



**REQUEST FOR PROPOSALS
TERRAZZO MAINTENANCE
(RE-SOLICITATION)**

Date: October 3, 2023

RFP Number: AVIA 24-06

Subject: Request for Proposals for the following services:

TERRAZZO MAINTENANCE (RE-SOLICITATION)

This letter extends an invitation for the submission of a proposal to supply the Charlotte Douglas International Airport with the non-federally funded services as indicated above. Proposals for the above will be received via the e-bidding portal until **10:00 AM EDT on Monday, October 23, 2023.**

Changes to the terms, conditions or specifications stated in this Request for Proposals will be documented in a written addendum, issued by the Charlotte Douglas International Airport. These addenda will be accessible through the e-bidding portal.

Questions should be directed to Drew Buckner through the e-bidding portals 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 andrew.buckner@cltairport.com.

Sincerely,

DREW BUCKNER, CPPB, NIGP-CPP | PROCUREMENT OFFICER

CHARLOTTE DOUGLAS INTERNATIONAL AIRPORT

Checklist for submitting a Proposal:

- Form 1, Proposal Form
- Form 2, Proposal Qualifications and Requirements
- Form 3, Nondiscrimination Certification
- Form 4, CBI/DBE/ACDBE Program Requirements
- Form 5, Confidential Information
- Form 6, Pricing Worksheet

The above items must be included in the Proposal. If awarded a contract, evidence of insurance that meets or exceeds the requirements set forth in Exhibit B (Sample Contract) are required.

SECTION 1: GENERAL INSTRUCTIONS

A. INTRODUCTION

Pursuant to this Request for Proposals ("RFP"), Charlotte Douglas International Airport ("CLT" or "Airport"), which is owned and operated by the City of Charlotte, North Carolina ("City"), is seeking Proposals from qualified and experienced companies (individually or collectively, the "Proposer") interested in Terrazzo Maintenance (the "Work"). Details of the requested Work are attached hereto as **Exhibit A**. The RFP consists of the following components:

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

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

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

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

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

B. SCHEDULE

DATE	ACTIVITY (All times are EST)
10/3/2023	Issue RFP
10/12/2023 by 5:00 PM EST	Questions Due
No later than 10/17/2023	Addendum (if applicable)

10/23/2023 at 10:00 AM EDT.	Proposals Due
10/23/23 – 10/31/23	Evaluations
12/11/2023	Tentative City Council date
2/1/2024	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 as described below.

C. INSTRUCTIONS TO PROPOSERS

1. Point of Contact

The point of contact for all submissions and correspondence regarding this RFP is Drew Buckner (“RFP 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.

2. Questions and Addenda

The Airport is committed to providing all prospective Proposers with accurate and consistent information to ensure that no Bidder obtains an unfair competitive advantage. To this end, from the date of this RFP through the proposals due date, no interpretation or clarification of the meaning of any part of this RFP will be made orally to any prospective Proposer except for questions answered at the pre-proposal conference.

Requests for interpretation or clarification must be submitted electronically to the RFP 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 RFP Schedule as the deadline for submission of questions. Any questions received after that time may not be addressed prior to the proposal due date. When submitting a request for interpretation or clarification, Proposers 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 RFP 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 Proposers are warned that no other source is authorized to give information concerning, explaining or interpreting this RFP. The

receipt of each addendum must be acknowledged using the space provided on **Form 1** in **Section 2**. The Airport may not consider any RFP that fails to acknowledge receipt of each issued addendum.

3. RFP Acknowledgement

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

4. Proposal Format

Proposals shall consist of all forms included in this RFP ("Forms") and any additional information relevant to the Work that the Proposer believes will help CLT in making its decision. Responses must be typewritten or completed in ink and signed by an authorized representative of the Company. Any erasures or corrections must be initialed and dated by the authorized representative that signs the Forms. CLT desires all Proposals to be identical in format to facilitate the evaluation process. Failure to comply with the format requirements set forth herein may result in rejection of the Proposal.

5. Submission Requirements

Proposals must be submitted through the e-bidding portal at <https://gateway.app.e-builder.net/app/bidders/landing?accountid=80fe0a4a-0c8f-4fcd-ac93-cc9db65522cb&projectid=5d56a1f5-a212-49cb-8b36-009b9d822b7a&bidpackageid=abdcac88-8733-42f8-a445-88109646c58c>

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 proposal due date and time.

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.

Failure of the Proposer to organize the information required by this RFP as outlined herein may result in CLT, at its sole discretion, deeming the Proposal non-responsive to the requirements of this RFP. The Proposer, however, may reduce the repetition of identical information within several sections of the Proposal by making the appropriate cross-references to other sections of the Proposal. Appendices for certain technical or financial information may be used to facilitate Proposal preparation.

6. Selection Criteria and Minimum Requirements

Upon review and evaluation of all qualifying proposals, including any interviews that CLT may require, the Evaluation Committee will select and recommend for award the

Proposer that, in its sole judgment, is most responsive in meeting the requirements and objectives of this RFP as set forth below.

Qualifications and Experience	CLT will evaluate the Proposer based on its ability to meet the Experience requirements as set forth in the Specifications. References will be included and reviewed.
Operations Plan	CLT will evaluate the Proposers ability to meet the requirements set forth in the Specifications as detailed in the Proposer's Operation Plan.
Staffing Plan	CLT will evaluate the plan to provide necessary staffing and the experience of the individual team members proposed to provide the Work.
Training Plan	CLT will evaluate the plan against the requirements outlined in Section 3, Exhibit A, Paragraph 32
Transition Plan	CLT will evaluate this plan against the requirements outlined in Section 3, Exhibit A, Paragraph 49.
Quality Control Program	CLT will evaluate the plan provided as outlined in Section 3, Exhibit A, Paragraph 9
Compensation	CLT will evaluate the Proposer on the overall compensation proposed related to the provision of the Work. compensation proposed related to the provision of the Work.

7. Proposal Terms are Firm and Irrevocable

The signed Proposal shall be considered a firm offer on the part of the Proposer. All Proposal responses (including all statements, claims, declarations, prices and specifications in the Proposals) shall be considered firm and irrevocable for purposes of contract negotiations unless specifically waived in writing by CLT.

8. Evaluation Committee and Award of Contract

The Aviation Director, or his designee, will appoint an Evaluation Committee to review all Proposals. As part of the evaluation process, the Evaluation Committee may engage in discussions with any Proposer to determine in greater detail the Proposer's qualifications and to learn about the Proposer's proposed method of performance to facilitate arriving at an agreement that will be satisfactory to CLT.

CLT may in its discretion require one or more Proposers to make presentations to the Evaluation Committee or appear before CLT and/or its representatives for an interview. During such interview, the Proposer may be required to present its Proposal and to respond in detail to any questions posed. Additional meetings may be held to clarify

issues or to address comments, as CLT deems appropriate. Proposers will be notified in advance of the time and format of such interviews and/or meetings.

The Evaluation Committee will consider all relevant materials and information in making its selection and recommendation to the Aviation Director, the Proposer that it determines is best able to provide the Work.

CLT will inform the Company that it has been selected, subject to final agreement on all terms and conditions of the Contract. If CLT and the Company are unable to agree on the final terms, the Company will be excused from further consideration and CLT may, at its option, select another Proposer.

The City shall have no obligations under this RFP until the Contract has been executed by both parties.

9. Contract Award by City Council

The name of the selected Proposer will be submitted to the City Council or designee for final approval and award (if applicable). Prior to the recommendation to the City Council or designee, the successful Proposer must provide to the Airport an executed Contract which will be substantially similar to the contract in Section 3 **Exhibit B** of this RFP.

Upon approval of the Contract by City Council or designee, the Airport will execute the documents and send a copy to the successful Proposer. **The City Council or designee may, in its sole and absolute discretion, accept or reject the recommendation of the Evaluation Committee, the Contract and supporting ancillary documents.**

10. Accuracy of RFP and Related Documents

CLT assumes no responsibility for conclusions or interpretations derived from the information presented in this RFP, 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 RFP or any documents other than those provided by CLT through the issuance of addenda. In no event may a Proposer rely on any oral statement in relation to this RFP.

Should a Proposer find discrepancies or omissions in this RFP or any other documents provided by CLT, the Proposer 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 Proposer requesting a clarification or interpretation will be responsible for delivering such requests to CLT as directed in this RFP.

The information contained in this RFP forms, exhibits and attachments, hereto, and any addendum 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 respondents.

11. Proposer's Cost of Proposal Preparation

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

12. Attempts to Influence the Selection Process

Except for clarifying written questions sent to the RFP Project Manager, all Proposers, including any and all persons acting on their behalf, are strictly prohibited from contacting City staff on or regarding any matter relating to this RFP from the time the RFP is issued until the intent to award is communicated to Proposers with the exception of requests for additional information made by City Staff in their determination of responsibility and responsiveness of the Proposer (the qualifications and experience of the Proposer).

CLT reserves the right to disqualify any Proposer who contacts a City staff or evaluation committee members concerning this RFP other than in accordance with this RFP.

13. RFP Not an Offer

This RFP does not constitute an offer by CLT. No recommendations or conclusions from this RFP 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 Proposer execute a Contract following award of such agreement.

14. Withdrawal of Proposal; Correction of Errors

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

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

15. Disqualification of Proposals

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

16. 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 RFP at any time;
- ii. To issue additional requests for information;
- iii. To require a Proposer to supplement, clarify or provide additional information for CLT to evaluate its Proposal, including without limitation, requests to provide samples of items requested under this RFP;
- iv. To conduct investigations with respect to the qualifications and experience of each Proposer;
- v. To waive any defect or irregularity in any Proposal received;
- vi. To share the Proposals with City and/or CLT employees and contractors other than the Evaluation Committee as deemed necessary;
- vii. To award all, none, or any part of the Work set forth in this RFP to one or more Proposers as is in the best interest of CLT with or without re-solicitation;
- viii. To discuss and negotiate with selected Proposer(s) any terms and conditions in the Proposals 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 proposals submitted; and
- xi. To re-advertise for proposals using this RFP or a different RFP or solicitation.

17. 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 proposal, respondent agrees to hold the City harmless from any claims,

demands, actions or judgments in connection with such broker fees, expenses or commissions.

18. Ownership and Public Records Law

All proposals and supplementary material provided as part of this process will become the property of the City. Proposers are advised that all information included in the material provided 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. Proposer 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. In submitting a proposal, each Proposer agrees that the CLT may reveal any trade secrets or confidential information to CLT staff, consultants or third parties assisting with this RFP and resulting Contract. Where information is marked Trade Secret or confidential, Proposer agrees to indemnify, defend and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred relating to the City choosing to withhold any material based on Proposer's designation of said material as a trade secret or confidential.

19. General Civil Rights Provisions. 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 identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964. The above provision binds the Company and subcontractors from the bid solicitation period through the completion of the contract.

20. 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:

(A) 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.

(B) Nondiscrimination: 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 Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

- (C) Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the 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 contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
- (D) 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 contractor 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.
- (E) 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: (a) Withholding payments to the Company under the contract until the Company complies; and/or (b) cancelling, terminating, or suspending a contract, in whole or in part.
- (F) 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 City to enter into any litigation to protect the interests of the City. In addition, the Company may request the United States to enter into the litigation to protect the interests of the United States.

21. Title VI List of Pertinent Nondiscrimination Acts and 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:
- (A) Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
 - (B) 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);
 - (C) 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);
 - (D) 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);
 - (E) The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);
 - (F) Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
 - (G) 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);
 - (H) 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 accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
 - (I) The Federal Aviation Administration's Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 - (J) 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);

- (K) 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. 74087 (2005)];
- (L) Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, et seq).

22. Title VI Solicitation Notice The Owner, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, such business will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

23. E-Verify

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

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

Where applicable, the successful proposer 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.

25. Charlotte Diversity and Inclusion Programs

The City complies with three programs, the Charlotte Business INclusion ("CBI") Program, the Disadvantaged Business Enterprise ("DBE") Program and the Airport Concession Disadvantaged Business Enterprise ("ACDE") Program, depending on the funding source or location and service 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.

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.

The ACDBE Program is based on the requirements of 49 CFR Part 23 – Participation of Disadvantaged Business Enterprise in Airport Concessions.

The information and requirements for the diversity and inclusion program applicable to this Contract are set forth in **Form 4** of this RFP.

SECTION 2: FORMS

FORM 1
PROPOSAL FORM

A. COVER LETTER

The Proposal must include a cover letter including the name, address and telephone number of the Proposer and the executive that has the authority to contract with CLT. It shall also include an Executive Summary outlining how the Company best meets the requirements set forth in this RFP.

B. NON-COLLUSION AFFIDAVIT

In submitting this Proposal, Proposer hereby declares that the only person or persons interested in this Proposal as principal or principals is or are named herein and that no person other than herein mentioned has any interest in this Proposal or in the contract to be entered into; that this Proposal is made without connection with any other person, company or parties submitting a Proposal in response to this RFP; and that it is in all respects fair and in good faith without collusion or fraud. Proposer represents to the City that, except as may be disclosed in an Addendum hereto, no officer, employee or agent of the City presently has any interest, either directly or indirectly, in the business of Proposer, and that any such officer, employee or agent of the City having a present interest in the business of Proposer shall not have any such interest at any time during the term of the Contract should it be awarded to the Proposer.

C. ACKNOWLEDGEMENT OF ADDENDA

Proposer further declares that it has examined the RFP including all Attachments, Exhibits and Addenda, as acknowledged below, and that he/she has satisfied himself/herself relative to the requirements, procedures and rights of this RFP. Acknowledgment is hereby made of receipt of the following Addenda (identified by number) since issuance of the RFP. ***Failure to acknowledge all addenda may result in disqualification of the Proposer.***

Addendum Number	Date

D. SUBCONTRACTORS

Proposer must list all proposed subcontractors, if any, in the table provided below. No change in the proposed subcontractors listed herein will be allowed without the express written consent

of CLT. All proposed subcontractors must be able to demonstrate their ability to perform the Work proposed to the complete satisfaction of CLT.

Name of Subcontractor	Description of Work to be Performed

E. EXCEPTIONS

All Work requested in this RFP must be provided for the price(s) set forth in the Compensation Sheet, in strict conformance with the terms, conditions and specifications set forth in the RFP (including any addenda or amendments). Savings associated with the exceptions listed below should be listed separate from the base pricing and such exceptions may or may not be accepted in the sole discretion of the Airport. Exceptions representing material changes to the RFP’s terms (including the form Contract) are grounds for rejection of the Proposal. For each exception listed below include the relevant page number and section of the RFP. If none, state “None”.

Page & Section Number	Section Title	Exception and Proposed Change

F. VERIFICATION AND CERTIFICATION OF AUTHENTICITY OF PROPOSAL

The information contained in this Proposal or any part thereof, including its Forms, Attachments, Exhibits and other documents and instruments delivered or to be delivered to CLT, is true, accurate, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead CLT as to any

material facts.

Submission of this Proposal is the duly authorized official act of the Proposer and the person(s) executing this Proposal and is in accordance with the terms and conditions as set forth in the RFP. The Proposer is duly authorized and designated to execute this Proposal on behalf of and as of the official act of Proposer, this _____ day of _____, 20__.

Company Name: _____

Address: _____

Signature: _____

Printed Name: _____

Title: _____

Phone Number: _____

E-Mail Address: _____

FORM 2
QUALIFICATIONS AND PROPOSER REQUIREMENTS

All statements contained herein must be true and correct. Any omissions or inaccuracies may result in the rejection of this Proposal by CLT. Proposers should note that some responses may require separate sheet(s) for response. Those responses should be appropriately marked corresponding to the question. Proposers should use as many additional sheets as necessary to completely answer the question.

The use of the term "Proposer" in this **Form 2** applies to Proposer and all subcontractors of Proposer that will be involved in the performance of the Work pursuant to the Contract unless otherwise noted.

A. FINANCIAL CAPACITY

Proposer is expected to have the financial ability to move forward with the Work, however, Proposer's financial information will not be a required as part of the Proposal. Upon inspection of the Proposals, CLT reserves the right to request all financial information it deems relevant in assessing the validity of the Proposal. Such materials may include, without limitation, an official bank statement, copies of account records certified by a CPA or a letter of credit. If, after reviewing the Proposals, the City requests that Proposer submit financial information as part of its Proposal, Proposer may choose to mark it "CONFIDENTIAL." Financial information submitted in this manner may not be subject to disclosure under North Carolina's public records laws.

B. EXPERIENCE AND QUALIFICATIONS

Furnish a statement detailing Proposer's background, experience and qualifications which at a minimum includes:

- Corporation type;
- State of incorporation;
- Number of years in business;
- Summary of services provided substantially like the Work requested under this RFP;
- Organizational chart reflecting key personnel for the Work including descriptions of their duties under the Contract. Key personnel shall include at a minimum managers and supervisors or the implementation team (as applicable); and
- Names and addresses of at least three (3) companies, excluding CLT, for which the Proposer provided substantially similar Work within the previous five (5) years, provided in the chart below.

	Client 1	Client 2	Client 3
Client Name:			

Description of the Work			
Dates Provided:			
Compensation:			
Point of Contact (POC):			
POC E-Mail Address:			
POC Telephone:			
Key Personnel Assigned to the Work:			

C. PROPOSER HISTORY

Question	Yes/No	If Yes, include an explanation
Has Proposer ever been subject to claims, actions, demands, suits or other litigation (collectively litigation) brought by any airport owner/operator or others over non-payment of rent or fees, or non-performance of similar Work as that requested under this RFP?		
Does the Proposer have any past due arrearages or is the Proposer in breach of any previous or existing contract with the City?		
Has Proposer declared bankruptcy in the past ten (10) years?		
During the past ten (10) years, have any of Proposer's contracts, leases or other agreements been terminated or cancelled, either voluntarily or non-voluntarily, by another Airport owner/operator?		

D. REFERENCES

List three (3) clients, **excluding** the Aviation Department, for whom you have provided

substantially similar work to that requested under this RFP for a reference check. Additional references, including the Aviation Department, may be included on a second form.

Name of Client	
Address	
Contact Person	
Telephone Number:	
E-Mail Address:	
Name of Client	
Address	
Contact Person	
Telephone Number:	
E-Mail Address:	
Name of Client	
Address	
Contact Person	
Telephone Number:	
E-Mail Address:	

E. OPERATIONS PLAN

Proposer should attach an operations plan, clearly marked, that includes information on specific services provided by the Proposer as part of the Work. This could include, without limitation and as applicable, training plan, quality monitoring program, project schedule, implementation plan, transition plan or any other information related to how the Proposer intends to operate in providing the Work to CLT.

F. STAFFING PLAN

Proposer should provide a staffing plan, which includes how staffing support will be provided to ensure the Work is provided in compliance with the Specifications. This could include, without limitation and as applicable, staffing numbers, schedules, types of positions, location of personnel or any other information that demonstrates how Proposer will provide staffing support for the Work.

FORM 3
NONDISCRIMINATION CERTIFICATION

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

1. In preparing its Proposal, the Company has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in or condoned discrimination, as defined in Section 2 below.
2. For purposes of this form, discrimination means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of a person's race, color, gender, religion, national origin, ethnicity, age, familial status, sex (including sexual orientation, gender identity and gender expression), veteran status, pregnancy, natural hairstyle 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. 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 proposal submitted with this certification and terminate any contract awarded based on such proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Proposer to any remedies allowed thereunder, including possible disqualification from participating in City contracts or solicitation processes for up to two years.
3. As a condition of contracting with the City, the Proposer 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 proposal submitted by the Proposer and terminate any contract awarded on such proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Proposer to any remedies allowed thereunder.
4. As part of its proposal, the Proposer shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against Proposer in a legal or administrative proceeding alleging that Proposer discriminated against its subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.
5. As a condition of submitting a proposal to the City, the Proposer 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 4
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. 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.

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 5
CONFIDENTIAL INFORMATION

Company 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 Company's Proposal 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 RFP, 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 parties acknowledge that Confidential Information includes information disclosed prior to submission of a Proposal as well as information disclosed after submission.

2. **RESTRICTIONS AND REQUIREMENTS.** The Company shall comply with the following restrictions and requirements regarding Confidential Information:
 - a. Company 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. Company 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. Company 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 Proposer, 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 to any third party without the City's prior written consent.
 - d. Company 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. Company shall not remove any proprietary legends or notices, including copyright notices, appearing on or in the Confidential Information.
 - f. Company 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. In the event that any demand is made in litigation, arbitration or any other proceeding for disclosure of Confidential Information, Company 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. Company shall restrict employee access to the Confidential Information to those employees having a need to know for purposes of their jobs.
 - j. Company 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. Company 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. Company shall ensure that each person who obtains access to Confidential Information through Company (including but not limited to Company'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 Company shall have no obligation with respect to any Confidential Information that the Company can establish:
- a. was already known to Company prior to being disclosed by the City;
 - b. was or becomes publicly known through no wrongful act of Company;
 - c. was rightfully obtained by Company from a third party without similar restriction and without breach hereof;
 - d. was used or disclosed by Company 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, Company 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 Company 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.** Company acknowledges that the unauthorized disclosure of the Confidential Information will diminish the value of the proprietary interests therein. Accordingly, it is agreed that if Company 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 Company 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 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 Confidentiality Requirements.

Company Name: _____

Signature: _____

Printed Name: _____

Date: _____

FORM 6
PRICING WORKSHEET

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

In completing the compensation pricing scope in e-Builder, the following instructions should be followed:

1. All price increases over the term of the contract must be noted.
2. If/when there is an error in extension prices, the unit prices, when available, shall govern.
3. 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 Proposer shall include any cost savings attributed to the exceptions if accepted by the City.
4. 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.
5. Additional costs associated with the Work must be added as separate line items to the worksheet.

It is understood that the pricing, terms and conditions of this Proposal confirm with the requirements set forth in this RFP and are firm and irrevocable unless provided in writing to CLT.

Company Name: _____

Signature: _____

Printed Name: _____

Date: _____

SECTION 3: CONTRACT

EXHIBIT A SPECIFICATIONS

1. **Summary.** The scope of this contract shall be to provide Terrazzo Maintenance Services at various locations on the airport's property.
2. **Expectation.** To create and maintain an appearance of a "world class facility" by daily maintenance and cleaning of an estimated 570,000 square feet of Terrazzo flooring to provide a functional and safe experience for 51 million plus annual passengers.
3. **Services scope of work.** The services include, but are not limited to, labor, supervision, materials, equipment, chemicals, supplies and incidentals for complete terrazzo maintenance services at the following locations on airport property: CLT Airport Main Terminal, the Old Terminal, and Express Deck 1. All work is to be performed between 9:30 PM – 5:30 AM, 7 days per week.
4. **Management.** Company shall select and appoint a Job Manager to oversee the Services and as provided within this scope. Such person must be an outstanding, highly qualified and experienced manager or supervisor of comparable operations, vested with the power to accept service of all written notices and control the conduct of Company's personnel, subcontracts and agents. The Job Manager must be reachable by phone or email twenty-four (24) hours a day, seven (7) days a week. The Job Manager will be responsible for ensuring the Services meet the requirements set forth in this Agreement. The Airport shall have the right to reject or request a change of the Company's choice of Manager; however, no such approval will be unreasonably withheld, and no such request will be unreasonably made.
5. **Administrative and Management Responsibilities.** The Company will be required to provide oversight, supervision and management of the staff needed to complete the Work. During the Term, all communication regarding day-to-day scheduling and Agreement administrative matters between the selected Proposer and CLT shall be accomplished through the Job Manager and the Airport Facility Services Manager. On a weekly basis, the Job Manager shall meet with the Airport Facility Services Manager to discuss any matters arising out of the obligations of the Agreement. Additionally, the direct supervisor of the Job Manager shall be available, either in-person or remotely, for such weekly meetings. It is expected for any deficiencies that are communicated during these weekly meetings to be immediately addressed and subsequent actions are taken to prevent such deficiencies from resurfacing. The Company expressly acknowledges the level of importance of the requirements established in this Paragraph.

6. **Quarterly Meetings.** Company shall attend quarterly in-person, or virtual when necessary, meetings between Company and Airport leadership to address successes and concerns in relation to the provision of the Services. These meetings shall include the Job Manager and, at a minimum, that person's direct off-property supervisor. At the Airport's request, at least once a year, one of these in-person meetings shall include a senior executive (unless otherwise agreed to by both parties, a "senior executive" shall consist of an executive-level position such as Vice President) from Company. Company shall be responsible for travel expenses associated with such meetings. The Company acknowledges the importance of individuals above the Job Manager be familiar with the level of satisfaction the City has with the performance of the Company as well as the City's expectations in the performance of the Work arising from the contract.
7. **Staffing.** The Company shall provide staffing for all aspects of the Work. The City may request detailed staffing plans and where necessary staffing changes to ensure the Services under this Agreement are fully provided per the terms and conditions. The Company's employees should arrive at the Airport dressed for work, as changing facilities are not available. The Company shall not employ any person or persons in or about the Airport who shall use improper language or act in a loud or boisterous or otherwise improper manner. The Company agrees to remove any employee from providing the Services at the Airport whose conduct the City feels is detrimental to the best interests of the City.

In the Staffing Plan, a description and picture of the proposed uniform must be included.

8. **Staffing Plan.** As part of the proposal a detailed staffing plan must be included which outlines how the Proposer will meet the required procedures for the Work.

As part of your staffing plan please include information regarding employee screening and background checks, which are separate and apart from badging requirements as set forth below. The plan shall also include any intended vacation, sick days or paid time off offered to employees and Managers. The staffing plan must account for how absences due to illness are handled, particularly in light of a hypothetical surge in the number of COVID cases locally that renders a significant portion of the work staff unavailable to work, or of a future pandemic that would create similar staffing challenges.

The City has the right to provide a maximum cap of full time employees. If a proposal has significantly less personal than what is described herein, please provide details describing how Company will ensure staffing will remain adequate and the Work will be satisfactorily

completed. City has the option to award the Work to multiple contactors, with each contractor providing service to a different area or zone.

Company shall post a weekly schedule no later than on Friday for the following week detailing scheduled staff, vacancies, vacations, etc. This schedule shall include all staff including supervisors and managers. Please provide a sample schedule as part of the RFP response to include job responsibilities for each location.

All supervisory staff must be able to fluently speak, read and write the English language in order to interpret rules and regulations pertaining to the Work as well as to receive instructions and properly implement work orders. For safety reasons, all other personnel must be able to speak rudimentary English.

The Company shall have available at its disposal relief personnel and/or permit overtime work at no additional cost to the City to ensure that each required assignment is fully and properly performed during each shift. Company agrees that the City will not be responsible for such additional compensation.

As part of the staffing plan, all Proposers shall provide a detailed Quality Control Program with Proposal.

9. **Quality Control Program.** The program shall include the structure of responsibility for the Quality Control Program ("Program") and the inspection schedule that will serve to validate the Program. The Program shall include quality as reflected in aspects of a service industry not only in results, but in conduct and interaction with passengers and CLT staff. The Program should be able to be expanded as required by the City. It is expected that the Program address both how routine tasks are to be accomplished, mechanisms with how to proactively address problems or deficiencies, steps that are undertaken if a problem or deficiency is undertaken, and methodologies at how to subsequently prevent such from subsequently resurfacing. If available, the Company shall describe how the program operates electronically, including the mechanism with which customer complaints are addressed, processed, and documented, and resolved. The Program shall also detail how staff is trained to proactively address maintenance issues and its resolution. In fulfilling this requirement, it is acceptable for the training materials to be from an airport other than CLT. The Program must identify how quality control measures are applied towards subcontractors hired by Contractor.
10. **Supervision.** The Company shall provide a full-time on-site job manager ("Job Manager") who shall devote a minimum of forty (40) hours per week to CLT. The Job Manager will be responsible to the Airport Facility Services Manager for ensuring compliance with the

Agreement and for the day-to-day administration of the operations at CLT, including Work that may be performed at the remote locations by a City-approved MWSBE. The Job Manager shall be afforded buying power and be provided with a means to purchase items, both scheduled and emergency via established PO's or a credit card. The Job Manager is also responsible for the work performance of any subcontractors hired by Contractor. The Job Manager must have the authority to make personnel decisions, such as hiring or firing.

Proposers are required to include with Proposals, an up-to-date resume for the proposed Job Manager candidate as part of the Company's staffing plan.

Other Supervisory personnel (if provided) shall, in addition to the duties described further below:

- Ensure prompt and correct compliance with instructions of the Job Manager and CLT
- Ensure that employees assigned to the crews are properly utilized and trained for the efficient performance of their assignments
- Ensure that assignments are carried out in compliance with operational and safety procedures in accordance with selected Proposer's and CLT's regulations

11. **Work Cycles.** The Airport Facility Services Manager shall have the right to specify the exact time the Work is performed. This is to assure CLT that the Work will be performed with relatively equal time lapses between performances unless otherwise necessary. CLT will work with the selected Proposer to plan Work Cycles in such a way that it is as uniformly distributed as practical throughout the year.
12. **Temporary Work Changes.** CLT shall have the right to require the selected Proposer's personnel to perform other duties, at CLT, outside the scope of scheduled Work. The selected Proposer will promptly comply with such requirements. During temporary work changes, the selected Proposer shall not be required to simultaneously provide scheduled services.
13. **Changes in Personnel Requirements.** CLT shall have the right to request changes to the selected Proposer's proposed personnel requirements by adding or subtracting personnel as may be necessary to meet the changing maintenance requirements at CLT. Where possible; compensation and benefits for new personnel shall be in accordance with those presently provided.
14. **Uniforms.** The Company will be required to provide uniforms and reflective vests for the staff assigned to complete the Work. Uniform selection shall be approved by CLT and must be suitable and appropriate for an airport setting. No head gear (other than for religious purposes), other than that included as part of the Uniform and approved by CLT, may be

worn by the Company's personnel. Uniforms should include a consistent color for all footwear worn by the selected Proposer's personnel. Uniforms shall be provided by the selected Proposer at no cost to its personnel.

15. **Utilities and Maintenance.** The Airport shall be responsible for the provision and cost of building maintenance and utilities for electrical power and water. Where applicable, the City will assist the Company in securing the installation of the phone lines needed and any internet connections. Company shall be responsible for any telephone equipment and use costs, including installation and services, and for any other furniture and equipment, including the repair and improvement costs.
16. **U.S. Government Access.** Subject to compliance with all applicable laws, the Federal Aviation Administration (FAA), the Controller General of the United States and any of their duly authorized representatives shall have access to any books, documents, papers and records of the Company which are directly related to this Agreement for the purpose of audit, examination, excerpts and transcriptions.
17. **Non-Compliance Fines.** In the event the City determines that any fine or penalty has been imposed on the City as a result of the failure of the Company or any of its subcontractors to comply with applicable laws or directives, including, without limitation, those from the Transportation Security Administration or the Federal Aviation Administration, City shall have the right to deduct such cost from monies due to the Company.
18. **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 RFP.
19. **Notice to Proceed.** The Company shall not commence work or make shipment under this RFP 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.
20. **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 Procurement 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.
21. **Equipment.** During the Agreement, the Company shall purchase all equipment as required to provide the Services.
22. **Equipment, Supply Storage, and Office Space.** Company shall store its equipment and supplies in storage areas designated by the Airport. The Company agrees to keep those areas neat and clean at all times and in compliance with applicable fire regulations. Equipment must be kept clean and in good repair. Space in the Airport's facilities furnished to the Company as office, storage, supply or janitorial closet space must be cleaned and maintained by the Company to the approval of the Airport.
23. **Equipment Maintenance.** The Company shall perform the regular maintenance and repairs of the equipment provided under this Agreement and keep repair logs for each piece of equipment. All equipment must be maintained based on the manufactures specification and replaced if the equipment is deemed in poor condition. The Airport reserves the right throughout this contract to audit and rate the condition of this equipment. Replacements must be ordered within 48 hours and taken delivery of within a reasonable amount of time.
24. **Equipment Wheels.** All wheels must be soft rubber, non-marking where applicable.
25. **Inoperable and/or Expired Equipment and Supplies.** The Company shall not keep any inoperable or expired supplies/equipment in assigned storage areas. Any piece of equipment that is deemed inoperable or no longer in use must be removed from the premise. If a piece of equipment is awaiting repair, that piece of equipment should be clearly

tagged and reported to the Facility Services Manager. An inoperable piece of equipment will be allowed to remain only if the Facility Services Manager has granted the exception.

26. **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.
27. **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.
28. **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.
29. **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.
30. **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.
31. **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.

32. **Training.** Company shall provide training to all employees assisting in providing the Services under this Agreement.

As part of this RFP, the Company shall provide CLT with a detailed outline of its current training program to be used at CLT. It shall include session content, designs, methods and learning objectives. The program shall provide the following results:

All maintenance personnel shall be able to demonstrate the ability to complete procedures set forth in the technical specifications that are appropriate to their positions. Should an individual's duties change, the selected Proposer must provide training to ensure a commensurate increase in skills and/or knowledge.

Should new supplies, chemicals or equipment be introduced into the Work, the appropriate personnel shall be thoroughly trained in their use.

Supervisory and management personnel shall have demonstrable knowledge and/or skill in the procedures expected of those they supervise. The content of their training will also include supervisory skills, knowledge and attitude necessary for compliance with the terms of the Agreement. They will participate in the assessment of training needs for maintenance personnel, evaluation of training effectiveness and, as appropriate, and the delivery of training.

All Company personnel utilized in the performance of the Agreement will have training designed to result in compliance with applicable Occupational Safety and Health Administration (OSHA) Standards and other governmental regulations. They shall have documented knowledge of, and access to, resources required by OSHA or other governmental entities, for example, a written Exposure Control Plan for exposure to blood borne pathogens.

The Company's workforce must be made cognizant of other factors affecting their well-being and the best interests of CLT. These include, but are not limited to:

- a. Understanding, based on the legal definition of sexual harassment, the difference between acceptable behavior and harassment and their role in preventing it.

Each class or learning opportunity, including on-the-job training, shall have learning objectives that are specific, measurable, attainable, relevant and time-lined. Appropriate training methods and delivery systems shall be utilized. These may include, but not be limited to, classroom techniques such as brainstorming, work groups, demonstration, lecture and roleplaying. Audio or audio-visual aids, facilitated properly, will be used whenever possible to

enhance the learning process. Job aids shall be provided where necessary, especially when use will enhance the efforts of overcoming language barriers. Computer-based or other self-directed learning, when used, should be selected based on the participant's ability to gain the necessary skills via this format.

A training record shall be kept for all of Company's personnel assigned to the perform Work at CLT. All learning opportunities held or scheduled to be held must be documented. Both shall be available to CLT at all times. This requirement shall be passed down to any subcontractors performing a portion of the Work.

The Company's onsite leadership team shall attend any requested learning opportunities offered by the Airport or its partners regarding situational awareness and effective security practices. When applicable, the training must be disseminated by the Company's onsite leadership team to its staff.

33. **Work Performed Among Public.** There will be occurrences where Work will be forced to be completed around the traveling public. Company shall train their staff to be courteous and respectful and represent CLT in the best possible way. Company shall provide all necessary equipment to ensure that the work area is safe for the public and barricaded off as needed and when appropriate. Equipment to include, but not limited to, signage, stations, wet floor markers, etc. will be required for Work. All equipment must be removed promptly upon completion of Work.
34. **Environmental Preferable Purchasing.** The Airport promotes the practice of environmentally preferable 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.
- a. Biodegradability - Products must be capable of decomposing under natural conditions. Please state whether each Product offered in your proposal is biodegradable.
 - b. Compostability - Products must be capable of composting at a commercial composting facility. Please state whether each product offered in your proposal is compostable.

- c. End of Life Management - Will the manufacturer or designee accept the product back at the end-of-life? (who pays for the transportation of the product may be situation-specific).
- d. Energy Consumption - Please include the total amount of energy consumed for product or service manufacture, use and disposal. Different sources of energy are associated with different environmental impacts.
- e. Energy Efficiency - Products must meet or exceed the Department of Energy (DOE) and Environmental Protection Agency criteria for use of the ENERGY STAR trademark label; or is in the upper 25% of efficiency for all similar products as designated by the U.S. Department of Energy's Federal Energy Management Program.
- f. Life Cycle Management - Please state how many times your product may be reused. (Since reusable products generally require more upfront costs than disposable products, they are often subjected to a cost/benefit analysis to determine the life cycle cost).
- g. Low VOCs - Products should contain low or no volatile organic compounds (VOCs). Please indicate any VOC content in each applicable product offered in your proposal.
- h. Pollution Prevention - Please state your company's policy on source reduction. The Pollution Prevention Act defines source reduction to mean any practice that: (1) Reduces the amount of any hazardous substance, pollutant or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment or disposal, and (2) Reduces the hazards to public health and the environment associated with the release of such substances, pollutants or contaminants. The term includes: equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training or inventory control.
- i. Recyclability - Please include the types of materials included in your product, and if they are considered recyclable in typical municipal recycling streams.
- j. Recycled Content - Products must contain a certain percentage of recycled content. Please include the amount of recycled content, both pre- and post-consumer, included in your product.
- k. Reduced Packaging - Please include any efforts made to reduce the packaging of the products included in this proposal.
- l. Water Efficiency - Eligible products must meet or exceed the Environmental Protection Agency's WaterSense program, or be water-efficient or low-flow fixtures.

35. **Badging.** All personnel requiring access to the Airport will be required to obtain identification and clearance issued pursuant to 49 C.F.R.1542. Further, all personnel will be expected to participate in any necessary training to obtain the identification as well as abide by any associated rules or regulations. This includes any additional requirements in order for the employee to be authorized to drive on the airfield. Such clearance must be received prior to any Company employee beginning work at the Airport. Employees driving on the airfield

must also possess a valid driver's license. Costs associated with badging will be on the Company with the exception of fingerprinting, which cost shall be paid by CLT unless the prospective employee is rejected on the basis of the results of the fingerprinting process, in which case the Company shall pay for that person's fingerprinting.

36. **Keys.** CLT will provide the Company with keys to perform work at no cost to the Company. Company shall track and confirm all keys are accounted for at all times. Replacements may be requested at the expense of the Company.
37. **Security and Credentialing.** All Company employees must adhere to the [CLT Security Handbook](#) and the Airport Security Plan. The Company's employees must apply and qualify for an airport security badge prior to employment. The standards adopted by the Transportation Security Administration for the issuance of these security badges are captured in Title 49 of the Code of Federal Regulations, Part 1542.

The Company must designate at least one (1) as an 'authorized signer'. The authorized signer must hold a valid CLT badge and is 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. CLT security badge requirements are accessible at: [CLT Airport Credentialing](#).

38. **Employee Parking.** In the sole discretion of the Aviation Director, or her designee, the City will provide to the Company a reasonable number of vehicular parking spaces at designated locations for the use of Company's employees to be provided on Airport property.
39. **Company Policies and Procedures.** The Company shall provide to the City operational policies and procedures related to the provision of the Services. At a minimum, a procedure to immediately notify the Airport of any incident involving the Company's personnel must be included. Examples of a relevant incident includes, but are not limited to, damage to property, lost items, altercation between employees, or security breaches. Such must be provided prior to the Effective Date and within thirty (30) days of any changes implemented by the Company.
40. **Background Checks.** Company shall conduct employee background checks, separate and apart from any investigation conducted in relation to receiving an Airport badge.
41. **Facility Inspection.** The City shall have the right to perform periodic facility and equipment inspections to ensure all are in working order and operating in compliance with the terms of this Agreement.

42. **Advertising, Trademarks and Logos.** The City has the sole right to manage the advertising in the locations where the Services are provided. Further, any use of the Airport's trademarks or logos is forbidden absent prior written approval.
43. **Loss, Theft or Damage to City Property.** Where Airport property is damaged, lost or stolen by the actions of the Company's employees, agents or subcontractors, the Company shall be responsible for the costs associated with correcting such act. This includes, without limitation, any damage or discoloration of surfaces, to include but not be limited to walls, floors, carpets, paint or other Airport furnishings. The repair or replacement costs will be deducted from the payment(s) due the Company. For the purposes of this Agreement, damage to the above items shall be deemed to be caused by the Company if the Company's agents, employees or subcontractors performed an act or failed to perform a necessary act, and such act or failure to act was contrary to the specifications of this Agreement or the applicable manufacturer's specifications or recommendations, or such act or failure to act was unreasonable, as determined in the sole discretion of the Airport.
44. **Cost Due to Operational Inefficiency.** Where the City incurs any cost due to the Company's failure to meet the operational requirements of this Agreement the City shall subtract the actual cost incurred in fulfilling these duties from the Company's portion of the Work.
45. **Changes.** The Company shall receive a minimum of (10) days prior written notice of any significant changes in cleaning specifications resulting from any action of the City which requires additional manpower or supplies other than those requirements described in the Agreement. Any additional areas made available as a result of construction will be included in the Services and shall be cleaned in accordance with Exhibit B. Without invalidating the Agreement or requiring the ten (10) day notice as described above, the City may order minor changes or alterations including additions; deletions or revisions in the Services by written request by the Airport. In the event the extra Services results in any additional charges to the City, Company shall so advise the City in writing of the amount of the extra charges. After review by the City, if the charges are deemed fair and reasonable, the City shall specifically authorize payment before the new Services proceeds. The City may authorize the purchase of machinery used in conjunction with the extra Services and shall have the option of paying the Company in one lump sum or as equal payments according to the number of weeks left on the Agreement without consideration of anticipated extensions thereof. The City shall also have the right to increase or decrease the number of man-hours required for the Services by written notice to the Company. However, such change will be agreed to in writing by both parties. The City shall have, in its sole discretion, the right to request the Company to reduce or increase personnel, equipment and materials and supplies as deemed necessary to provide the level of quality necessary to meet the

Agreement obligations. Payment to the Company shall be reduced or increased accordingly. City shall have the right to require the Company's personnel to perform other duties on the premises that the City deems necessary or desirable and the Company shall promptly comply. The Company will not be required to perform scheduled maintenance tasks in the affected employees' areas of responsibility during these times. In the event of an emergency or unusual occurrence, the City may make temporary changes in the Services and request the Company reassign maintenance personnel accordingly. The Company shall not be held accountable for regular scheduled work in this event. If the Company cannot provide personnel to perform necessary acts of emergency, the City shall have the right to solicit additional temporary labor from other sources to fulfill the needs of the City.

46. **Services.** The Company shall provide daily services and maintenance as described in Exhibit A. Where the Airport reports a violation or a deficiency in the expectations of this contract, the Company shall take immediate action to remedy the non-compliance. It is generally expected that such "immediate action" results in the non-compliance being addressed within twenty four (24) hours.
47. **Additional Work.** The City reserves the right to directly purchase various materials, supplies and equipment that may be made a part of the Agreement. The City may award other contracts for specialized work, and the Company shall cooperate fully with such other contractors and shall coordinate its own work with that provided under other contracts. Company shall have no claim against the City for additional payment due to delays or other conditions created by the operation of other contractors. The City will decide the respective rights of the various contractors in order to secure the completion of the Services.
48. **Services Inspections, Evaluation, and Initial Evaluation.** The Airport shall have the right to determine the quality of the Company's performance. The Airport will decide any and all questions that may arise as to the quality and acceptability of the Services performed and as to the manner of performance and the rate of progress of the Services. During the entire course of the contract, but particularly at the beginning of term, Airport staff will regularly shadow Company's staff and evaluate in real time the quality of work and responsiveness of Company. The intent of these activities is to ensure that the Contractor fully understands what constitutes satisfactory performance. It is expected and required that the quality of work and responsiveness to various incidents as demonstrated during the shadowing periods is maintained through the duration of the contract.

The Airport may reject work or materials that do not conform to the Agreement and may suspend work until any questions at issue can be resolved to the satisfaction of the City.

Company acknowledges that the maintenance/appearance of the Assigned Areas is of utmost importance to the public and the City. If the Airport identifies any failure on the

part of the Company to provide the Services in a manner which meets or exceeds the minimum standards set forth by the City, the Airport shall advise the Company of each failure and afford the Company twenty four (24) hours to cure its default.

49. **Transition Plan.**

Proposers shall provide the City, as part of their Proposals, a Start-up Transition Plan describing how it plans to start operations and bring about a smooth transition from the present Vendor.

Transition Plan shall include but not be limited to:

- Procurement of Equipment and Supplies (including timing)
- Training Syllabus based on requirements of the Work as set forth herein
- Obtaining ID Badges: Including background checks and conducting Security Training.
- Employee Orientation and Site Tours.

Proposers agree that, if selected, the Proposer will cooperate with the City and attend all scheduled coordination meetings during the transition period.

50. **See Something, Say Something Initiative.** These initiatives are aimed at reminding staff members that if they see a safety or security issue, they are expected to tell an appropriate person about it, and take affirmative measures to confirm the issue or problem is fully resolved. As part of the Transition Plan, the City will discuss with the Contractor these initiatives and both parties will create procedures to help ensure the effectiveness of the same.

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

52. **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.

General Responsibilities

1) Finish

- a. CLT currently utilizes the 3M floor polishing program. CLT reserves the ability to change the maintenance program, at its sole discretion, at any time during this contract. Any program change shall be agreed to between both parties.
- b. All Terrazzo flooring shall be maintained to a 3000-grit, high gloss finish.
- c. All slag and debris must be removed and disposed of in an appropriate manner.
- d. The Company will be required the move and replace furniture (i.e. stations, tables, chairs, etc.) to complete the Work. Special care shall be taken to ensure each item goes back in its original location.
- e. Surfaces adjacent to the floors shall always be protected from damage and debris.

2) Chemicals, Equipment and Supplies

- a. All chemicals, equipment and supplies needed to meet the requirements and schedule of this RFP shall be supplied by the Company.
- b. Propane floor machines are preferred. If Company elects to supplement with electric machines, they must be equipped to run on a 110-volt or a 3 phase, 208-volt power source. Any equipment requiring 208-volt power is required to have a minimum of 100 feet of cord. All cords must be secured to prevent any trips and falls.
- c. Large machines, designed for grinding, are required. Propane operated is preferred. If Company elects to supplement with electric machines, they must be equipped to run on a 3 phase, 480-volt power source. Any equipment requiring 480-volt power is required to have a minimum of 100 feet of cord. All cords must be secured to prevent any trips and falls.
- d. All equipment, propane, and batteries must be stored in accordance with all fire and safety regulations.
- e. Safety Data Sheets (SDS) for all chemicals must be stored within the Companies storage area and on each concourse/ facility the work is being performed. A copy must also be provided to the Facility Services Manager before the contract start date. SDS's shall be updated as needed and remain current.

3) Schedule Services (To be completed during 3rd Shift

- a. Airport Terminal
 - i. Daily
 1. Clean terrazzo in all areas with neutrally pH balanced chemical and water mixture to remove all dirt and debris. Extra care shall be placed on high traffic areas, corners, voids, under urinals and any other buildup areas.

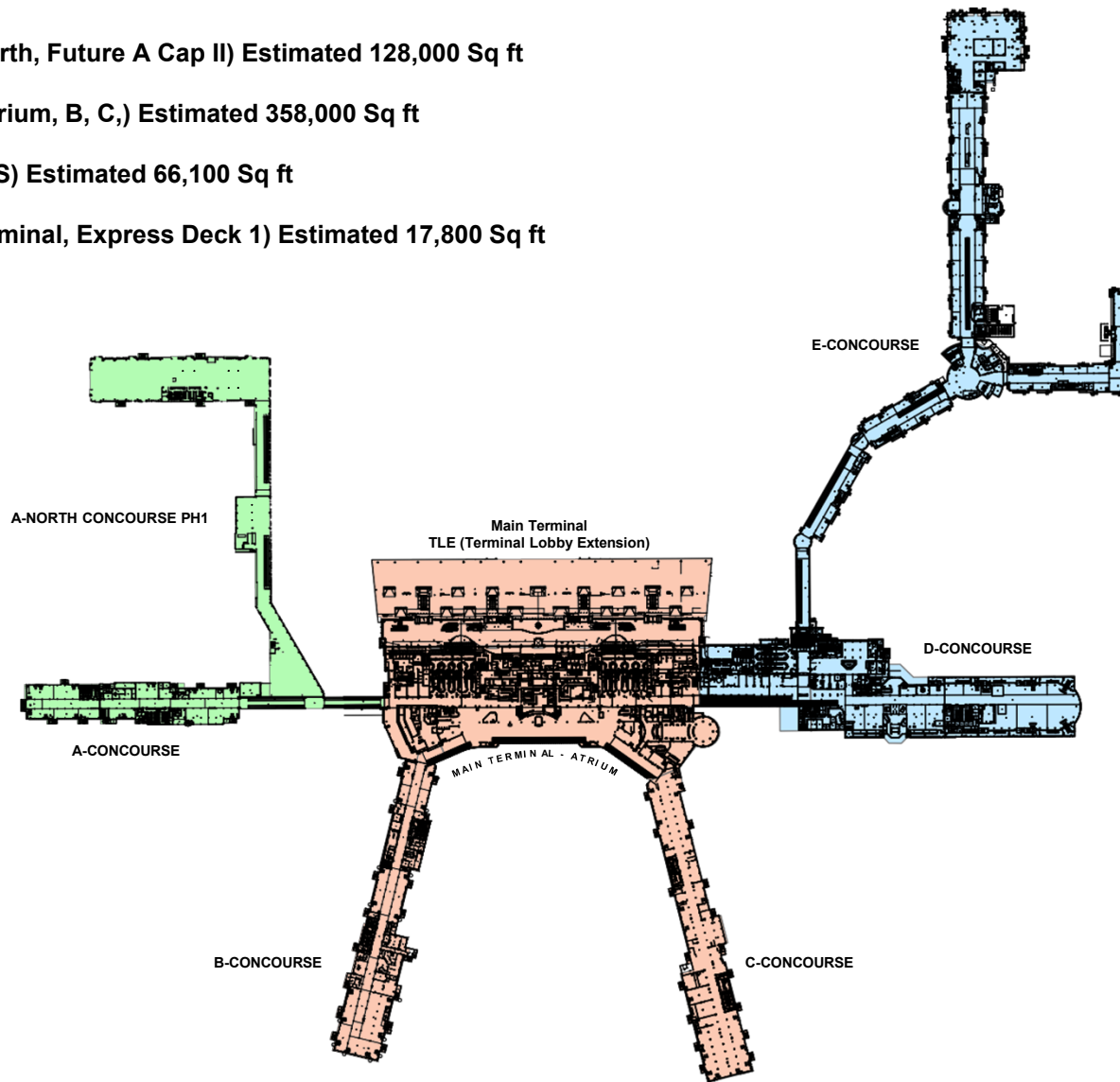
2. Burnish/ polish (virtification polishing session) all high-traffic areas and remove all scuffs and marks. Reapply any stone protection as needed to maintain the high gloss finish.
- ii. Weekly
 1. Burnish/ polish (virtification polishing session) all low-traffic areas. Reapply any stone protection as needed to maintain the high gloss finish.
 2. Clean and polish cove base (4" in height) and floors in all restrooms
 - iii. As Needed (Estimated every 2.5 years in high traffic areas)
 1. Diamond Grind floor to remove debris and/or residue from past virtification polishing sessions and repair any damage due to wear. Reapply the stone protection and polish to 3000-grit and a high gloss finish.
- b. Express Parking Deck 1
- i. Weekly
 1. Clean terrazzo in all areas with neutrally pH balanced chemical and water mixture to remove all dirt and debris. Extra care shall be placed on high traffic areas, corners, voids, under urinals and any other buildup areas.
 - ii. Monthly
 1. Burnish/ polish (virtification polishing session) all high-traffic areas and remove all scuffs and marks. Reapply any stone protection as needed to maintain the high gloss finish.
 - iii. Quarterly
 1. Burnish/ polish (virtification polishing session) all low-traffic areas. Reapply any stone protection as needed to maintain the high gloss finish.
 - iv. As Needed (Estimated every 5 years in high traffic areas)
 1. Diamond Grind floor to remove debris and/or residue from past virtification polishing sessions and repair any damage due to wear. Reapply the stone protection and polish to 3000-grit and a high gloss finish.
- c. Old Terminal
- i. Weekly
 1. Clean terrazzo in all areas with neutrally pH balanced chemical and water mixture to remove all dirt and debris. Extra care shall be placed on high traffic areas, corners, voids, under urinals and any other buildup areas.

- ii. Monthly
 - 1. Burnish/ polish (virtification polishing session) all high-traffic areas and remove all scuffs and marks. Reapply any stone protection as needed to maintain the high gloss finish.

- iii. Quarterly
 - 1. Burnish/ polish (virtification polishing session) all low-traffic areas. Reapply any stone protection as needed to maintain the high gloss finish.

- iv. As Needed (Estimated every 5 years in high traffic areas)
 - 1. Diamond Grind floor to remove debris and/or residue from past virtification polishing sessions and repair any damage due to wear. Reapply the stone protection and polish to 3000-grit and a high gloss finish.

- Zone 1 (A, A North, Future A Cap II) Estimated 128,000 Sq ft
- Zone 2 (TLE, Atrium, B, C,) Estimated 358,000 Sq ft
- Zone 3 (D, E, FIS) Estimated 66,100 Sq ft
- Zone 4 (Old Terminal, Express Deck 1) Estimated 17,800 Sq ft

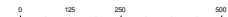


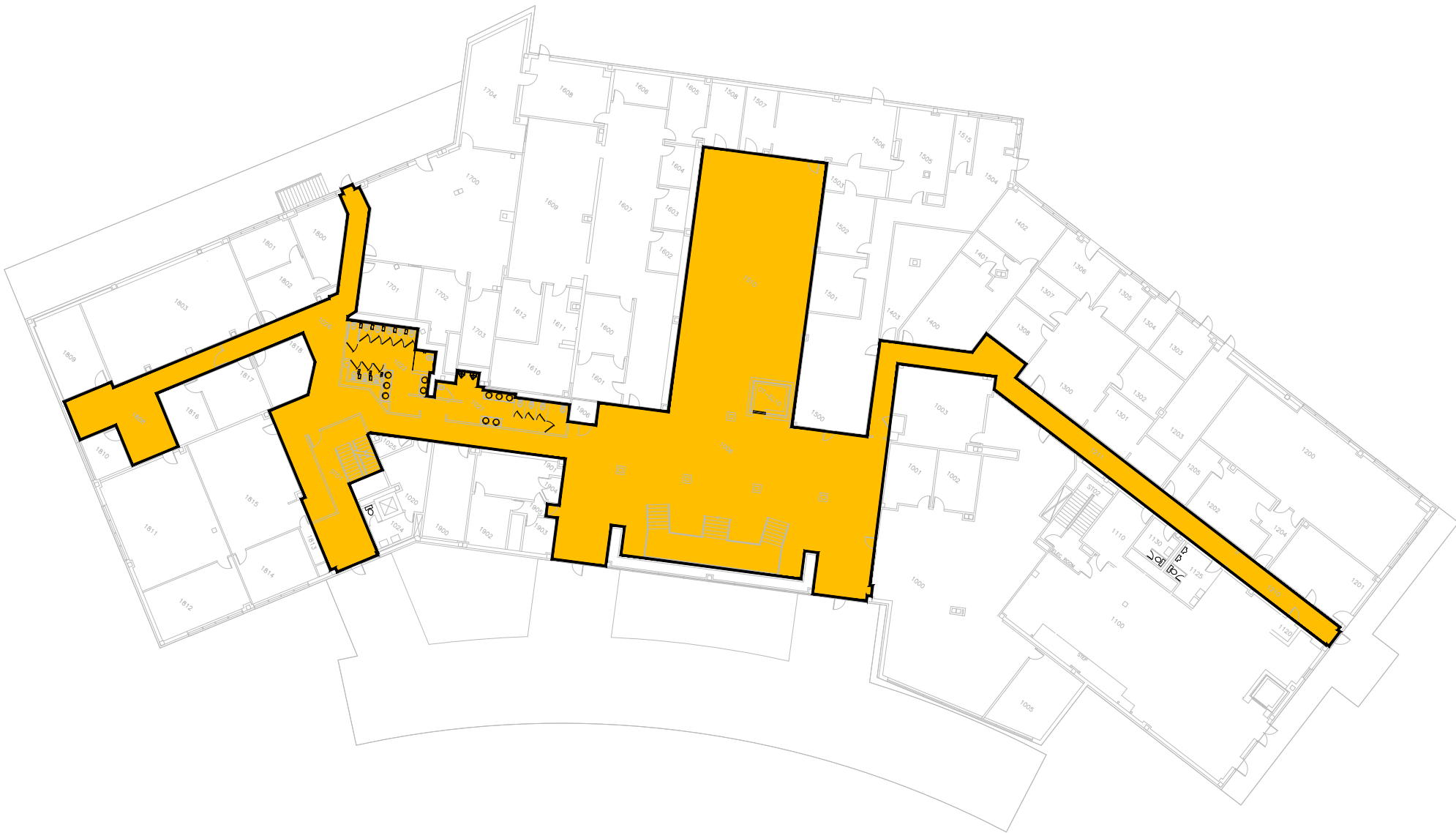
CLT TERMINAL - TICKET LEVEL

Created by: Peter Stein

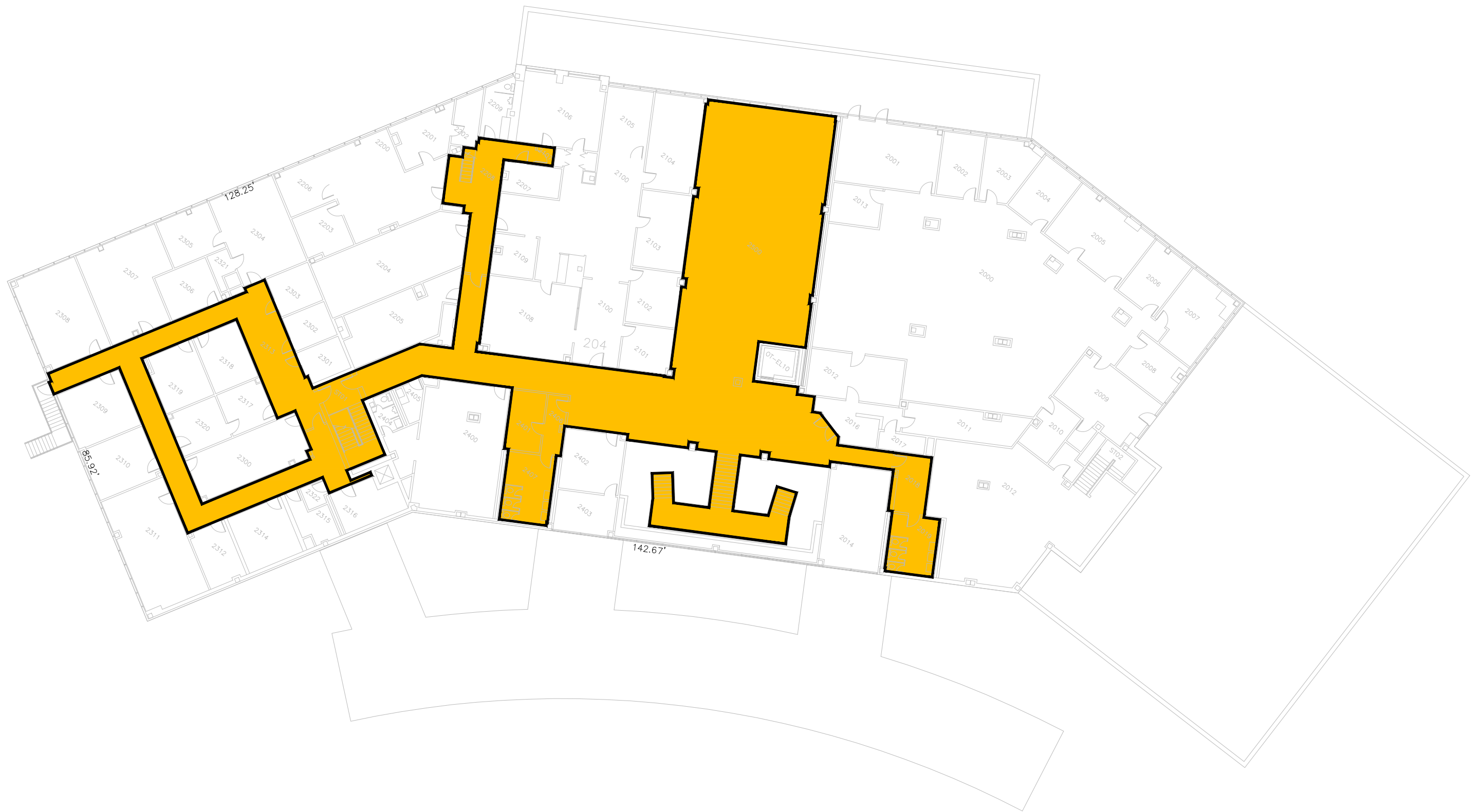
Map Date: 08/21/2018

Modified Date: 08/31/2022

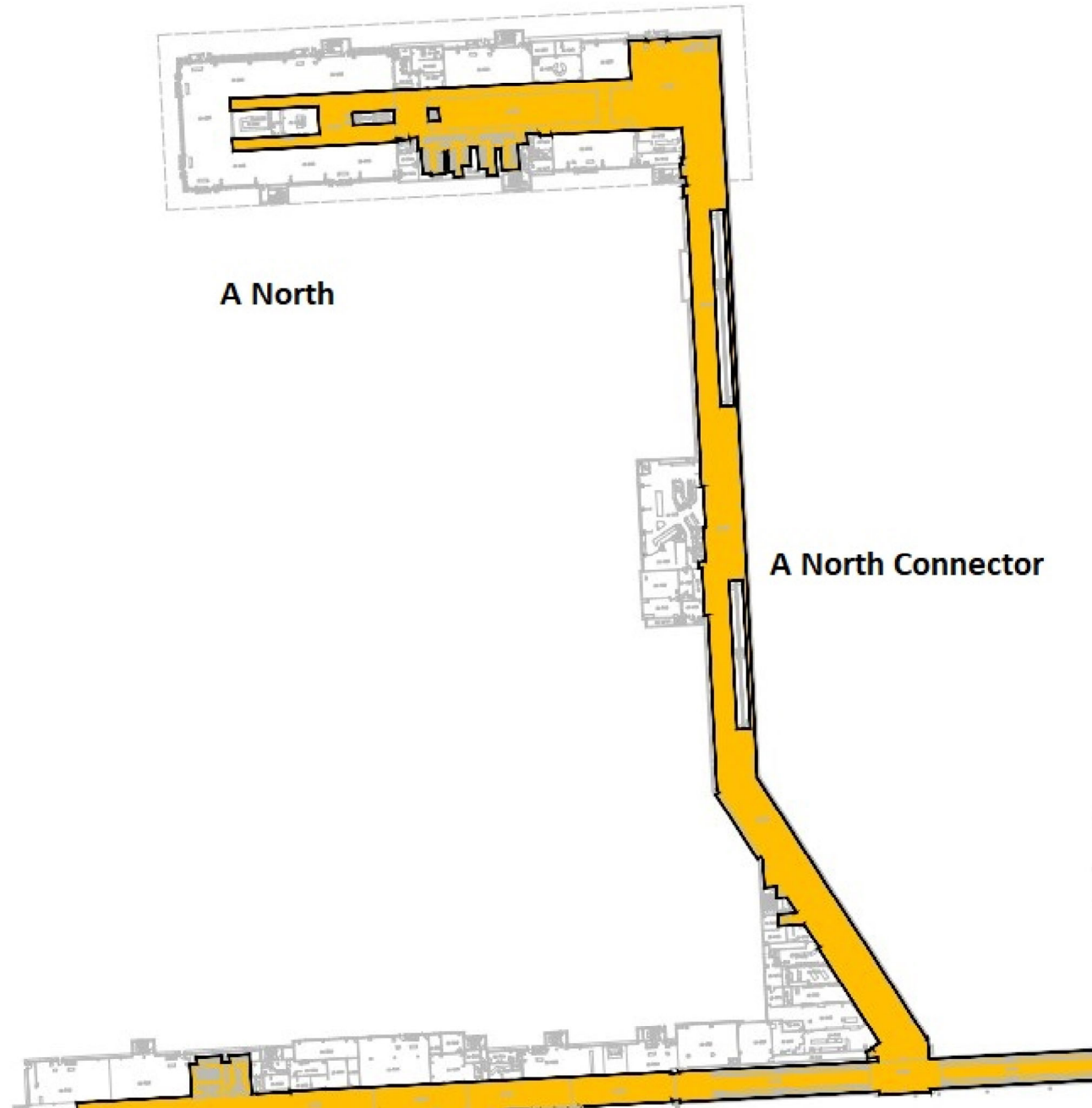




OLD AIRPORT FLOOR 1
8,069 TOTAL SQ. FT. TERRAZZO

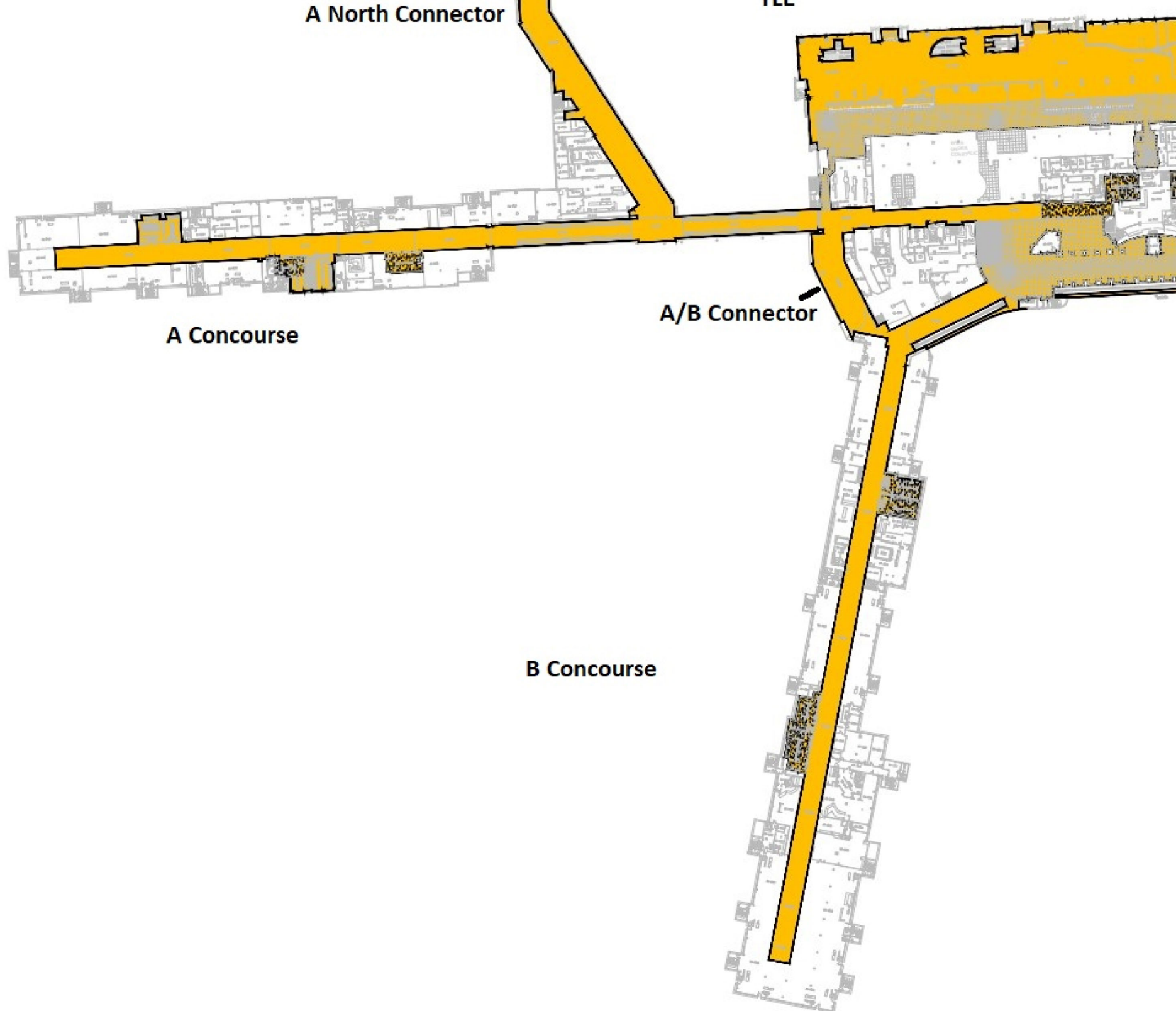


OLD AIRPORT FLOOR 2
5,904 TOTAL SQ. FT. TERRAZZO



A North Connector

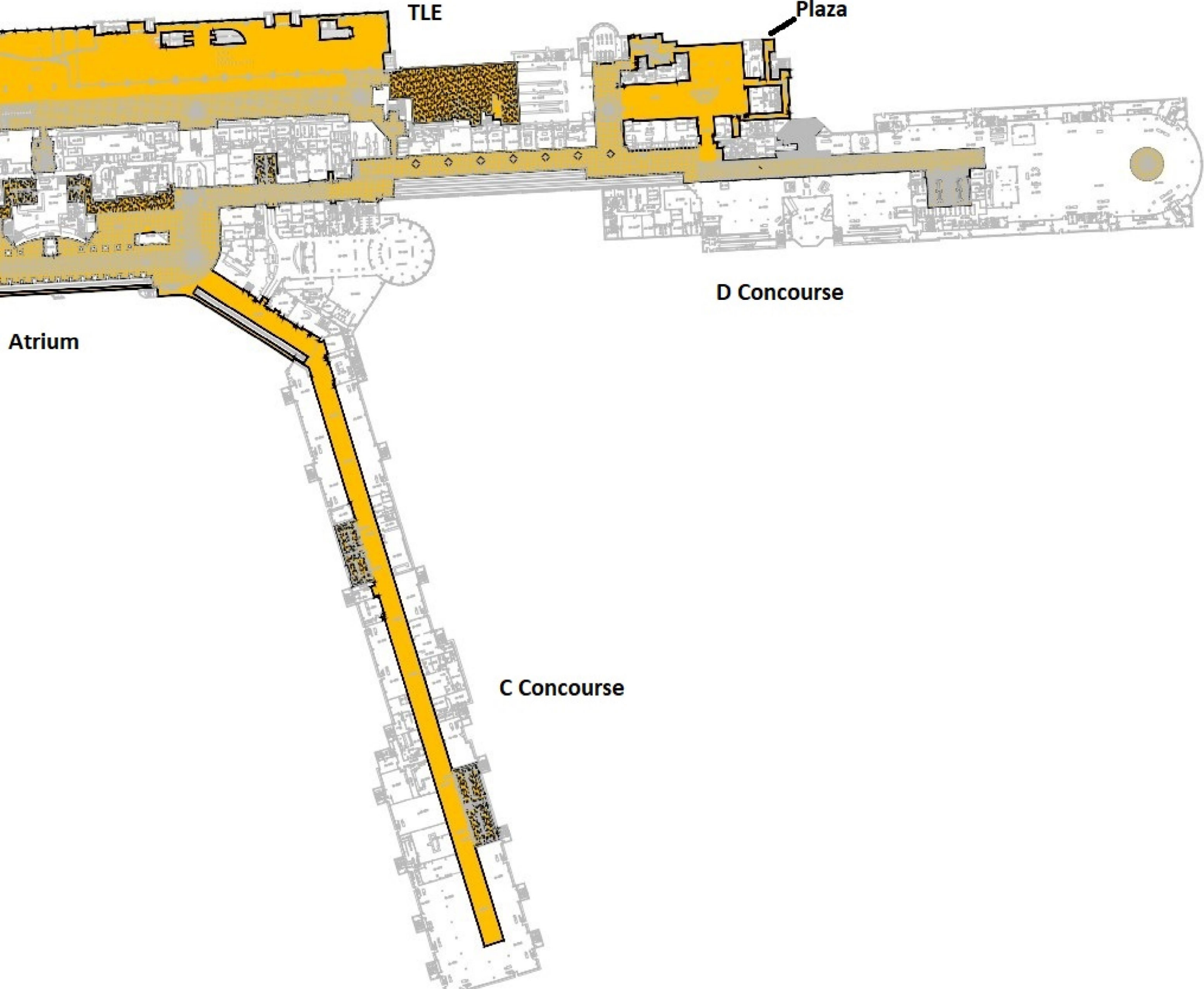
TLL



A Concourse

A/B Connector

B Concourse



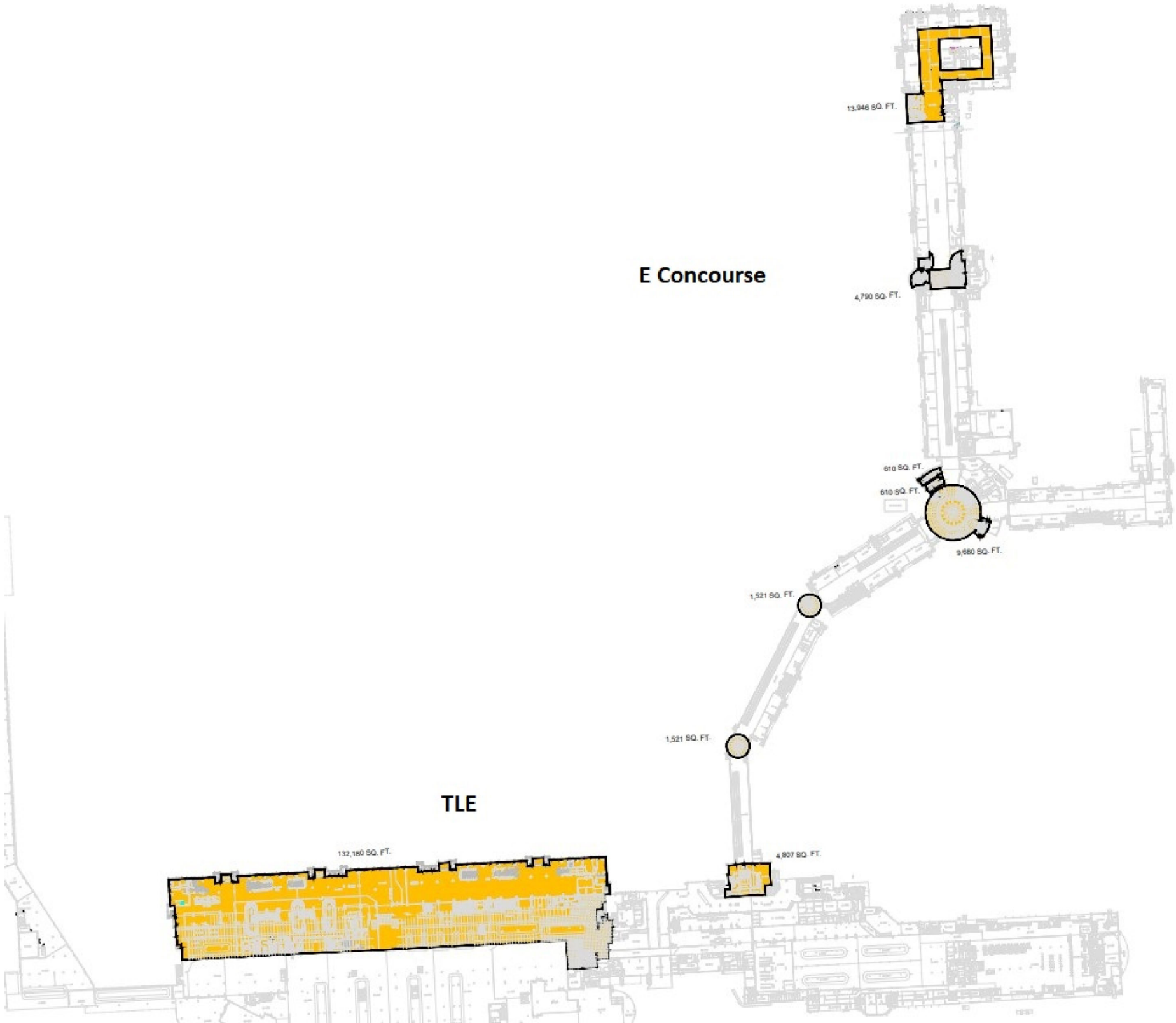
TLE

Plaza

D Concourse

Atrium

C Concourse



E Concourse

TLE

13,946 SQ. FT.

4,790 SQ. FT.

610 SQ. FT.

610 SQ. FT.

9,880 SQ. FT.

1,521 SQ. FT.

1,521 SQ. FT.

4,807 SQ. FT.

132,160 SQ. FT.





BURGER KING

coming soon.. FALL 2022

New Family

EPLANN FAMILY GATE





A 24

A 26

A 29

CHARLOTTE

Escalator to Level 2
CJ Terminal
EJ Terminal







 **Do Not Enter** 


Moving Walkway  
Walk Left | Stand Right


 **Gates**
   






PLEASE MESSAGE


 **Do Not Enter** 

Caution
End of Moving Walkway

 **Gates**
    **A1-A13**

 **Exit to Airline**
   

 **Gates**
    **A1-A13**

 **Exit to Airline**
   

↑
Family
ATM

↑
Gates
A3-A13

↑
Food/Shops





Restrooms



Food/Shops



Gates

A3-A13



Food/Shops





DEPARTURES

FLIGHT	DESTINATION	STATUS
AA100	NEW YORK	ON TIME
AA200	LOS ANGELES	DELAYED
AA300	CHICAGO	ON TIME
AA400	DENVER	ON TIME
AA500	PHOENIX	ON TIME
AA600	PORTLAND	ON TIME
AA700	SAN FRANCISCO	ON TIME
AA800	SEATTLE	ON TIME
AA900	TAMPA	ON TIME
AA1000	WASHINGTON	ON TIME

we're in the

A GATES

100 110 120 130 140 150 160 170 180 190 200

A GATES

12:11 PM

MAP

DIRECTORY

AD

island of the best

Amplify

AD

island of the best

Amplify



EXIT
EXIT

← B C D E

A
10

Pet Relief Area
Leash - This Area
No Barking or Digging
No Urinating or Defecating
No Food or Water
No Pets Allowed

CLIMATE

Recycle
Can
Glass
Cans
Paper
Plastic

Trash
Garbage
Food
Plastic
Paper
Cups
Tins



↑ Restrooms Food/Shop Airline Assist

↑ Gates B1-B16

Gate A →

Wash Hands or Use Hand Sanitizer

↑
Restrooms Food/Shops Airline Assist

↑ Gates
B1-B16

Gate
A
7 min
→





© 17

DEPARTURES

Flight	Destination	Time	Gate
AA 1234	New York	14:30	A12
DL 5678	Los Angeles	15:15	B05
UA 9012	London	16:00	C18
WN 3456	San Francisco	16:45	A08
B6 7890	Chicago	17:30	B22
SW 2345	Seattle	18:15	C10
AS 6789	Portland	19:00	A15
HA 1011	Honolulu	19:45	B01
AL 2020	Atlanta	20:30	C25
CO 3030	Denver	21:15	A03
F9 4040	Miami	22:00	B18
G4 5050	Las Vegas	22:45	C05
HV 6060	Vancouver	23:30	A20
IAG 7070	Intercontinental	24:15	B30
JAL 8080	Japan	25:00	C12
KAL 9090	Korea	25:45	A07
KEK 1010	Korea	26:30	B20
QFA 1111	Qatar	27:15	C30
QTR 1212	Doha	28:00	A10
SIA 1313	Singapore	28:45	B25
SUN 1414	Sydney	29:30	C15
TJA 1515	Taipei	30:15	A05
TSA 1616	Taipei	31:00	B15
TSC 1717	Taipei	31:45	C20
UAE 1818	Abu Dhabi	32:30	A18
UOL 1919	Lisbon	33:15	B30
VLG 2020	Vladivostok	34:00	C10
VOT 2121	Vladivostok	34:45	A08
VZ 2222	Vladivostok	35:30	B22

DEPARTURES

Flight	Destination	Time	Gate
AA 1234	New York	14:30	A12
DL 5678	Los Angeles	15:15	B05
UA 9012	London	16:00	C18
WN 3456	San Francisco	16:45	A08
B6 7890	Chicago	17:30	B22
SW 2345	Seattle	18:15	C10
AS 6789	Portland	19:00	A15
HA 1011	Honolulu	19:45	B01
AL 2020	Atlanta	20:30	C25
CO 3030	Denver	21:15	A03
F9 4040	Miami	22:00	B18
G4 5050	Las Vegas	22:45	C05
HV 6060	Vancouver	23:30	A20
IAG 7070	Intercontinental	24:15	B30
JAL 8080	Japan	25:00	C12
KAL 9090	Korea	25:45	A07
KEK 1010	Korea	26:30	B20
QFA 1111	Qatar	27:15	C30
QTR 1212	Doha	28:00	A10
SIA 1313	Singapore	28:45	B25
SUN 1414	Sydney	29:30	C15
TJA 1515	Taipei	30:15	A05
TSA 1616	Taipei	31:00	B15
TSC 1717	Taipei	31:45	C20
UAE 1818	Abu Dhabi	32:30	A18
UOL 1919	Lisbon	33:15	B30
VLG 2020	Vladivostok	34:00	C10
VOT 2121	Vladivostok	34:45	A08
VZ 2222	Vladivostok	35:30	B22

Exit to
Bag Claim
Ground Transport
Ticketing

© 19

© 15



©
17

©
12

↑ Exit to
Bag Claim, Rental Car, Taxi

↑ Gates
A B D E

↑ Atrium
Food Court, Men's Room, Pet Area



© 2

← Gate C2

↑ Gates C4-C19





EXIT

©
17

©
12

↑ Restrooms (Korean icons) ↑ Gates (A B D E) ↑ Exit to (Korean icons)

15

©
10

NEWS





E
43, 44

E
41, 42

GURPTOWN
EXCHANGE

GURPTOWN
EXCHANGE

Gate
81-836



E 40

E41

American

More Extras. More Exploring.



Get your first checked bag free

AAAdvantage Aviator[®] Mastercard[®]
ApplyAviator.com

FROM 10,000 POINTS
TOWARD STATUS

Gates

A B

Admirals Club





← Restrooms

More Extras, More Exploring
Get your first checked bag free
Applyfor.com

GATES

Flight Information Display Board (FIDB)

merkat

NAVY RAIDERS
**OPERATING
IN SILENCE**
BEING ALONGSIDE AMERICA'S FORCE OF BRAVE
MOVIE.COM

← Gates Exit to → Airium → Gates →
↑ ↑ ↑





BAG DROP
Drop your bags here

← **AMERICAN**
LUFTHANSA, SPIRIT, VOLARIS

← **RESTROOMS**
KCM

American

American

SELF-SERVICE

HERS









Gates
E

THE PLAZA

Gates





SA
& E
Ticketing/Check in
AIR CANADA, CONTOUR
DELTA, FRONTIER, JETBLUE
SOUTHWEST & UNITED
CHECKPOINTS A & B →

← Security
SCREENING
→



Down to
Rental Cars Hourly Desk

Down to
Rental Cars Hourly Desk

Ground Transportation
Baggage Claim
C-E

EXIT

CLT





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. [If no solicitation was issued delete B and C and insert the following; The City desires a qualified company to provide the City with [insert product/service description] (the "Work"). The Company is a qualified to and wishes to provide the Work to the City.]
- E. 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

Exhibit D: Letters of Intent **[Remove if no CBI/DBE requirement]**

Exhibit E: Travel and Expense Reimbursement Protocol **[Remove if not applicable]**

Exhibit F: Federal Requirements **[Only included if Work is federally funded]**

Any conflict between language in Exhibits **[if federally funded add: except Exhibit F]** 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.

[Choose the first option for hourly rates, time and material, or other cost uncertain or unrestricted contract or the second option for lump sum, no expected changes in cost]

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)]**.

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**. The maximum payable under this Contract shall not exceed **[Insert Amount (\$XXXX)]**. 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**.

[Add the following language if the contract includes Reimbursable Expenses.]

4. **REIMBURSABLE EXPENSES.** To be reimbursable, costs (also referred to as “expenses”) must be actual, allowable, reasonable, allocable to this Contract, and must comply with the (i) the Travel and Expense Reimbursements Protocol, which is attached hereto as **Exhibit E** and incorporated herein by reference; and (ii) the guidance contained in 49 CFR §18.36, FAA Order 5100.38 and OMB Circular A-87. There shall be no mark-up on expenses incurred by Company or its subcontractors pursuant to FAA Advisory Circular 150/5100- 14E.
5. **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 what that has yet to be completed. The Company shall send one (1) copy only of each invoice to: 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**.

6. **GENERAL WARRANTIES.** Company represents and warrants that
 - 6.1. 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;
 - 6.2. It has all the requisite corporate power and authority to execute, deliver and perform its obligations under this Contract;
 - 6.3. The execution, delivery, and performance of this Contract have been duly authorized by Company;
 - 6.4. 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;
 - 6.5. 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

- 6.6. The Company shall not violate any agreement with any third party by entering into or performing this Contract.
 - 6.7. The Company has sufficient expertise and resources to perform under this Contract.
 - 6.8. The Work shall comply with all requirements set forth in this Contract, including but not limited to the attached Exhibits;
 - 6.9. 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 Airport;
 - 6.10. 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
 - 6.11. 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.
7. **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 thereof, 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 Section 8 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.
8. **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.**

- 8.1. 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:
 - 8.1.1. 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.
 - 8.1.2. 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.
 - 8.1.3. 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.
 - 8.1.4. 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.
 - 8.1.5. 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.
- 8.2. 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.
- 8.3. 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.**

9. OTHER INSURANCE REQUIREMENTS.

- 9.1. "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.
- 9.2. 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.
- 9.3. The Company shall not allow any subcontractor to commence work until all such subcontractors have obtained the same insurance coverages as described above.
- 9.4. 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.
- 9.5. 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.
- 9.6. 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.

10. TERMINATION.

- 10.1. TERMINATION WITHOUT CAUSE. The City may terminate this Contract at any time without cause by giving thirty (30) days written notice to the Company.
- 10.2. 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:
 - 10.2.1. 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

10.2.2. The other party attempts to assign, terminate or cancel this Contract contrary to the terms hereof; or

10.2.3. 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.

10.2.4. 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.

10.3. 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):

10.3.1. 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

10.3.2. 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.

10.3.3. 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**.

10.4. 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.

10.5. 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.

10.6. 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.

10.7. 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.

10.8. AUTHORITY TO TERMINATE. The Aviation Director or his designee is authorized to terminate this Contract on behalf of the City.

11. **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.

12. **REMEDIES.**

12.1. 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:

12.1.1. 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

12.1.2. 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.

- 12.2. 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.
- 12.3. 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.
- 12.4. 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.
13. **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.
14. **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.
15. **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.

16. **INSPECTION.** The Airport 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.
17. **ACCEPTANCE OF THE WORK.** The Work delivered under this Contract shall remain the property of the Company until the Airport physically inspects, actually uses and accepts the Work.
18. **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:
 - 18.1. Coordination of Project schedules and the Company's resource assignment based upon the City's requirements and schedule constraints;
 - 18.2. Acting as the Company's point of contact for all aspects of the Contract administration, including invoicing for the Work, and status reporting;
 - 18.3. Facilitation of review meetings and conferences between the City and the Company's executives when scheduled or requested by the City;
 - 18.4. Communications among and between the City and the Company's staff;
 - 18.5. 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;
 - 18.6. 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;
 - 18.7. Ensuring that adequate quality assurance procedures are in place through the duration of the Contract term; and
 - 18.8. 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.
19. **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:
 - 19.1. 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.
 - 19.2. 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.

20. **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:

- 20.1. All information reasonably required by the Company to perform each task comprising the Work;
- 20.2. The City's personnel whose presence or assistance may reasonably be required by the Company to perform each task comprising the Work; and
- 20.3. 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.

21. **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; 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.

22. **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.

23. **FEDERAL CIVIL RIGHTS REQUIREMENTS.**

23.1. 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:

23.2. 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

23.3. the period during which the airport Sponsor or any transferee retains ownership or possession of the property.

- 23.4. 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:
- 23.4.1. 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.
 - 23.4.2. 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.
 - 23.4.3. 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.
 - 23.4.4. 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.
 - 23.4.5. 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.

23.4.6. 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.

24. **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:

- 24.1. 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);
- 24.2. 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);
- 24.3. 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);
- 24.4. 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);
- 24.5. The Age Discrimination Act of 1975, as amended, (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- 24.6. Airport and Airway Improvement Act of 1982, (49 USC § 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

- 24.7. 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);
 - 24.8. 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;
 - 24.9. The Federal Aviation Administration’s Non-discrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 - 24.10. 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);
 - 24.11. 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)];
 - 24.12. 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.*).
25. **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.
26. **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.

- 27. **NO LIENS.** All products provided under this Contract shall be delivered and remain free and clear of all liens and encumbrances.
- 28. **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.
 - 28.1. 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.
 - 28.2. The Company shall notify the City of any information discovered in the Background Checks that may be of potential concern for any reason.
 - 28.3. 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.
- 29. **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**.
- 30. **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:

For The Company:	For The City:
	Charlotte Douglas International Airport

	Attn:
	5601 Wilkinson Boulevard
	Charlotte, NC 28208
	Phone: 704-
	Fax:
	E-mail:
With Copy To:	With Copy To:
	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.

31. MISCELLANEOUS.

- 31.1. 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.
- 31.2. 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.
- 31.3. 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.
- 31.4. Amendment. No amendment or change to the Contract shall be valid unless in writing and signed by both parties to the Contract.
- 31.5. 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.

- 31.6. 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.

- 31.7. 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 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.
- 31.8. 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 27.13 constitute an assignment.
- 31.9. 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 6.9, 6.10, 7, 10.5, 12, 14, 15 and 27.6.

- 31.10. 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.
- 31.11. No Manufacturer or Dealer Advertisement. No manufacture or dealer shall advertise on goods delivered to the Airport without prior approval by the Aviation Director, or his designee.
- 31.12. 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.
- 31.13. 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.
- 31.14. 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.
- 31.15. No Limitations on Disclosure. The Company agrees that the Airport 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 Airport can and will provide samples of the Work provided under this Contract to the Company's competitors in any future procurement process.

- 31.16. No Bribery. The Company certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or attempted to bribe an officer or employee of the City in connection with this Contract.
- 31.17. 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.
- 31.18. Taxes. The Company shall pay all applicable federal, state and local taxes which may be chargeable against the performance of the Work.
- 31.19. 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.
- 31.20. 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.

31.21. Approvals. All approvals or consents required under this Contract must be in writing.

[Include below Confidentiality provision if confidentiality terms were included in Form 1 of the RFP- if after the RFP it is determined a confidentiality agreement is needed, see legal]

31.22. 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**.

[Include below Federal Requirements Language if the Contract is federally funded]

31.23. Federal Requirements. Company shall comply with the additional Federal Requirements set forth in **Exhibit F**. The requirements shall be passed down to all subcontractors, suppliers and service providers and lower tier subcontractors, suppliers and service providers either directly in the applicable contract or by reference in any purchase order or rental agreement.

31.24. 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. 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.

- 31.25. 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.
- 31.26. 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.
- 31.27. 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.
- 31.28. 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.

- 31.29. 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.
- 31.30. Days. Unless specifically stated otherwise, all references to days in this Contract refer to calendar days rather than business days.
- 31.31. 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.
- 31.32. Pre-Audit. [Delete altogether if contract is encumbered OR For NTE Contracts where the City commits to spend funds but none in the first fiscal year.] Notwithstanding anything contained herein to the contrary, the parties acknowledge and agree that no pre-audit certificate is required under N.C. Gen. Stat. 159-28(a) because this Contract imposes no financial obligation on the City that will become due during the City's current fiscal year. The City's fiscal year runs from July 1 to June 30. The current fiscal year is the one in which the Contract is executed. [OR For NTE Contracts where it is unit price with no firm purchase commitment:] No pre-audit certificate is required under N.C. Gen. Stat. 159-28(a) because this Contract is for an indefinite quantity with no minimum purchase requirement. Notwithstanding anything contained herein to the contrary, this Contract does not require the City to purchase a single product or service, and a decision by the City to not make any purchase hereunder will violate neither this Contract nor any implied duty of good faith and fair dealing. The City has no financial obligation under this Contract absent the City's execution of a valid and binding PO or contract addendum containing a pre-audit certificate. [OR if NTE Contract and the funds are going to be encumbered via addendum/task order:] The Company will execute and submit to the City a proposed Task Order for each scope of work that the Company proposes to provide to the City under this Contract. The City may accept the proposed Task Order by issuing a purchase order. Upon issuance of such purchase order the Task Order and purchase order shall be deemed incorporated into and made a part of this Contract, and each reference to an accepted Contract Addendum in this Contract shall be deemed to include both the Task Order in the form accepted by the City and the purchase order. In the event of a conflict between the main body of this Contract and the Task Order, the main body of this Contract shall prevail. The City will not be legally obligated by a Task Order absent a City issued purchase order.
32. **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.

33. **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.

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 (add in email subject line: Aviation – (insert PO#) and copy;
 - b. [Airport Project 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".***

EXHIBIT E- TRAVEL AND EXPENSE REIMBURSEMENT PROTOCOL

I. Transportation Expenses.

- a. Reasonable transportation expenses will be paid on the basis of actual costs. Requests for reimbursement for an transportation expense must include itemized receipts.
- b. Company is expected to use the most economically feasible mode of transportation giving consideration of time constraints, productive hours and distance involved. If Company elects to use a more expensive travel option, Company will only receive reimbursement equivalent to the least expensive option.
- c. The City will not pay additional expenses resulting from arriving earlier or staying later than necessary to conduct official business
- d. The use of a rental car requires a written business purpose explanation.
- e. Fines for parking violations, moving violations, speeding tickets, etc. are the responsibility of the Company and will not be reimbursed by the City.

II. Air Travel.

- a. Company will not be reimbursed for priority airline boarding, US Customs Trusted Traveler Program fees, upgraded airline seats including preferred seating in coach, in-flight movie rental, flight insurance, or other voluntary amenity services.
- b. In lieu of fees for airport parking, transportation to the airport from origination via a TNC service, taxi, black car, etc. is reimbursable up to the total of the prevailing CLT Business Valet rates for the business trip.
- c. Per IRS, mileage to/from the airport is reimbursable only if traveling directly from the office to the airport and requires supporting documentation.

III. Driving Expenses. Company may be reimbursed for mileage based on the documented use of a private vehicle for business travel and in consideration of the most economical feasible transportation method; however, as per IRS guidelines, mileage between a residence and an airport is not reimbursable.

IV. Lodging Expenses.

- a. Lodging expenses will be paid by the City in accordance with the GSA lodging rate for a specific city.

b. The City will pay lodging for the minimum number of nights required to conduct the assigned business.

c. Company shall not be reimbursed for in-room movie rentals, laundry fees, fitness room fees, hotel room upgrades, or other voluntary, unspecified hotel amenity charges.

V. Meals and Incidental Expenses.

a. Company will be reimbursed on the GSA per diem basis for meals and incidental expenses incurred specifically during the business portion of travel. GSA per diems for meals and incidental expenses can be found at the GSA website www.gsa.gov/portal/content/110007.

b. Incidental expenses consist of fees and tips for persons who provide services, such as porters and baggage carriers, incurred when traveling overnight.

VI. Miscellaneous Expenses. Company may be reimbursed for other business-related expenses, including local registration fees, parking fees, etc. Itemized receipts must be submitted with request for reimbursement for any such expenses.

VII. Documentation and Procedure.

a. Itemized receipts for the cost of lodging, transportation (airfare, shuttles, light rail, taxis, parking, etc.) and registration fees must be submitted to be reimbursed.

b. Mileage reimbursement requests must be supported by documentation evidencing actual mileage such as a Google Maps printout.

c. If upon review of the travel expenses, any expense item requires additional clarification, the Company may be required to submit additional supporting documentation in the discretion of the City. If acceptable supporting documentation is not submitted, the expense item in question may be disapproved.