



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

**REQUEST FOR PROPOSAL
RFP AVIA #26-07: PASSENGER BOARDING BRIDGES MAINTENANCE SERVICES AND PARTS
ADDENDUM #1
SEPTEMBER 16, 2025**

This Addendum is hereby made a part of the specifications, as applicable, of the above referenced project. All other requirements of the original plans and specification shall remain in effect in their respective order. Acknowledge receipt of this addendum by inserting its number and date on Form #1 of your proposal.

General Note:

This PowerPoint Presentation gives a breakdown of some of the need-to-know items of the RFP and how to submit. Please refer to the RFP for all information.

The PowerPoint presentation is attached for your reference:

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



PASSENGER BOARDING BRIDGES MAINTENANCE SERVICES & PARTS

RFP AVIA 26-07

Proposals Due
October 17, 2025 at 2:00 PM EDT

AGENDA

- Housekeeping Items
- Introductions
- Submission Requirements
- Bid Format (Required Forms)
- Selection Criteria
- Addenda and Proposer Questions
- Trimble eBidding Bid Portal
- CBI Program Requirements
- Scope of work
- Security Requirements
- Closing

HOUSEKEEPING ITEMS

- The purpose of this presentation is to present information found in the Request for Proposal (RFP).
- RFP clarification questions will only be accepted and answered by submission through the Trimble Unity Construct (formally e-Builder) e-bidding portal's Q&A board. Answers to be provided via addendum.
- You may email essence.dent-bey@cltairport.com with questions regarding the operation of Trimble Unity Construct (formally e-Builder).
- Vendor registration and related information:
<https://www.charlottenc.gov/Growth-and-Development/Doing-Business/Vendor-Registration>

INTRODUCTIONS AND ATTENDANCE

- Presenters:
 - Essence Dent-Bey– RFP Manager
 - Jason Clatworthy– Project Manager

SUBMISSION REQUIREMENTS

Submission Requirements:

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

Proposal Submission Deadline:

- October 17, 2025 at 2:00 PM EDT (per CLT's clock)
- The bid portal will close promptly at 2:00 PM EDT. **Late submissions will not be accepted.**
- Please notify Essence Dent-Bey via email essence.dent-bey@cltairport.com if you experience issues using the bid portal. All other questions must be submitted through the Q&A link in the bid portal.
- DO NOT wait until the last minute!

Target Dates:

- Start Date – January 12, 2026



PROPOSAL FORMAT (REQUIRED FORMS)

Proposals shall consist of the following forms:

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

All required forms must be completed, signed and uploaded

SELECTION CRITERIA

Experience	CLT will evaluate the Proposer based on its ability to meet the Experience requirements as set forth in the Specifications.
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 consider the plan to provide necessary staffing and the experience of the individual team members proposed to provide the Work.
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.

ADDENDA AND PROPOSER QUESTIONS

- All addenda will be posted to the Trimble Unity Construct (formally e-Builder) bid portal, the City of Charlotte website and broadcast through Public Input.
- Questions and Answers will be included in addenda for the benefit of all proposers.
- Questions must be submitted in written form through the Trimble Unity Construct (formally eBuilder) Bid Portal Q&A board.
- Deadline for submitting written questions will be on September 29, 2025, at 5:00 PM EDT.
- Answers via addendum will be posted no later than October 3, 2025, at 5:00 PM EDT

TRIMBLE BID PORTAL



Bid Portal

Log In

Are you a first time bidder? [Click here to register](#)

Username

Password

[Forgot password?](#)

Login

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

TRIMBLE BID PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ RFP AVIA 26-07 Passenger Boarding Bridges Maintenance Services & Parts

Status

Bid Package	Open
Bidding	Will Bid
Response Submitted	No

31 Days 1 Hours 43 Minutes Left

Due on 10.17.2025 at 2:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Summary **0.00**

Base Bid Total	0.00
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Package Invitation

Response Form

Q&A Board

Accepted

Decline

09.15.2025 9:06 AM (GMT-05:00) Eastern Time (US & Canada)

Bid Info



Invitation Documents (1)

Addenda

Locate proposal documents here

Hide All | Show All

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

File / Folder Name	Uploaded on	File Size
  Solicitation Documents (1)	08.13.2025 11:41 AM	



TRIMBLE BID PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ RFP AVIA 26-07 Passenger Boarding Bridges Maintenance Services & Parts

Status Bid Package: Open Bidding: Will Bid Response Submitted: No	31 Days 1 Hours 43 Minutes Left Due on 10.17.2025 at 2:00 PM (GMT-05:00) Eastern Time (US & Canada)	Summary 0.00 Base Bid Total: 0.00
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Package Invitation	Response Form	Q&A Board
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Submit Question | Export

[View List](#) | [View All](#)

Submit questions here

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

View	Subject	Questionee	Date & Time
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TRIMBLE BID PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

↳ RFP AVIA 26-07 Passenger Boarding Bridges Maintenance Services & Parts

Status

Bid Package Open
Bidding Will Bid
Response Submitted No

31 Days 1 Hours 43 Minutes Left

Due on 10.17.2025 at 2:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Summary

0.00

Base Bid Total 0.00

Package Invitation

Response Form

Q&A Board

Submit

STEP 1: Bid Form

STEP 2: Response Documents

STEP 3: Additional Info

Enter pricing here

Base Bid

#	Description	Spec Reference	Part Number	Quantity	UoM	Unit Cost	Total Cost
1	Year 1 - Standard Hourly Rate			2,080.0000	HR	<input type="text"/>	
2	Year 1 - OvertimeHourly Rate			1.0000	HR	<input type="text"/>	

TRIMBLE BID PORTAL

Charlotte Douglas International Airport (CLT) / Solicitations 020 Facilities

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Bid Package Open
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Response Submitted No

31 Days 1 Hours 43 Minutes Left

Due on 10.17.2025 at 2:00 PM
(GMT-05:00) Eastern Time (US & Canada)

Summary

0.00

Base Bid Total 0.00

Submit Proposal here

Package Invitation

Response Form

Q&A Board

Submit



STEP 1: Bid Form

STEP 2: Response Documents

STEP 3: Additional Info

Upload submission packet here

⚠ There are no supporting documents attached to this bid.

Please provide response documents

Upload Additional Files

Drag and drop files here to upload, or browse.



Reminder:

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

Charlotte Business Inclusion (CBI)

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

Minority, Women and Small Business Enterprises (MWSBEs).

Required Proposal Form

- Form 3 Non-Discrimination Certification
- Form 4 Charlotte Business Inclusion Program Requirements Form

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

Search for MWSBE firms: <http://charlotte.diversitycompliance.com>



SCOPE SUMMARY

Charlotte Douglas International Airport ("CLT" or "Airport"), which is owned and operated by the City of Charlotte, North Carolina ("City"), is seeking a qualified Passenger Boarding Bridge ("PBB") Maintenance Company to provide expertise and manpower to supplement CLT's own PBB Maintenance staff. It is the intent of CLT that the Company's qualified staff would work in conjunction with CLT's PBBs Maintenance staff, and under the direction of CLT's PBB Maintenance management, to carry out the necessary PBB Maintenance activities for all 124 CLT owned PBBs at the Airport on the A, B, C, D and E Concourses.

SCOPE OF WORK – HIGH LEVEL

- Follow safe work practices.
- Proper Prep – Vendor is required to provide all necessary tools to properly execute the scope of services
- Work hours – All Work shall be planned and executed in a manner to minimize the impact on existing airport / airline operations, including night work as needed. These times are subject to change based on season, airline load factors, weather, etc.
- Badging – Vendor will be required to have employees badged by airport badging for a SIDA badge to enter airport security areas.

AIRPORT SECURITY REQUIREMENTS

Security
Program

Airport
Badging
Requirements

Please see requirements in solicitation
packet and go to
www.cltairport.com/business/credentialing
for all information regarding CLT's Security
Program, Policies and Procedures, FAQs,
etc.



THANK YOU!



CLT 