



**REQUEST FOR PROPOSAL
TO PROVIDE SNOW REMOVAL & MELTING SERVICES
TO THE
TERMINAL RAMP AREA**

**THE EASTERN IOWA AIRPORT
2515 ARTHUR COLLINS PARKWAY SW
CEDAR RAPIDS, IA 52404**

JULY 16, 2021

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SIGNIFICANT DATES

The following schedule has been established for this selection process:

Scheduled Item	Scheduled Date
RFP Release Date (flyCID.com/rfp)	Friday, July 16, 2021
Pre-Proposal Meeting	None
Deadline for Questions	Wednesday, July 21, 2021
Final Addenda, if any, posted on Airport's website	Friday, July 23, 2021
Proposal Due Date and Time	Wednesday, July 28, 2021, 2:00 PM CDT
Selection and Award by Commission	Monday, August 23, 2021, 7:30 AM CDT
Contract Commencement (Notice to Proceed)	October 1, 2021

REQUEST FOR PROPOSALS
TO
PROVIDE SNOW REMOVAL & MELTING SERVICES TO THE
TERMINAL RAMP AREA
WINTER 2021 - 2022

The Cedar Rapids Airport Commission, operators of the Eastern Iowa Airport, is accepting Proposals until 2:00 PM on July 28, 2021. Proposals should be submitted to the Office of the Airport Director, Administrative Office Building, the Eastern Iowa Airport, 2515 Arthur Collins Parkway SW, Cedar Rapids, IA 52404, from parties interested in providing snow removal and melting services to the Eastern Iowa Airport's Terminal Ramp Area.

Contact Airport Maintenance Supervisor, Erik Lyle at (319) 731-5717, 8:00 AM to 4:30 PM weekdays, to schedule on-site inspections.

Envelopes containing Proposals must be sealed, addressed to the undersigned, and marked naming the Proposal.

The Cedar Rapids Airport Commission reserves the right to reject any or all Proposals, in whole or in part, with or without cause, to waive any informalities, and to re-advertise.

Dated this 16th day of July 2021.

Cedar Rapids Airport Commission

By Marty Lenss
Airport Director

INSTRUCTIONS TO PROPOSERS

INTRODUCTION

The Cedar Rapids Airport Commission (Commission or Owner) manages and operates the Eastern Iowa Airport (Airport). The Commission is inviting proposals for snow removal and melting services for the terminal ramp area of the Airport from interested parties that meet the minimum qualifications for operators set forth in this request for proposals (RFP). Additional information regarding the Commission and Airport can be found at flyCID.com. The airports 10-year average snowfall accumulation is listed in the chart below.

Average Snow Days	Month	Inches
1.9	January	7.1
3.3	February	10.8
1.3	March	3.9
0.3	April	0.7
0.2	October	0.7
0.5	November	2.0
2.1	December	6.7
9.6	Year	31.8
10-year snowfall averages at Cedar Rapids, 2010 to 2019		

EXAMINATION OF PLANS AND SPECIFICATIONS

The Proposer is expected to carefully examine the Proposal, Specifications, and Contract forms. Proposer shall satisfy themselves as to the labor and materials to be furnished and stored at CID, and as to the requirements of the proposed Contract. The submission of a Proposal shall be prima facie evidence that the Proposer has made such examination and is satisfied as to the conditions to be encountered in furnishing the labor and materials and as to the requirements of the proposed Contract and Specifications.

PRE-PROPOSAL MEETING - QUESTIONS

There will be no pre-proposal meeting associated with this Proposal. Any matter of this proposal package that requires explanation or interpretation must be inquired into by the Proposer in writing by Wednesday, July 21, 2021. The Company shall promptly notify Erik Lyle, Airport Maintenance Supervisor by e-mail E.Lyle@flyCID.com or facsimile to 319-362-1670 upon discovery of any ambiguity, inconsistency, or error in this RFP. All questions will be responded to in the form of written addenda to all Companies that will be posted at www.flyCID.com/rfp. All addenda that you receive shall become a part of the Contract Documents and shall be acknowledged and dated on the bottom of the Proposal Page.

PREPARATION OF PROPOSAL

The Proposer shall submit his/her Proposal on the forms furnished by the Owner. The Proposer shall state the price (written in ink or typed) in numerals for which he proposes to provide for each pay item furnished in the Proposal.

AUTHORITY TO SIGN

The Proposal, to be considered, must be signed by an authorized agent. If the Proposal is submitted by an individual, name and address must be shown. If the Proposal is submitted by a partnership or firm other than a corporation, the partnership or firm name and address must be shown. If the Proposal is submitted by a corporation, the name and address of the corporation, and the state under the laws of which the corporation is chartered must appear. Anyone signing a Proposal as agent may be required to submit satisfactory evidence of his authority.

IRREGULAR PROPOSALS

Proposals shall be considered irregular for the following reasons:

- A. If the Proposal is on a form other than that furnished by the Owner, or if the Owner's form is altered.
- B. If there are unauthorized additions, conditional, or alternate pay items, or irregularities of any kind, which make the Proposal incomplete, indefinite, or otherwise ambiguous.

The Airport Commission reserves the right to reject any irregular Proposal and the right to waive technicalities if such waiver is in the best interest of the Airport Commission.

PROPOSAL PREPARATION COSTS

Issuance of this Request for Proposal does not commit the Airport Commission in any way, to pay any costs incurred in the preparation and submission of a Proposal. Nor does the issuance of this Proposal obligate the Airport Commission to enter into Contract for any services or labor. All costs related to the preparation and submission of a Proposal shall be paid by the Proposer.

DELIVERY OF PROPOSAL

Each Proposal submitted shall be placed in a sealed envelope plainly marked "RFP Snow Removal & Melting Services to the Terminal Ramp Area", and include the name and business address of the Proposer on the outside. When sent by mail, preferably registered, the sealed Proposal, marked as indicated above, should be enclosed in an additional envelope. No Proposal will be considered unless received at the place specified in the advertisement before the time specified for opening all Proposals. Proposals received after the Proposal opening time shall be returned to the Proposer unopened.

WITHDRAWAL OR REVISION OF PROPOSALS

A Proposer may withdraw or revise (by withdrawal of one Proposal and submission of another) a Proposal provided that the Proposer's request for withdrawal is received by the Owner in writing or by telegram before the time specified for opening Proposals. Revised Proposals must be received at the place specified in the Request for Proposal before the time specified for opening all Proposals.

OPENING OF PROPOSALS

Proposals shall be opened by Airport Staff, at a time to be determined, in the Administrative Office Building, the Eastern Iowa Airport, 2515 Arthur Collins Parkway SW, Cedar Rapids, IA 52404.

CONSIDERATION OF PROPOSALS

It is the intent of the Owner, if this Contract is awarded, to award this Contract to the lowest responsible Proposer considering qualifications of performance. The Owner shall decide which is the best Proposal on the basis of cost and qualifications as received in the Proposals and, in determining such Proposer, the following elements may be considered: whether the Proposer involved (a) maintains a place of business located in an area which enables him/her to meet response times required below; and (b) has appropriate technical experience. At the discretion of the evaluation team, the top proposer(s) may be invited to submit a "best and final offer" to negotiate costs or deliverables.

In addition, until the award of a Contract is made, the Owner reserves the right to reject any or all Proposals, waive technicalities, if such waiver is in the best interest of the Owner; advertise for new Proposals; or proceed with the execution of a Contract otherwise. All such actions shall promote the Owner's best interests.

COMPETENCY OF PROPOSERS

The Owner may make such investigations as he deems necessary to determine the ability of the Proposer to provide the labor, materials and expertise, and the Proposer shall furnish to the Owner all such information and data for this purpose, as the Owner may request. The Owner reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the Owner that such Proposer is properly qualified to carry out the obligations of the Contract.

DISQUALIFICATION OF PROPOSERS

A Proposer shall be considered disqualified for any of the following reasons:

- A. Submitting more than one (1) Proposal from the same partnership, firm, or corporation under the same or different name.
- B. Evidence of collusion among Proposers. Proposers participating in such collusion shall be disqualified as Proposers for any future work of the Owner until any such participating Proposer has been reinstated by the Owner as a qualified Proposer.

AWARD OF CONTRACT

The award of a Contract, if it is to be awarded, shall be made within forty-five (45) calendar days of the date specified for accepting Proposals, unless otherwise specified herein. Award of the Contract shall be made by the Owner to the lowest, qualified Proposer whose Proposal conforms to the cited requirements of the Owner.

CANCELLATION OF AWARD

The Owner reserves the right to cancel the award without liability to the Proposer, at any time before a Contract has been fully executed by all parties and is approved by the Owner in accordance with the subsection titled APPROVAL OF CONTRACT of this section.

EXECUTION OF CONTRACT

The successful Proposer shall sign (execute) the necessary Contracts for entering into the Contract and return such signed Contract to the Owner within fifteen (15) calendar days from the date mailed or otherwise delivered to the successful Proposer. If the Contract is mailed, special handling is recommended.

FAILURE TO EXECUTE CONTRACT

Failure to execute the Contract within fifteen (15) days from the date of award shall be just cause for cancellation of the award. The Contract shall be executed in duplicate.

APPROVAL OF CONTRACT

Upon receipt of the Contract that has been executed by the successful Proposer, the Owner will complete the execution of the Contract in accordance with local laws or ordinances, and return the fully executed Contract to the Contractor. Delivery of the fully executed Contract to the Contractor shall constitute the Owner's approval to be bound by the successful Proposer's Proposal and the terms of the Contract.

RIGHTS RESERVED

The Owner reserves the right to reject any or all Proposals, to award Contract to other than the low Proposer, to waive informalities, and to re-advertise.

CLAIMS

The Owner reserves the right to refuse to issue any vouchers and to direct that no payment shall be made to the Contractor in case the Owner has reason to believe that said Contractor has neglected or failed to pay any subcontractor, materialmen, workmen, or employee for services included in these specifications until the Owner is satisfied that such subcontractors, materialmen, workmen, or employees have been fully paid.

LOCAL REQUIREMENTS

It is the policy of the Commission, that all Contractors, subcontractors, vendors, and suppliers that engage in contracts of \$50,000 or more per annum with the Airport shall comply with the provisions of the Commission's Affirmative Action (contract compliance) Program.

All public contracts entered into by the Commission, including those contracts that may be funded in whole or in part with Federal funds, shall comply with the applicable provisions of the Commission's Affirmative Action Program.

Under the terms and conditions of the Commission's Affirmative Action Program, contractors, subcontractors, vendors, and suppliers shall be responsible for carrying out the provisions of all applicable Federal, state, and local laws and regulations dealing with equal employment opportunity. The Airport's Compliance Officer will assist contractors, subcontractors, vendors, and suppliers as necessary to insure compliance with said Federal, state and local laws and regulations.

PRICE/TAX EXEMPT STATUS

The Eastern Iowa Airport is an agency of the City of Cedar Rapids, Iowa, and as such, sale of services, supplies and/or material hereunder is exempt from excise tax based on sales at retail under Iowa State laws and all applicable Federal taxes. Proposers will propose without reference to and shall not include these taxes under said laws, and the Airport will assume and pay to the successful Proposer, in addition to the Proposal price, such taxes, if any, finally determined to be due and owing.

INSURANCE REQUIREMENTS

Workers Compensation Insurance - The Contractor shall purchase and maintain during this Contract, workers compensation insurance in accordance with Iowa statutory requirements and employers liability insurance. This coverage shall protect all the Contractor's employees carrying out the work involved in this Contract.

General Liability Insurance - The Contractor shall purchase and maintain during this Contract, general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. As a minimum, coverage for Premises, Operations, Products, and Completed Operations shall be included. This insurance shall protect the public or any person from injury or property damage sustained by reason of the contractor or its employees carrying out the work involved in this Contract.

Automobile Liability Insurance - The Contractor shall purchase and maintain during this Contract automobile liability insurance with either a combined limit of at least \$1,000,000 per occurrence for bodily injury and property damage or split limits of at least \$1,000,000 for bodily injury per person per occurrence and \$1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this Contract by the contractor or its employees.

Umbrella and Excess Liability Insurance - An excess umbrella policy (pay on behalf of) with limits of **\$10,000,000** for Employer's liability, CONTRACTOR's General Liability, (bodily injury, personal injury and property damage), Automobile Liability, Contractual Liability and Railroad Protective Insurance on a combined basis shall be provided. Any Excess insurance shall be written on an occurrence basis and pay on behalf form and shall include the same endorsements and additional insureds as required of the primary policies. Policy shall include OWNER, and any others required as additional insureds.

Subcontractors - In the case of any Work sublet, the Contractor shall require all subcontractors and independent contractors who perform work and/or services to meet the same insurance requirements as are required of the Contractor. Failure of the Contractor, subcontractor or independent contractor to comply with these requirements shall not be construed as a waiver of these provisions and shall not relieve the Contractor of liability.

Deductibles and Self-Insured Retention - Any policy deductible or self-insured retention must be declared on the Certificate of Insurance and shall be subject to the approval of the Commission. If not approved, the Commission may either require the reduction or elimination of such deductible or self-insured retention as respects the Commission, its officers and employees or require the Contractor to procure a bond guaranteeing payment of losses and related claims investigation, administration, and defense expenses.

Additional Insured - The Commission shall be named as additional insureds on the Contractor's, subcontractor's, and independent contractor's liability insurance policies and certificates of insurance. ABM Industry Groups, LLC, shall be named as additional insureds on the Contractor's, subcontractor's and independent contractor's liability insurances policies and certificates of insurance.

Proof of Insurance - The Contractor shall furnish the Commission with Certificates of Insurance and a copy of the policies if requested by the Commission. The name of the project or contract shall be listed on the certificates of insurance. Before commencing any performance under this Contract, the Contractor shall deliver all the Certificates of Insurance to the Commission certifying that the policies stipulated above are in full force and effect.

PROPOSAL FORM

The undersigned Proposer has carefully examined the services described herein, has become familiar with the character and extent of the services; has carefully examined the Specifications which are acknowledged to be a part of this Request for Proposal, the Proposal form, and the form of Contract; and thoroughly understands their stipulations, requirements, and provisions.

The undersigned proposer hereby submits with this Proposal a specifications list services proposed which will respond to the specifications contained herein.

The undersigned Proposer has determined the quality and quantity of materials required; determined the sources of supply of the materials required; has investigated labor conditions; and has arranged for the continuous prosecution of the services herein described.

The undersigned Proposer hereby agrees to be bound by the award of the Contract and, if awarded the Contract on this Proposal, to execute within fifteen (15) days after notice of award, the required Contract, of which Contract this Proposal and the Specifications shall be a part.

The undersigned Proposer further agrees to provide the services and furnish all the materials of the specified requirements, which are necessary in accordance with the Proposal and the Specifications.

The undersigned Proposer declares that this Proposal is made without connection with any other person or persons making Proposals for providing the same services, and is in all respects fair and without collusion or fraud.

In submitting this Proposal, the Proposer has examined copies of all the Proposal documents and the following Addenda (receipt of which is hereby acknowledged);

Addenda Number: _____ Date: _____ Addenda Number: _____ Date: _____

Addenda Number: Date: Addenda Number: Date:

The equipment and personnel proposed to be provided under this Contract consist of:

[illegible]

Lump Sum Proposal:
(for providing labor and equipment necessary to
provide snow removal and melting services for
the ramp area for 32" of snow)

\$ _____

Lump Sum per additional inch over 32" of snow:

\$ _____

Name of Proposer

By _____
Name and Title of Signing Official

NOTE: THIS FORM MUST BE COMPLETED AND SIGNED AS PART OF PROPOSAL.

Check List for Submittal of Proposals

- ☐ Signed Proposal Form
- ☐ Acknowledgement of Addendums (if applicable)
- ☐ Proposer's Qualifications (Description of Firm, Firms Experience, and Equipment Inventory)

CONTRACT

THE EASTERN IOWA AIRPORT CEDAR RAPIDS, IOWA

THIS CONTRACT made and entered into this 23rd day of August 2021, by and between CEDAR RAPIDS AIRPORT COMMISSION, Operators of the Eastern Iowa Airport, Cedar Rapids, Iowa (Party of the First Part, hereinafter called the Owner) and _____, Cedar Rapids, Iowa (Party of the Second part, hereinafter called the Contractor).

WITNESSETH: That the said Contractor has agreed, and by these presences does agree with the said Owner, for the consideration herein mentioned and required by the Specifications to furnish all services, tools, materials, skill, and labor of every description necessary to carry out and provide in a good, firm and substantial, and workmanlike manner, the services specified, in strict conformity with the Specifications and Instructions to Proposers, together with the foregoing Proposal made by the Contractor and this Contract. The provision of services covered by this Contract includes all services described in the Proposal and the Specifications, to wit: Provide snow removal and melting services for the Eastern Iowa Airport's Ramp Area located at 2121 Arthur Collins Parkway SW including equipment, materials, and labor all within a specific response time.

The Contractor agrees to protect, defend, indemnify, and hold harmless the Commission and its officers and employees from any and all claims and damages of every kind and nature made, rendered or incurred by or in behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work, or other activity done by the Contractor, its employees, subcontractors, or any independent contractors working under the direction of either the Contractor or subcontractor in the performance of this Contract.

The length of this Contract is one (1) year. The Owner and Contractor may renew the original contract for two (2) additional one (1) year snow removal seasons by mutual agreement in writing.

The Owner shall pay and the Contractor shall receive the price stipulated in the Proposal hereto attached as full compensation for everything furnished and done by the Contractor under this Contract, the full sum as follows:

The equipment and personnel proposed to be provided under this Contract consist of:

Equipment & Personnel List

Lump Sum Proposal:
(for providing labor and equipment necessary to
provide snow removal and melting services for
the ramp area for 32" of snow)

\$ _____

Lump Sum per additional inch over 32" of snow:

\$ _____

Based on the Proposal to provide snow removal and melting services for the Eastern Iowa Airport's Terminal Ramp Area located at 2121 Arthur Collins Parkway SW, including equipment, materials, and labor all within a specific response time, which sum shall be paid in the manner and terms specified in the Contract documents.

CEDAR RAPIDS AIRPORT COMMISSION

COMPANY

By: _____

By: _____

Name: Carroll Reasoner

Name: _____

Title: Chairman

Title: _____

Date: _____

Date: _____

ATTEST: _____

ATTEST: _____

SPECIFICATIONS TO PROVIDE SNOW REMOVAL & MELTING SERVICES
WINTER 2021 - 2022

I. INTENT

- A. This Specification describes the requirements to provide snow removal and melting services for the Eastern Iowa Airport's Ramp Area located at 2121 Arthur Collins Parkway SW including materials and labor all within a specific response time, see Exhibit 1 – Terminal Ramp Area.
- B. It is the intent of these Specifications to stipulate the minimum acceptable requirements of performance and to establish the Contractor's responsibility in furnishing all material and labor to supply the services being advertised for in complete conformance with the operational requirements outlined.
- C. In all cases, it is the Contractor's responsibility to supply all information requested by these Specifications exactly as specified. In cases where information is not provided, is incomplete, or is in a form not as requested, the Owner may, at his discretion, rule a Contractor as not responsive to Specifications with regard to the item for which information is requested.

II. SPECIFICATIONS

A. CONTRACTOR QUALIFICATIONS AND PROPOSAL REQUIREMENTS

- 1. DESCRIPTION OF FIRM(S) - Provide a general description of each firm involved with such information as services offered, number of employees, office location(s), years in business, etc. The location of the Contractor's business should enable them to meet the response times described below.
- 2. FIRM'S PROJECT EXPERIENCE - Provide a summary of experience for past snow removal and melting services. The Cedar Rapids Airport Commission will be the sole judge as to the best-qualified, responsible Contractor to serve the best interests of the Airport, and may waive any informalities or technical errors that, in their judgment, will best serve the interest of the Airport.
- 3. EQUIPMENT INVENTORY – Provide a general description listing the year, make, and model of the equipment the Contractor has available for the snow removal and melting services on the Airport's ramp area.

B. CONTRACTOR RESPONSE

- 1. The Contractor shall provide snow removal and melting services as required to clear and reduce the effects of frozen precipitation. The Contractor shall commence operations within 60 minutes of notification by the Owner's representative.
- 2. The Owner will normally conduct all anti-icing applications.

C. STATEMENT OF WORK

- 1. The Contractor will coordinate with CID and stage all necessary equipment to be stored on-site for the duration of the contract by October 1, 2021, unless otherwise stated. The Owner will provide a storage area as well as office space (or equivalent) for Contractor. The Contractor shall provide services, labor, and equipment to provide concurrent snow removal and melting services for the Eastern Iowa Airport Terminal Ramp Area. The terminal ramp area will be the contractor's priority, see Exhibit 1 – Terminal Ramp Area. Snow fall totals will be determined by the official report of the National Weather Service.

2. The Owner will provide access to the airports diesel fuel so no fuel pricing should be included in Contractor's proposed bid for snow removal and melting services.
3. The contractor shall provide multi-function snow removal unit(s) with plow, broom and air blast to clear snow from the ramp area. Equipment shall also include loaders, buckets and ramp blades to feed and clear around Contractor provided snow melter(s).
4. The contractor shall provide a minimum of one (1) snow melter with submerged combustible technology, and remote diagnostics capability. The Owner shall receive access to the remote diagnostics capabilities for monitoring during the contract. The contractor will provide a road tractor to move snow melter(s) as needed.
5. The Owner will be responsible for pushing snow away from terminal building and aircraft boarding bridges, and the Contractor will be responsible to move the snow to the appropriate area to be melted.
6. The length of this Contract shall be one (1) year. The Owner and Contractor may renew the original contract for two (2) additional one (1) year snow removal seasons by mutual agreement in writing.
7. The Contractor shall routinely monitor the weather's developments using local media outlets at no additional cost to the Owner. The Contractor can use his/her judgement to mobilize resources to react to forecasted winter storms.
8. Based on the Contractor's response, snow and ice removal operations shall continue until the ramp area has been cleared or is otherwise released by the Owner's representative.
9. The Contractor shall remove snow and ice from the ramp. It is highly desirable that the Contractor's efforts do not damage anything on the ramp.
10. The Owner's representative shall monitor and give guidance to the Contractor's personnel for work in the Terminal Ramp Area, and any other requested area as required. The Contractor is responsible for the overall accomplishment of the snow and ice removal effort.
11. The Contractor shall provide names and telephone/pager/cell numbers of his/her key personnel to the Owner.
12. The Contractor employees will be required to have an Airport Photo-Identification Badge to work in the Contract area. The Owner shall provide the badges and required training, and the Contractor will provide for the man-hours to complete the badging process.
13. The Contractor shall submit a list of authorized people who are designated to receive an Airport Badge to the Director of Operations prior to starting the badge process. The list must include the following: last name, first name, escort privileges (if needed).
14. The Contractor shall pay a fee of \$200.00 to TEIA for every photo-ID badge NOT returned to the Airport Public Safety Department after the completion of a project. The Contractor shall pay a fee of \$5.00 each door or gate key NOT returned and a fee of \$25.00 for every door core that needs to be changed. Replacement badges will be issued at a cost of \$50.00 for the first, \$75.00 for the second, and \$100.00 for the third lost badge. Either the Contractor or their employee will be responsible for paying the lost badge fee prior to reissue of a badge.
15. The lump sum shall be paid in seven (7) equal installments after the end of each month beginning October 31st and ending no later than May 31st. The Owner shall pay the monthly installment upon receipt of an executive summary and status report that describes a summary of the work performed during the period covered by the invoice including a statement of hours

spent for the month and snow fall totals as determined by the official report of the National Weather Service. A separate report will be required for any inches invoiced over 32 inches, and the Owner will pay separately as invoiced. Additionally, all Airport Badges must be returned to the Owner before the final invoice is paid for a Contract year. Any fees for non-returned badges, lost keys, and replacement door cores will be withheld from the final payment to the Contractor unless already paid in advance by the Contractor.

III. CONCLUSION

- A. It has been our purpose in preparing this RFP to accurately describe the scope of services under this Agreement, and to provide information support, which is complete in every detail. It has not been our purpose to make omissions and/or errors. Such omissions and/or errors shall be corrected when called to our attention.
- B. Discrepancies of any sort shall not be taken advantage of, as harmony shall be preserved at all times so that said services can be performed efficiently and rapidly in the letter and spirit of these Specifications.

Exhibit 1 – Terminal Ramp Area

