05:00) Eastern Time (US & Canada)

Package Invitation

Response Form

Q&A Board

Accept

Decline

Bid Info

Invitation Documents (2)

Addenda

Hide All

Show All

Click this icon to download files. Clicking the icon next to a folder will download all files and subfolders within it.

File / Folder Name	Uploaded on	File Size
<div><div></div><div>Solicitation Documents (2)</div></div>	01.14.2025 10:22 AM	
<div><div></div><div>ITB AVIA 25-24 Credentialing Badging Supplies Pricing.xlsx Version 1</div></div>	01.17.2025 8:45 AM	42.14 KB
<div><div></div><div>ITB AVIA 25-24 Credentialing Badging Supplies.pdf Version 1</div></div>	01.17.2025 8:44 AM	413.08 KB

Locate bid documents here



E-BIDDING PORTAL

Submit Questions here



Trimble Unity Construct

Bid Packages

My Profile

Charlotte Douglas International Airport (CLT) / Solicitations 030 Operations

ITB AVIA 25-24 Credentialing Badging Supplies

Status

Bid Package

Open

Bidding

Pending

Response Submitted

No

15 Days 21 Hours 9 Minutes Left

Due on 02.06.2025 at 2:00 PM

(GMT-05:00) Eastern Time (US & Canada)

Package Invitation

Response Form

Q&A Board

Submit Question

Export

View List

View All

View

Subject

Questionee

Date & Time

Note: The date and time are shown in the bid time zone.



E-BIDDING PORTAL

The screenshot shows the Trimble Unity Construct E-bidding portal. The header includes the logo and navigation links for 'Bid Packages' and 'My Profile'. The main content area is titled 'Charlotte Douglas International Airport (CLT) / Solicitations 030 Operations' and 'ITB AVIA 25-24 Credentialing Badging Supplies'. A 'Status' table shows the current state of the bid package. A countdown timer indicates the time left to submit a response. Below the timer, there are three tabs: 'Package Invitation', 'Response Form' (which is circled in red), and 'Q&A Board'. A red arrow points from a yellow box labeled 'Submit bid Click here' to the 'Submit Quote' button. A warning message at the bottom states: 'Please note that only one file can be uploaded.'

Status	
Bid Package	Open
Bidding	Pending
Response Submitted	No

15 Days 21 Hours 9 Minutes Left

Due on 02.06.2025 at 2:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Package Invitation **Response Form** Q&A Board

[Submit Quote](#)

⚠ Please note that only one file can be uploaded.

This box will appear to upload submission packet here

The 'Upload Files' dialog box is shown. It has a title bar with a close button. The main area contains a dashed box with the text 'Drag and drop files here to upload, or browse.' and a small upload icon. At the bottom, there are 'Upload' and 'Cancel' buttons.

Upload Files

Drag and drop files here to upload, or browse.

[Upload](#) [Cancel](#)

Reminder:

- Upload as one (1) file
- File name 20 characters or less
- Don't wait until the last minute!

CHARLOTTE BUSINESS INCLUSION PROGRAM(CBI)

Project Goal:

- The CBI Contract Goal for this project is set at 0% (zero percent)
- 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.

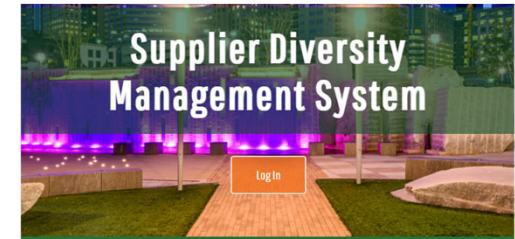
CBI Form 3 must be completed and submitted with Bid Package

- All your subconsultants firm plans to utilize must be included on CBI Form 3

Links:

- CBI Form 3: [CBI Form 3](#)
- CBI Program Website: www.charlottebusinessinclusion.com
- Search for MWSBE firms: <http://charlotte.diversitycompliance.com>:

Contact: Claire Butler, Business Diversity & Development Manager
claire.butler@cltairport.com



VENDOR CERTIFICATION
Search and/or join our database of certified vendors

[Search Certified Directory](#)

[Apply for / Renew Certification](#)

Certified Directory

Search City of Charlotte Certified Directory by entering search terms and clicking **Search**. You must select at least one certification type.

Search by Certification Type

CERTIFICATIONS

- ☒ Minority Business Enterprise (MBE)
- ☒ Small Business Enterprise (SBE)
- ☒ Women Business Enterprise (WBE)
- ☐ Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Historically Underutilized Business (HUB)

SPECIFICATIONS

Charlotte Douglas International Airport (CLT) Credentialing Office provides regulatory compliant Credentialing services to the entire growing 21K badged population. Charlotte Douglas International Airport Credentialing Office is requesting qualified bids to provide Identification badge stock, related badge supplies, and badge printing supplies on an as needed basis.

The badge stock has multiple uses including organizational print cards, parking access cards and unescorted access cards compatible with existing access control infrastructure, hardware, and configuration. Badge Printing supplies must be MATICA 8600 XID printer and laminator compatible. Bidder agrees that CLT will receive a full refund and/or replacement of an order if CLT discovers that the batch of badges does not operate with CLT's security access.

The successful Bidder must register with HID Corporation for authorization to submit Badge/Card stock orders with CLT Airport security configuration within 30 calendar days of the Contract Effective Date. Bidders that require additional information must submit a question in the Q&A section of the e-bidding portal.



THANK YOU!



CLT