



# NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT

## INVITATION TO BID

The Panama City-Bay County Airport and Industrial District, dba Northwest Florida Beaches International Airport, will accept sealed bids for "Airport Mobile Passenger Stairway", at the Northwest Florida Beaches International Airport until 2:00 p.m. CST, on, August 22, 2023.

Bids may be submitted in person in the Airport Administrative Office at 6300 West Bay Parkway, Box A, Panama City Beach, Florida, or via U. S. mail or courier service. Bids must be plainly marked,

### **“Airport Mobile Passenger Stairway – August 22, 2023”**

Only bids submitted on the bid sheet provided with this invitation will be considered responsive. All bids must be received by 2:00 p.m., CST on, August 22, 2023. **When submitting written bids, please submit one (1) original and one (1) copy of all documents to the Northwest Florida Beaches International Airport, 6300 West Bay Parkway, Box A, Panama City Beach, Florida 32409.** Please review all documents pertaining to this bid before submitting requested information.

Bids for the **“Airport Mobile Passenger Stairway”** will be opened at 2:00 p.m. CST on August 22, 2023 in the Administrative Offices of the Northwest Florida Beaches International Airport, located at 6300 West Bay Parkway, Panama City, FL 32409.

The District reserves the right to accept or reject any or all bids, proposals, competitive or otherwise, in whole or in part, to waive informalities in the solicitation documents, to obtain new bids, or to postpone the bid opening pursuant to the District’s purchasing policies as they may deem in the best interest of the District.

Northwest Florida Beaches International Airport  
Darlene D. Nelson, CPA  
Director of Finance and Administration

## I. General Conditions

- A. The purpose of this bid is to establish a firm, fixed price for the turnkey acquisition and delivery of a new, unused, Airport Mobile Passenger Stairway, for the Airport in accordance with purchasing policies of the Northwest Florida Beaches International Airport.
- B. Bids must be received in the Airport Administrative Office at 6300 West Bay Parkway, Box A, Panama City Beach, Florida, by 2:00 p.m., CST on August 22, 2023 in order to be considered responsive. Bids must be plainly marked, **“Airport Mobile Passenger Stairway – August 22, 2023”**.
- C. The Airport reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid and to award a contract deemed to be in the best interest of the Airport.
- D. In the event a brand name is specified, that brand or an approved equivalent will be considered, unless otherwise noted. Brand names, makes, and model numbers contained herein are for reference only in regards to level of quality and durability that the Airport will accept as a minimum.
- E. All questions regarding this bid shall be in writing and directed to [accounting@pcairport.com](mailto:accounting@pcairport.com). **Questions will be accepted until 2:00 p.m. CST on August 16, 2023.** All questions and responses will be made available on the Airport's website at: [www.iflybeaches.com](http://www.iflybeaches.com) no later than 5 p.m. CST on August 18, 2023.
- F. All bids must be valid for a minimum of 60 days after the bid is opened.
- G. The successful bidder shall warranty labor for a period of one year from the date of acceptance of the work.
- H. The successful bidder shall supply the Airport with warranty information on the equipment and materials used for this project.
- J. No alterations or deviations involving extra costs will commence without a duly executed Change Order.
- K. If applicable, the successful bidder shall be licensed in the State of Florida to perform the type of work requested under this Invitation to Bid.
- L. The successful bidder will be responsible for obtaining any required permits and conducting an acceptance inspection.

M. All equipment and materials used shall be manufacturer-approved for the type of application requested under this Invitation to Bid.

**N. Upon award of bid work on the project will begin immediately based on a mutually agreeable schedule.**

O. The successful bidder shall not be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or any other force majeure event.

## **II. Scope of Work**

The "Airport Mobile Passenger Stairway" shall be manufactured and provided in accordance with the attached "Airport Mobile Passenger Stairway" specification and shall include all parts, materials, equipment, and labor to complete the project turnkey.

Scope of work task items shall include:

- Provide One (1), complete, ready-to-use, Airport Mobile Passenger Stairway, STINAR, LLC. brand, model SPS-3518 Passenger Stairway, or equivalent.

## **III. Insurance Requirement**

### **SC-2 Insurance**

The Contactor shall procure and maintain the following described insurance, except for coverage(s) specifically waived by Owner, on policies and with insurers acceptable to Owner. These insurance requirements shall not limit the liability of Contractor.

The insurance coverage(s) and limits required of Contractor under this Invitation to Bid are designed to meet the minimum requirements of Owner and the Owner does not represent these types or amounts of insurance to be sufficient or adequate to protect the Contractor's interests or liabilities. Contractor alone shall be responsible to the sufficiency of its own insurance program.

The Contractor and the Contractor's subcontractors and sub-subcontractors shall be solely responsible for all of their property, including but not limited to any materials, temporary facilities, equipment and vehicles, and for obtaining adequate and appropriate insurance covering any damage or loss to such property. The

Contractor and the Contractor's subcontractors and sub-subcontractors shall expressly waive any claim against the Owner arising out of or relating to any damage or loss of such property, even if such damage or loss is due to the fault or neglect of the Owner or anyone for whom the Owner is responsible. The Contractor is obligated to include, or cause to be included, provisions similar to this paragraph in all of the Contractor's subcontracts and its subcontractor's contracts with their sub-subcontractors.

The Contractor's deductibles/self-insurance retention's must be disclosed to Owner and are subject to Owner's approval. The Contractor is responsible of the amount of any deductible or self-insured retention. Any deductible or retention applicable to any claim or loss shall be the responsibility of Contractor and shall not be greater than \$25,000, unless otherwise agreed to, in writing, by Owner.

Insurance required of the Contractor or any other insurance of the Contractor shall be considered primary, and insurance of Owner shall be considered excess, as may be applicable to claims or losses which arise out of or relate to the Work or this Project.

A. Workers' Compensation and Employers' Liability Insurance Coverage: The Contractor shall purchase and maintain workers' compensation and employers' liability insurance for all employees engaged in the Work, in accordance with the laws of the State of Florida. Limits of coverage shall not be less than:

\$500,000 Limit Each Accident  
\$500,000 Limit Disease Aggregate  
\$250,000 Limit Disease Each Employee

B. Commercial General Liability Coverage: Contractor shall purchase and maintain commercial general liability insurance on a full occurrence form. Coverage shall include, but not be limited to, Premises and Operations, Personal Injury, Contractual for this Contract, Independent Contractors, Broad Form Property Damage, Products and Completed Operation Liability Coverage(s) and shall not exclude coverage for the "X" (Explosion), "C" (Collapse) and "U" (Underground) Property Damage Liability exposures. Limits of coverage shall not be less than:

\$ 1,000,000 Combined Single Limit Each Occurrence  
\$ 2,000,000 Aggregate Limit

Contractor shall add Owner as an additional insured through the use of Insurance Service Office Endorsements No. CG 20.20.22.85 wording or equivalent, or broader, an executed copy of which shall be attached to or incorporated by reference on the Certificate of Insurance to be provided by Contractor pursuant to the requirements of the Project Documents.

C. Business Automobile Liability Coverage: The Contractor shall purchase and maintain Business Automobile Liability Insurance as to ownership, maintenance, use, loading and unloading of all of Contractor's owned, non-owned, leased, rented or hired vehicles with limits not less than:

\$1,000,000 Combined Single Limit Each Accident

D. Excess or Umbrella Liability Coverage: Contractor shall purchase and maintain Excess Umbrella Liability Insurance or Excess Liability Insurance on a full occurrence form providing the same continuous coverage(s) as required for the underlying Commercial General, Business Automobile and Employers' Liability Coverage(s) with no gaps in continuity of coverage(s) or limits with Owner added by endorsement to the policy as an additional insured in the same manner as is required under the primary policies, and shall not be less than:

\$4,000,000 Each Occurrence/Accident

## EXHIBIT A

**Only bids submitted on this Bid Sheet will be accepted.**

Return in a sealed envelope, plainly marked

**“Airport Mobile Passenger Stairway**

**August 22, 2023”**

TO: Northwest Florida Beaches International Airport,  
6300 West Bay Parkway, Box A.

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

MAILING ADDRESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

The Bidder hereby agrees to deliver services required to complete the scope of work per this “Invitation to Bid” for the prices shown below:

<u>Bid Item</u>	<u>Unit Price per bid item</u>	<u>Total Bid Item Price</u>
<u>Base Bid</u> <b>One (1) Airport Mobile Passenger Stairway per specifications</b>		
<b><u>TOTAL BASE BID PRICE</u></b>		

PLEASE INCLUDE THE FOLLOWING:

1. Detailed price sheet (if applicable)
2. Exceptions sheet (if exceptions taken)
3. Product Brochure/Literature
4. Copy of Warranty/Optional Extended Warranty if any

Bidder certifies as follows:

- A. Bidder is an established business with a minimum of five (5) years of experience in providing services related to the performance of services outlined in this “Invitation to Bid”.
- B. Bidder is licensed in the State of Florida to perform services outlined in this “Invitation to Bid”.
- C. Bidder has adequate personnel and equipment to perform services as outlined in this “Invitation to Bid” within stated timelines.

*I agree to provide the above items at the prices indicated,  
meeting all specifications unless exceptions are noted.*

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

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

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

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

**EXHIBIT B**

**SWORN STATEMENT UNDER SECTION 287.133(3)(A)**  
**FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Panama City-Bay County Airport and Industrial District

by \_\_\_\_\_  
(print individual's name and title)

for \_\_\_\_\_  
(print name and entity submitting sworn statement)

whose business address is

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is  
\_\_\_\_\_

(if the entity has no FEIN, include the Social Security No. of the individual signing this sworn statement:

\_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Section 287.133(1)(g) of the Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public



entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial or entry of a plea of guilty or *nolo contendere*.

4. I understand that “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means
  - A. A predecessor or successor of a person convicted of a public entity crime; or
  - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, and employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, not any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.107, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Personally appeared before me, the undersigned authority, (name of individual signing)\_\_\_\_\_

who, after first being sworn by me, affixed his/her signature in the space provided above on this

\_\_\_\_\_ day of \_\_\_\_\_, 2023.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

My commission expires:

\_\_\_\_\_  
Notary Public

**EXHIBIT C**

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_

County of \_\_\_\_\_

The undersigned Bidder or agent, being duly sworn, on oath says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be proposed by anyone at such letting, nor to prevent any person from submitting a bid, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such proposals in any way or manner whatever.

\_\_\_\_\_  
\_\_\_\_\_  
PROPOSER OR AGENT

For \_\_\_\_\_  
FIRM OR CORPORATION

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

My Commission Expires:

\_\_\_\_\_  
\_\_\_\_\_  
*- Form must be signed and notarized -*

## **AIRPORT MOBILE PASSENGER STAIRWAY SPECIFICATIONS**

**Manufacture and provide an Airport Mobile Passenger Stairway per project scope of work.**

### **PRODUCT SPECIFICATIONS**

- All parts, materials, and equipment provided are to be designed and manufactured to meet, or exceed, performance of product specification.
- Successful bidder to supply technical and performance documentation for equipment to be provided prior to start of work.
- Subject to Invitation to Bid requirements, the Airport Mobile Passenger Stairway specified below is a Model SPS-3518 Passenger Stairway manufactured by STINAR, LLC. STINAR, LLC. Passenger Stairway, or an approved equivalent, will be considered, unless otherwise noted. Brand names, makes, and model numbers contained herein are for reference only in regards to level of quality and durability that the Airport will accept as a minimum.

### **PASSENGER STAIRWAY SPECIFICATION**

#### **Chassis:**

- Ford F-550 XL Reg Cab Chassis 4x2 (168.5in WB) – Model Year 2023
- Dual rear wheels
- Oxford White Paint
- 4x2 drivetrain configuration
- 7.3L V8 gas engine
- 4.30 Electric Locking
- PTO Prep
- 18-inch Argent Painted steel wheels / with wheel simulators
- Center High-Mounted Stop Lamp
- 6-spd Auto Aisin As66RC HD transmission
- 84in cab to axle
- 26.5gal mid-ship fuel tank
- Exterior Backup Alarm
- Engine Block Heater
- Rearview camera and prep kit
- Vinyl bench seat and floor trim 40/20/40 configuration (adjustable Driver)
- 275/65Rx18E FT A/S Tire
- Tow-Mode Digital Rear-View Mirror Package
- 5 year – 60,000 mile powertrain warranty
- 5 year – 60,000 mile roadside assistance

#### **General:**

Operating range, 96in-228in (2438mm – 5791mm)

- Services the A-300, A-319, A-320, A-321, A-330, A-340, lower doors to the A-380,
- B-727, B-737, B747, B-757, B-767, B-777, L-1011, DC-10, MD-11, TU-154,

- T-154B aircraft

### **Stairway:**

- Steel frame construction
- Aluminum modesty panel construction
- Stainless steel railings
- Non-skid aluminum diamond plate steps and platform
- 48in (1219 mm) step width
- 72in (1829 mm) platform width
- 133in (3378 mm) platform depth including landing
- Top platform swivel bumper
  - *Center pivot point swivels bumper to compensate for uneven positioning of forward bumper to the aircraft. Swivels 30° in either direction*
- Rubber bumpers located on the forward edge of sliding modesty panels
- 12in (305mm) Forward Extending Platform
- 12in (305mm) step depth
- Emergency 12-Volt hydraulic power pack
- Duplicate controls (electric) top platform
  - *Controls lights, A-frame raise/lower, extend/retract stairway, extend/retract if extending platform option taken*
- LED lights throughout unit
- Optical eye proximity sensor (collision avoidance sensor to minimize any contact with aircraft)
  - *A contact indicator light is enabled on the cab control panel*
- 7.75in (197mm) riser height
- 250 lb. (227 kg) step load capacity
- 1000 lb. (454 kg) platform load capacity
- Camera system allows operator to view aircraft model numbers mounted on underside of stairway upper section to set height levels for positioning to aircraft
- Corrosion resistant Minimizer fenders are installed
- Two Minimizer tool boxes (one houses the Emergency Power Pack on drivers' side and on the passenger side the tool box is available for storage)

### **Controls:**

Control Box mounted on pedestal, adjacent to driver position:

- Cab Controls
  - Stabilizer: UP/DOWN & Indicator Light
  - A-Frame: UP/DOWN & LOCK
  - Stair: UP/DOWN & LOCK
  - Hydraulic Pump: ON/OFF & Indicator Light
  - Stairway Lights: ON/OFF
- 

### **Safety Features:**

- Stabilizers each protected by lock valves
- Cab warning light to indicate stabilizer position incorporated with safety interlock to avoid someone attempting to drive with the stabilizers down
- Stair extension and A-frame cylinders protected by lock valves
- Additional A-frame mechanical locking mechanism for additional safety
- Back-up alarm

**Hydraulic System:**

- Belt driven magnetic clutch, direct coupled to a PTO
- A PTO overspeed controller prevents the operator from accelerating the PTO more than the programmed high idle parameter and damaging the pump
- Ten (10) gallon (38 liter) hydraulic tank with suction strainer, dip stick, magnetic drain plug and return filter.
- Two (2) cylinders with a flow control valve and lock valve control the “A” frame to lift the stairway
- One (1) main extending double acting cylinder with lock valve and flow control valve, for telescoping the stairway
- Two (2) front vertical hydraulic stabilizer cylinders
- Two (2) mid-vehicle hydraulic stabilizer cylinders
- Two (2) rear vertical hydraulic stabilizer cylinders
- Emergency hand pump

**Electrical System:**

- 12-volt electrical system
- Electrically controlled hydraulic valves
- Emergency 12-Volt hydraulic power pack
- Skydrol resistant wiring

**Lighting:**

- Ten (10), 4-inch (102 mm) LED lights on stairway, mounted alternately on each side
- Two (2) 4-inch (102 mm) LED lights mounted at rear of each side of platform
- One (1) adjustable LED spotlight located on A-frame for aircraft doorway illumination

**Paint:**

- Protected by epoxy-based primer and two coats of skydrol resistant polyurethane paint
- Cab: Oxford White
- Cab Chassis: Black
- Stair Frame: Black
- Stair Outer Skin: White
- Multiple paint colors available per customer request – additional paint color fees may apply

**Miscellaneous:**

- Instructional Placards placed throughout vehicle
- One (1) combined Operations, Parts & Maintenance Printed Manual
- One (1) USB Stick – with digital copy of Operations, Parts & Maintenance Manual
- One (1) 10lb. Fire Extinguisher
- One (1) pair of Stinar Labeled, black rubber mud flaps
- Four (4) Chrome simulator wheel covers
- One (1) BLUE weatherproof operators box mounted in cab
- One (1) Copy of OEM Chassis Manual

**Commissioning, Inspection, and Training:**

- Customer onsite In-depth product training performed at customers facility for new unit.
- Full PDI conducted prior to shipment
- Onsite Post-Delivery Inspection done prior to customer training and conducted at time of equipment arrival.

**GENERAL**

- Contractor to include delivery of Mobile Passenger Stairway FOB the Northwest Florida Beaches International Airport in base bid.

**WARRANTY:**

- Warranty information will be as provided by manufacturer but in no case will be less than 12 months from final acceptance date of project unless otherwise stipulated.

# AIRPORT MOBILE PASSENGER STAIRWAY

## Product Example

