

**Metropolitan Washington Airports Authority**  
**PROCUREMENT AND CONTRACTS DEPT.**  
**REQUEST FOR QUOTATIONS**

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Metropolitan Washington Airports Authority Procurement and Contracts Dept., MA-29 1 Aviation Circle, Suite 154 Washington, DC 20001-6000		<b>1. FOR INFORMATION CONTACT</b> NAME: <b>Scott G. Jimmo</b> TELEPHONE NUMBER: <i>(No Collect Calls)</i> <b>703-417-8662</b>	
<b>2. REQUEST FOR QUOTATIONS NUMBER</b> <b>1-13-P145</b>		<b>3. DATE ISSUED</b> <b>July 18, 2013</b>	
<b>4. DESCRIPTION OF GOODS OR SERVICES</b> <p>Metropolitan Washington Airports Authority Request for Quotations (RFQ) for one new, current model year, 1 Ton, 4-Wheel Drive, Crew Cab Truck with Utility Body having the pertinent salient characteristics of a Ford F-350 Super Duty, Chevrolet 3500 HD or Authority approved equal and one new, current model year, 3/4 Ton Eight (8) Passenger Van having the pertinent salient characteristics of a Chevrolet G-Classic G-3500, Ford E-Series Wagon E-350 or Authority approved equal in accordance with the Specifications included at Attachment 01.</p> <p>Line Item One (001)--1 Ton 4x4 Crew Cab with Utility Body and Accessories          Line Item Two (002)--3/4 Ton Eight (8) Passenger Van</p> <p>All questions concerning this solicitation must be submitted by 3:00 PM July 29, 2013 via the Airports Authority's website at: <a href="http://www.mwaa.com/6417.htm">http://www.mwaa.com/6417.htm</a></p>			
<b>5. LOCAL DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION REQUIREMENT</b> This Request for Quotations has a 0% LDBE participation requirement.			
<b>6. DEADLINE FOR QUOTATION SUBMISSION</b> Sealed quotations in original and <b>2</b> copies are due at the place specified at the top of this form by <b>2:00 P.M.</b> local time, <b>August 8, 2013</b> . Sealed envelopes containing quotations shall be marked to show the quoter's name and address, the RFQ number, and the date and time quotations are due. The Authority reserves the right to make an award based on this solicitation. NOTE: Quoters are responsible for verifying number and dates of amendments prior to submitting a quotation. Failure to acknowledge an amendment may result in quotation being determined non-responsive.			
<b>7. NAME AND ADDRESS OF QUOTER</b> <i>(Include Zip Code)</i>		<b>9. REMITTANCE ADDRESS</b> <i>(If different than Item 7)</i>	
		<b>10A. E-MAIL ADDRESS</b>	
<b>8A. TELEPHONE NUMBER</b>	<b>8B. FAX NUMBER</b>	<b>10B. COMPANY INTERNET WEBSITE</b>	
NOTICE: Quotation shall be valid for <b>120</b> days			
<b>11. ACKNOWLEDGMENT OF AMENDMENTS</b> <i>(This quoter acknowledges receipt of amendments to this Request for Quotations - give number and date of each)</i>		<b>12A. NAME &amp; TITLE OF PERSON AUTHORIZED TO SIGN</b>	
AMENDMENT NO.			
DATE		<b>12B. SIGNATURE</b>	<b>12C. DATE</b>

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**Metropolitan Washington Airports Authority**  
**PRICE SCHEDULE**  
**LINE ITEM ONE (001)**

NAME OF OFFEROR OR CONTRACTOR		SOLICITATION OR CONTRACT NUMBER			PAGE
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ITEM NO.	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT
<b>SCOPE OF WORK:</b> The Contractor shall provide one new, current model year, 1 Ton, 4-Wheel Drive, Crew Cab Truck with Utility Body having the pertinent salient characteristics of a Ford F-350 Super Duty, Chevrolet 3500 HD or Authority approved equal in accordance with the Specifications included at Attachment 01, Line Item 001.					
01	1 Ton, Crew Cab 4-Wheel Drive Truck with Utility Body	1	EA	\$ _____	\$ _____
	Total Base Price Item 01				\$ _____

**Note to contractors: The following information is required and shall be included as part of your quotation:**

A. A copy of the warranty, point of contact for warranty and start date for warranty coverage, if different than requested in Section VI, Special Provisions, Provision VI-04 Warranty and Guarantee.

Company: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

B. **Delivery is required 180 Days ARO.** A firm delivery date must be written in the space provided below. Please specify the earliest delivery date and provide the following information.

**Item 01:**

Delivery Date: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

C. **FLEET DISCOUNT**

Pricing quotation must reflect the maximum fleet discount allowable for each vehicle or manufacturers rebate whichever is greater.

The discount for each vehicle is as follows:

**Item 01:** \_\_\_\_\_

Your signature is required for certification on this pricing schedule.

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

Company: \_\_\_\_\_

**BASIS OF AWARD:** Award of one or more Purchase Orders on a line item basis will be made to the lowest responsible quoter(s), whose quotation(s) conform(s) to the RFQ, and is/are deemed most advantageous to the Authority, cost or price and other factors, specified elsewhere in this RFQ considered. Individual awards will be for the item or combination of items that result in the lowest aggregate cost to the Authority.

**Metropolitan Washington Airports Authority**  
**PRICE SCHEDULE**  
**LINE ITEM TWO (002)**

NAME OF OFFEROR OR CONTRACTOR		SOLICITATION OR CONTRACT NUMBER		PAGE	
		1-13-P145		III-2 of 2	

ITEM NO.	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT
<b>SCOPE OF WORK:</b> The Contractor shall provide one new, current model year, 3/4 Ton Eight (8) Passenger Van having the pertinent salient characteristics of a Chevrolet G-Classic G-3500, Ford E-Series Wagon E-350 or Authority approved equal in accordance with the Specifications included at Attachment 01, Line Item 002.					
02	3/4 Ton Eight (8) Passenger Van	1	EA	\$ _____	\$ _____
	Total Base Price Item 02				\$ _____

**Note to contractors: The following information is required and shall be included as part of your quotation:**

A. A copy of the warranty, point of contact for warranty and start date for warranty coverage, if different than requested in Section VI, Special Provisions, Provision VI-04 Warranty and Guarantee.

Company: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

B. **Delivery is required 180 Days ARO.** A firm delivery date must be written in the space provided below. Please specify the earliest delivery date and provide the following information.

**Item 02:**

Delivery Date: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

C. **FLEET DISCOUNT**

Pricing quotation must reflect the maximum fleet discount allowable for each vehicle or manufacturers rebate whichever is greater.

The discount for the vehicle is as follows:

**Item 02:** \_\_\_\_\_

Your signature is required for certification on this pricing schedule.

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

Company: \_\_\_\_\_

**BASIS OF AWARD:** Award of one or more Purchase Orders on a line item basis will be made to the lowest responsible quoter(s), whose quotation(s) conform(s) to the RFQ, and is/are deemed most advantageous to the Authority, cost or price and other factors, specified elsewhere in this RFQ considered. Individual awards will be for the item or combination of items that result in the lowest aggregate cost to the Authority.

**SECTION IV - REPRESENTATIONS AND CERTIFICATIONS****01 PARENT COMPANY AND IDENTIFYING DATA**

A. A "parent" company, for the purpose of this provision, is one that owns or controls the activities and basic business policies of the quoter. To own the quoter's company means that the parent company must own at least 51% of the voting rights in that company. A company may control an quoter as a parent company even though not meeting the requirement for such ownership if the parent company is able to formulate, determine, or veto basic policy decisions of the quoter through the use of dominant minority voting rights, use of proxy voting, or otherwise.

B. The quoter [ ] is, [ ] is not (check applicable box) owned or controlled by a parent company.

C. If the quoter checked "is" in paragraph B. above, it shall provide the following information:

Name and Main Office Address of  
Parent Company (include zip code)

Parent Company's Employer's  
Identification Number

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

\_\_\_\_\_

D. If the quoter checked "is not" in paragraph B. above, it shall insert its own Employer's Identification Number on the following line:

\_\_\_\_\_.

E. The quoter (or its parent company) [ ] is, [ ] is not (check applicable box) a publicly traded company.

F. The quoter shall insert the name(s) of its principal(s) on the following line:

\_\_\_\_\_.

**02 TYPE OF BUSINESS ORGANIZATION**

The quoter, by checking the applicable box, represents that:

A. It operates as [ ] a corporation incorporated under the laws of the State of \_\_\_\_\_,  
[ ] an individual, [ ] a partnership, [ ] a nonprofit organization, or [ ] a joint venture.

B. If the quoter is a foreign entity, it operates as [ ] an individual, [ ] a partnership, [ ] a nonprofit organization, [ ] a joint venture, or [ ] a corporation, registered for business in \_\_\_\_\_ (country).

**03 AUTHORIZED NEGOTIATORS**

The quoter represents that the following persons are authorized to negotiate on its behalf with the Authority in connection with this request for quotations:

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



**04 LOCAL DISADVANTAGED BUSINESS ENTERPRISE REPRESENTATION**

- A. Representation The quoter represents and certifies as part of its quotation that it [ ] is, [ ] is not a local disadvantaged business enterprise.
- B. Definitions **"Local Disadvantaged Business Enterprise" (LDBE)** is defined as a disadvantaged business concern which is organized for profit and which is located within a 100-mile radius of Washington, DC's zero mile marker. Those business entities located within counties that fall partially within the aforementioned boundary would also be eligible to participate in the Authority's LDBE Program. **"Located"** means that, as of the date of the contract solicitation, a business entity has an established office or place of business within a city, county, town, or political jurisdiction within the 100-mile radius referenced above. Evidence of whether a business is **"located"** within the region includes, but is not limited to: an address that is not a Post Office Box; employees at that address; business license; payment of taxes; previous performance of work similar to work to be performed under contract, or related work; and other indicia. A **"disadvantaged business"** is defined as a firm which is not dominant in its field, and which meets the Authority's disadvantaged business size standard(s) for this solicitation.
- C. Certification Proposed LDBEs must apply to the Authority's Equal Opportunity Programs Office for certification.

**05 MINORITY BUSINESS ENTERPRISE REPRESENTATION**

- A. Representation. The quoter represents that it [ ] is, [ ] is not a Minority Business Enterprise.
- B. Definition. A **Minority Business Enterprise** is:
1. A firm of any size which is at least **51%** owned by one or more minority persons or, in the case of a publicly-owned corporation, at least **51%** of all stock must be owned by one or more minority persons; and whose management and daily business operations are controlled by such persons. A person is considered to be a minority if he or she is a citizen of lawful resident of the United States and is:
    - a. Black (a person having origins in any of the black racial groups in Africa);
    - b. Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
    - c. Portuguese (a person of Portugal, Brazilian, or other Portuguese culture or origin, regardless of race);
    - d. Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or
    - e. American Indian and Alaskan Native (a person having origins in any of the original peoples of North America.)
- C. Certification. As verification of this representation, the quoter is encouraged to attach a copy of a current MBE/WBE certification from any agency to be used for the Authority's monitoring of MBE/WBE participation in its program.

**06 WOMEN BUSINESS ENTERPRISE REPRESENTATION**

- A. Representation. The quoter represents that it [ ] is, [ ] is not a Women Business Enterprise.
- B. Definitions. A ***Women Business Enterprise*** is:
1. A firm of any size which is at least **51%** owned by one or more women or, in the case of a publicly-owned corporation, at least **51%** of stock must be owned by one or more such women; and
  2. Whose management and daily business operations are controlled by such persons.
- C. Certification. As verification of this representation, the quoter is encouraged to attach a copy of a current MBE/WBE certification from any agency to be used for the Authority's monitoring of MBE/WBE participation in its program.

**07 CONTRACTOR IDENTIFICATION**

Each quoter is requested to fill in the appropriate information set forth below:

DUNS Identification Number \_\_\_\_\_ (this number is assigned by Dun and Bradstreet, Inc., and is contained in that company's Data Universal Numbering System (DUNS). If the number is not known, it can be obtained from the local Dun & Bradstreet office. If no number has been assigned by Dun & Bradstreet, insert the word "none."

**08 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

- A. The quoter certifies that --
1. The prices in this quotation have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other quoter or competitor relating to (a) those prices, (b) the intention to submit a quotation, or (c) the methods or factors used to calculate the prices quoted;
  2. The prices in this quotation have not been and will not be knowingly disclosed by the quoter, directly or indirectly, to any other quoter or competitor prior to the deadline for quotations (in the case of an advertised procurement) or prior to award (in the case of a negotiated procurement) unless otherwise required by law; and
  3. No attempt has been made or will be made by the quoter to induce any other concern to submit or not to submit an quotation for the purpose of restricting competition.
- B. Each signature of the quoter is considered to be a certification by the signatory that the signatory:
1. Is the person in the quoter's organization responsible for determining the prices being quoted in its quotation, and that the signatory has not participated and will not participate in any action contrary to subparagraphs A.1. through A.3. above; or
  2. a. Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs A.1. through A.3. above

(Insert full name of person(s) in the quoter's organization responsible for determining the prices quoted in this quotation, and the title of his or her position in the quoter's organization);

- b. As an authorized agent, does certify that the principals named in subdivision B.2.a. above have not participated, and will not participate, in any action contrary to subparagraphs A.1. through A.3. above.
- c. As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs A.1. through A.3. above.

If the quoter deletes or modifies subparagraph A.2. above, the quoter must furnish with its quotation a signed statement setting forth in detail the circumstances of the disclosure.

## **09 CERTIFICATION OF COMPLIANCE WITH EMPLOYMENT ELIGIBILITY VERIFICATION, FORM I-9**

The quoter certifies that it [ ] has [ ] has not read and [ ] is [ ] is not in compliance with the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a) and the regulations issued there under. The offeror also certifies that its subcontractors are in compliance with the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a) and the regulations issued there under.

## **10 CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

- A. 1. The Offeror certifies, to the best of its knowledge and belief, that -
  - a. The Offeror and/or any of its Principals -
    - (1) Have [ ] have not [ ] been debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal, state, or local agency within the three (3) year period preceding this offer;
    - (2) Have [ ] have not [ ] had contractor or business license revoked within the three (3) year period preceding this offer;
    - (3) Have [ ] have not [ ] been declared non responsible by any public agency within the three (3) year period preceding this offer;
    - (4) Have [ ] have not [ ], within the three (3) year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or sub-contract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; violation of labor, employment, health, safety or environmental laws or regulations;
    - (5) Have [ ] have not [ ], within the three (3) year period preceding this offer, been indicted for, or otherwise criminally or civilly charged by a governmental entity

with, commission of any of the offenses enumerated in subparagraph A.1.a.(4). of this provision; and

- (6) All performance evaluations within the three (3) year period preceding this offer have [ ] have not [ ] received a rating of satisfactory or better. If not, please provide a copy of the evaluation with detailed explanation.

- b. The Offeror has [ ] has not [ ] within the three (3) year period preceding this offer, had one or more contracts terminated for default by any Federal, state or local agency.

2. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

- B. The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- C. A certification that any of the items in paragraph A. of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.
- D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph A. of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- E. The certification in paragraph A. of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, the Contracting Officer may terminate the contract resulting from this solicitation for default.

**SECTION V - SOLICITATION PROVISIONS****01 AWARD OF PURCHASE ORDER**

- A. The Authority anticipates the award of one or more Purchase Orders on a line item basis resulting from this Request for Quotations (RFQ) to the lowest responsible quoter(s), whose quotation(s) conform(s) to the RFQ, and is/are deemed most advantageous to the Authority, cost or price and other factors, specified elsewhere in this RFQ, considered. Individual awards will be for the item or combination of items that result in the lowest aggregate cost to the Authority.
- B. The Authority may (1) request "best and final quotes," (2) reject any or all quotations if such action is in its best interest, (3) cancel or accept any single line item quote, (4) adjust line item quantity(s), (5) accept other than the lowest quotation, and (6) waive informalities and minor irregularities in quotation received.
- C. The Authority may award Purchase Order(s) on the basis of initial quotations received, without discussions. Therefore, each initial quotation should contain the quoter's best terms from a cost or price and technical standpoint. If, after receipt of the quotes, the Contracting Officer determines that adequate price competition does not exist, the quoter shall provide certified cost or pricing data as requested by the Contracting Officer.
- D. In evaluation and consideration of the RFQ, the Authority, when deemed in its best interest, reserves the right to make multiple and/or split awards, adjust the quantity required per line item or cancel any line item or quantity thereto.
- E. Delivery (or otherwise performance) by the successful quoter(s) shall result in a binding Purchase Order without further action by either party. Before any specified expiration date, the Authority may make award on a quotation whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of a quotation do not constitute a rejection or counter offer by the Authority.
- F. This RFQ and related responses of the successful quoter(s) will by reference become part of any formal agreement between the successful quoter and the Authority.
- G. Quoters, their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications stated in this RFQ at the time a quotation is submitted to the Authority.

**02 TAXES**

The Authority is exempt from Virginia state and local sales and use taxes and from many Federal taxes. In addition, as a political subdivision of the Commonwealth of Virginia, the Authority may also be exempt from other state and local sales and use taxes.

The Authority shall furnish additional evidence to establish Exemption from any Federal, state, or local tax on the quoter's request of such evidence and a reasonable basis exists to sustain such exemption.

The quoter remains solely responsible for payment of all other applicable Federal, state, and local taxes, whether now in force or hereafter enacted prior to Final Acceptance.

**03 PROMPT PAYMENT DISCOUNTS**

Prompt payment discounts may be quoted, however, the Authority will evaluate the price of the quotation without the quoter's prompt payment discount.

**04 ACKNOWLEDGMENT OF AMENDMENTS**

Offerors shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose on the Request for Quotations form; or (c) by letter or facsimile. The Authority must receive the acknowledgment by the time specified for receipt of quotations.

**05 SUBMISSION OF QUOTATIONS**

- A. Quotations and modifications thereof shall be submitted in sealed envelopes or packages showing the name and address of the quoter, the RFQ number, and the date and time specified for receipt. Envelopes or packages should be addressed and delivered to the following location:

Metropolitan Washington Airports Authority  
Procurement and Contracts Department, MA-29  
Ronald Reagan Washington National Airport  
1 Aviation Circle, Suite 154  
Washington, DC 20001-6000

- B. Quotations which are submitted via facsimile or any other form of electronic transmission will not be considered unless authorized by this RFQ. Quotations may, however, be modified by written or facsimile notice, if that notice is received by the time specified for receipt of quotation.
- C. Quotations, modifications thereof, and all documentation submitted in support of the offer, including but not limited to, written narrative, enclosures, submittal, examples of past work, financial statements, and videos will become the property of the Authority and will not be returned.

**06 DELIVERY**

Delivery is desired on or before **180** days ARO. All items shall be delivered to the following address:

Metropolitan Washington Airports Authority  
Washington Dulles International Airport  
Warehouse Building, 44701 Propeller Court  
Dulles, VA 20166  
Attn: Sam Riley (703) 572-2932

**07 BRAND NAME OR APPROVED EQUAL**

Unless otherwise provided in the solicitation, or unless the name is followed by words indicating that no substitution is permitted, the reference to a certain brand name, make, model number, or manufacturer does not restrict the quotation to the specific brand, make, model number or manufacturer identified. The specific references to a brand is not intended to exclude other products but to convey the salient characteristics of function, performance, design requirements and quality of the item described. Comparable products of other manufacturers will be considered if proof of comparability is contained in or accompanies the quotation. Any item which the Authority, at its sole discretion, determines to be equal to that which is specified, considering quality, workmanship, economy of operation, and suitability for the process intended, will be accepted. **The**

award will be made to the lowest acceptable quotation, on an item that the Authority considers to be equal to the brand described within the specifications.

## 08 AUTHORITY APPROVED EQUAL

Quoters are advised that these specifications, although generally reflecting the characteristics, attributes, and construction features required, are set forth for illustrative purposes only. Quotations are invited for vehicles/equipment having generally the same characteristics of those specified. In submitting quotations, quoters **must furnish specifications, brochures, and other relevant data** as required in the attached specifications so that the Authority may fairly determine what is in its best interest. The Authority, in its analysis, will consider relative costs, equivalency of features, serviceability, the design of the vehicle/item quoted, and other pertinent data.

## 09 EXCEPTIONS TO SPECIFICATIONS

**All elements of the specifications identified by asterisk (\*) are considered critical and exceptions to these specifications are not allowed. Quotations having exceptions to such critical elements shall be deemed non-conforming to the RFQ.** Any and all exceptions to Specifications shall be listed on the "Exceptions To Specifications" Form included herein at Section X, Attachment 02. Use plain white paper if additional space is required.

## 10 ITEMIZED LIST

Quoter's response to this RFQ shall include an itemized list clearly detailing all features and options included on the unit quoted in your response to this RFQ. This list shall include all items required by this RFQ to ensure that the Authority can clearly determine conformance of the quotation to requirements. **Failure to complete and include this list shall result in your quotation being ruled non-conforming with the RFQ.**

## 11 DOCUMENTS REQUIRED IN RESPONSE TO THIS REQUEST FOR QUOTATIONS

Quoters shall include in their quotation submission all documents required by this solicitation including, but not limited to, the following:

- A. Request for Quotations form
- B. Price Schedule (Section III) (Include Applicable Line Item Forms)
- C. Representations and Certifications (Section IV)
- D. LDBE Certification Exhibits as applicable:
  - Exhibit A, Voluntary Efforts to Obtain MBE/WBE Participation
  - Exhibit D1, Contract Participation Form
- E. Exceptions to Specifications Form (Section X, Attachment 02).
- F. Completed Specification Checklist(s)

## 12 WORKING HOURS

- A. Normal working hours for Authority employees are Monday through Friday, 7:30 A.M. to 4:00 P.M., except for Federal Holidays. Overtime working hours are Monday through Friday, Saturdays, Sundays, and Federal Holidays, 4:00 P.M. to 7:30 A.M. The ten Federal Holidays observed at the Authority are:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
President's Day	Veterans' Day
Memorial Day	Thanksgiving
Independence Day	Christmas

- B. When one of the above designated holidays falls on a Sunday, the following Monday will be observed as a legal holiday. When a legal holiday falls on a Saturday, the preceding Friday is observed as a holiday.



**SECTION VI - SPECIAL PROVISIONS****01 TEMPORARY TAGS**

30-Day Temporary Tags shall be furnished with delivery.

**02 CERTIFICATE OF ORIGIN/ODOMETER STATEMENT**

**As a condition of award** the successful quoter hereby agrees to provide all papers required for the assignment of the title with the vehicle. **Please be advised that any vehicle and/or equipment delivered without the certificate of origin or with an incomplete certificate of origin may be refused, no exceptions.**

The Commonwealth of Virginia, Department of Motor Vehicles (DMV) requires that the "Odometer Disclosure for Retail Sale" Statement be completed by the Seller for all request for title and tags. Accordingly, the Authority hereby requires that the odometer disclosure statement be printed on the reverse side of the certificate of origin.

The original certificate(s) of origin, provided with delivery of the vehicle(s), shall be made out to:

Metropolitan Washington Airports Authority  
Ronald Reagan Washington National Airport, MA-420  
Washington, DC 20001

**03 FLEET ACCOUNT NUMBERS**

Metropolitan Washington Airports Authority Fleet Account Numbers are as follows:

General Motors Corporation - #141604  
Ford Motor Company - #QC181  
Chrysler - #38432

**04 WARRANTY AND GUARANTEE**

A. Seller expressly represents and warrants that all goods and services purchased pursuant to this Order shall conform to Buyer's specifications as set forth in this Order and to the drawings, samples, or other descriptions furnished or adopted by Buyer. Seller represents and guarantees all material and equipment furnished by Seller will be of first quality and made of new materials and components unless otherwise specified, and that Seller's work will be performed in a skillful and workmanlike manner. Seller further warrants that all goods delivered shall be free of liens, encumbrances or other title defects.

B. Seller shall provide warranties that meet or exceed the following minimum guidelines:

1. 36 month/36,000 mile Bumper-to-Bumper Warranty
2. 60 month/60,000 mile Powertrain Warranty
3. 10 Year Emissions Warranty

Failure to provide the minimum acceptable warranties may result in your quotation being deemed non-conforming in accordance with the solicitation.

C. Based on written notification from Buyer, Seller agrees to repair, replace or reperform all defective or nonconforming items or work and such repair, replacement, or reperformance will be made free of

charge. Replacement goods shall be sent F.O.B. Buyer's delivery point as designated on the face of this Order. Obligations and liabilities of Seller hereunder shall inure to the benefit of Buyer.

- D. Seller is responsible for conformance to specifications, performance, and guarantees of auxiliary apparatus, equipment, and components furnished by Seller through subvendors as part of this Order.

**SECTION VII - PURCHASE ORDER GENERAL TERMS AND CONDITIONS**

**NOTICE:** The following General Terms and Conditions apply to any Purchase Order(s) resulting from this Request for Quotations.

**01 DEFINITIONS**

"Buyers" means the Metropolitan Washington Airport Authority and includes its designated representatives, successors and assignees. "Seller" means the person, firm, corporation or other business entity indicated on the face of this Order.

**02 CONTRACT**

This Purchase Order and all its Terms and Conditions will become a binding Contract between Seller and Buyer if Seller within 30 days, either signs and returns an acceptance copy of this Purchase Order or delivers to the Buyer the goods or services requested by the Purchase Order.

**03 ACCEPTANCE**

Seller's acceptance of this Order is limited to the Terms and Conditions herein and on the face of this Order. The Buyer's acceptance of contract terms conflicting with or addition to these terms herein is expressly conditioned upon the Buyer's written assent.

**04 INCONSISTENT TERMS**

If there is any inconsistency between the Seller's terms and conditions and (i) the face of this Order, (ii) any supplemental documents, or (iii) Buyer's general conditions for purchases of goods or services, (i) takes precedence over (ii), and (i) and (ii) take precedence over (iii).

**05 CHANGES**

Buyer may make changes within the general scope of this Order, but no additional cost not authorized in writing by Buyer will be allowed. Seller shall notify Buyer within five days after receipt of a notice of change if the change will affect the delivery schedule or price.

**06 EXTRAS**

No additional charges or extras not set out in this Purchase Order will be allowed or paid. This includes, without limitation, freight, packing, marking, handling, expediting, insurance and storage.

**07 PRICE**

All prices are for goods delivered F.O.B. Buyer's delivery point unless otherwise designated on the face of this Order, freight prepaid and represent the entire cost to Buyer, unless specifically stated otherwise. This means that they include, without limitation all charges for engineering, labor, overhead, and similar items.

**08 PAYMENT**

Invoices shall contain the following information: Purchase Order number, item number, description of goods or services, quantities, unit prices, and extended totals. If invoices are returned to Seller because of errors or omissions, discount terms will then date from the date of receipt by Buyer of corrected invoices. Payment under this Order shall not constitute acceptance of defective items. Payment of any sum to Seller or Buyer

with knowledge of any breach shall not be deemed to be a waiver of such breach or any other breach. The obligation of Seller in this Purchase Order shall survive acceptance of goods and payment therefor by Buyer.

## **09 TIME OF THE ESSENCE; DELAY**

Time is of the essence. All good shall be furnished and services rendered by the time or times specified in this Order, *provided* that Seller shall not be in breach if any delay is authorized in writing by Buyer or due to an act of omission of Buyer, fire, unusual transportation delay, strikes or other labor troubles beyond Seller's control, or other causes beyond Seller's control. Seller shall give Buyer immediate notice to be confirmed in writing within five days of any such delay.

## **10 RESERVED**

## **11 INDEPENDENT CONTRACTOR RELATIONSHIP**

Seller shall act as and be deemed to be an independent contractor for purposes of this Order and shall not act as or be deemed to be an agent or employee of the Buyer. This Order is not intended to be one of hiring under the provisions of any workers' compensation or other law and shall not be so construed.

## **12 PERMITS**

Seller will procure, at its own expense, all permits and licenses necessary for performance of this Order.

## **13 TRADEMARKS, COPYRIGHTS, PATENTS**

Seller shall respect all trademark, copyright and patent rights of Buyer and shall not make, use or sell material reflecting such rights for any purpose other than fulfillment of this Order without the express permission of Buyer. Seller shall not sell or distribute or cause to be sold or distributed to anyone other than Buyer, either directly or indirectly, any goods ordered herby which display or incorporate any of Buyer's trademarks, copyrighted material or patents.

## **14 INSPECTION AND ACCEPTANCE**

Inspection and acceptance will be at destination, unless otherwise provided. Inspection and acceptance or rejection will occur within thirty days after delivery at destination. Until delivery and acceptance, or after rejection, risk of loss will be the responsibility of the Seller unless loss results from negligence of Buyer. Payment before inspection of goods or services shall not constitute acceptance. Buyer may, but need not, inspect the goods or services covered by this Order at all reasonable times and places during their manufacture and before and after delivery. Notwithstanding the requirements for any Buyer inspection and test contained in specifications applicable to this Order, the Seller shall perform or have performed the inspections and tests required to substantiate that the supplies and services provided under the Order conform to the drawings, specifications, and Order requirements listed herein, including, if applicable, the technical requirements for manufacturers' part numbers specified herein. Anything not in accordance with specifications may, at Buyer's option, either be returned or held for Seller's instructions. Inspection, reshipment and return costs incurred with respect to nonconforming or defective goods will be borne by Seller. Unless Buyer directs, Seller shall not replace returned goods.

## **15 SHIPMENT**

Seller will deliver the material and equipment described herein in a condition acceptable to the Buyer, properly packaged for protection of shipment at the F.O.B. point (according to normal business practices) as designated on the face of this Order. Shipment to be at no additional cost to Buyer, unless otherwise specified herein. All

Orders shall be shipped complete, as ordered. If only a portion of the Order is available for shipment to meet the required shipment date, Seller shall advise Buyer of the partial availability and ship the available equipment unless directed by the Buyer to reschedule the entire shipment.

## **16 PACKING**

Seller shall package all shipments hereunder in accordance with the requirements specified in the Order or, if such are not specified, in accordance with standard commercial practices. Each shipment must contain a packing list indicating Purchase Order number, item numbers and other identifying information corresponding to that set out on the face of this Order.

## **17 MARKING**

Prior to shipment, each package shall be clearly marked with Buyer's Purchase Order number, shipping symbols, serial numbers, weights, measurements, and other identification as may be directed by Buyer or reasonably necessary to facilitate prompt delivery.

## **18 VARIATION IN QUANTITY**

No variation in the quantity of any item called for by this Order will be accepted unless such variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing process, and then only if the variation does not exceed five percent. Payment shall be adjusted accordingly.

## **19 TITLE**

- A. Title to all material purchased or otherwise acquired hereunder by the Seller to effect performance under this Order will vest in the Buyer upon acceptance of such materials by Buyer.
- B. All drawings, data, designs, specifications or other work developed under this Order and other information furnished to or generated by the Seller, will remain or become the property of Buyer and will be delivered to Buyer during performance of the work if requested by Buyer or upon completion or termination of this Order. Seller shall use its best efforts to prevent disclosure of such data to third parties without the knowledge and consent of Buyer.

## **20 COMPLIANCE WITH LAWS, REGULATIONS, AND CODES**

Seller warrants that all goods furnished hereunder will comply with, and be manufactured, priced, sold and labeled in compliance with applicable federal, state and local laws, codes, rules, regulations, orders and ordinances, including without limitation, environmental protection, energy and labor laws and regulations and applicable industry codes and standards.

## **21 TERMINATION FOR DEFAULT**

The Buyer, by written notice, may terminate this Order in whole or in part, for failure of the Seller to perform any of the provisions hereof. Termination shall be effective upon Seller's receipt of notice from Buyer. In such event, the Seller shall be liable for damages suffered by the Buyer due to the Seller's fault or negligence. Buyer shall have no further liability hereunder, except for conforming deliveries previously made.

## **22 TERMINATION FOR CONVENIENCE**

The Buyer, by written notice, may terminate this Order, in whole or in part, when it is in the best interest of the Buyer. The Seller shall be compensated in accordance with the payment provisions of this Order for (i)

services rendered or goods delivered prior to the effective date of termination; (ii) all actual costs incurred by Seller in connection with goods not completed or delivered to Buyer (except that there shall be no allowance for such goods that are Seller's standard stock); and (iii) a reasonable termination fee intended to compensate Seller for unrecoverable costs incurred, *provided* that the total of such amounts shall not exceed the total price stated in this Order.

## **23 BANKRUPTCY**

Subject to applicable bankruptcy laws, in the event of any proceeding by or against Seller in bankruptcy, reorganization or insolvency or for the appointment of a receiver or any assignment for the benefit of creditors, Buyer may terminate this Order without further liability except for conforming deliveries previously made.

## **24 REMEDIES**

The remedies of Buyer set forth herein are cumulative and in addition to any other remedies provided at law or in equity.

## **25 ASSIGNMENT**

This Order may not be assigned or subcontracted, in whole or in part, nor may any assignment of any money due or to become due hereunder be made by Seller without, in each case, the prior written consent of Buyer.

## **26 WAIVER OF BREACH AND SEVERABILITY**

Any waiver by Buyer of a breach of any term or condition of this Order shall not constitute a waiver of any subsequent breach of the same, or any other term or condition hereof. No waiver shall be binding upon Buyer unless in writing and signed by the Buyer and any such waiver shall be limited to the particular instance referred to. The invalidity in whole or in part of any term or condition of this Order shall not affect the validity of any other term or condition herein or the valid portion of that term or condition.

## **27 DISPUTES AND GOVERNING LAW**

This Order shall be interpreted and enforced in accordance with laws of the Commonwealth of Virginia. Disputes which cannot be resolved by mutual agreement shall be resolved by a court of competent jurisdiction in the Commonwealth.

## **28 INDEMNITY**

To the extent permitted by law, Seller shall indemnify Buyer and Buyer's agents, employees and contractors against all claims, liabilities, damages and expenses, including attorney's fees and disbursements, (i) for bodily injury, death or property damage arising out of any act of omission of Seller or its agents, employees or contractors relating to Seller's obligations hereunder; (ii) for trademark, copyright, or patent infringement relating to the goods or services furnished hereunder; or (iii) otherwise occurring as a result of Seller's obligations hereunder.

## **29 INSURANCE**

Seller shall maintain adequate liability, employer's liability and workers' compensation insurance to protect Buyer and Buyer's agents, employees and contractors with respect to the indemnity contained in Paragraph 28 and any claims under workers' compensation, safety and health and similar laws and regulations relating to the goods or services furnished hereunder. If requested, Seller shall furnish evidence of such insurance in form and substance satisfactory to Buyer.

### 30 FEDERAL, STATE, AND LOCAL TAXES

Since this purchase is being made by the Metropolitan Washington Airports Authority, the purchase is exempt from sales and use taxation, both state and municipal. The Seller therefore certifies that there are no such taxes included in the prices shown herein.

### 31 ENTIRE AGREEMENT

This Order, together with all documents incorporated herein by reference, constitutes the entire agreement between Buyer and Seller, and there are no terms, conditions, or provisions either oral or written, between the parties hereto, other than those herein contained. This Order supersedes any and all oral or written understandings between the parties hereto relating to the items purchased hereunder.

### 32 BILLING INSTRUCTIONS

The Seller shall submit, no more than once each month, an original of both its invoices and the Authority's Invoice Attachment Form (Exhibit J1), listing all subcontractors and their activities, either electronically via e-mail to [mwaa.nvoices@mwaa.com](mailto:mwaa.nvoices@mwaa.com) or in hard copy to the following address:

**Metropolitan Washington Airports Authority  
Accounting Department, MA-22B  
1 Aviation Circle, Suite 230  
Washington, DC 20001-6000**

Failure to include required Exhibit J1 Attachment may delay payment of your invoice.

Invoices shall be properly identified with the Seller's name, address and applicable Purchase Order number. Invoices without proper identification will be returned to the sender. Invoices in excess of one (1) per month will be returned to the Seller.

The Buyer shall make payments within 30 calendar days after receipt of an acceptable invoice in the office designated to receive the invoice.

### 33 ELECTRONIC TRANSFER OF FUNDS

The Authority strongly recommends that contractors participate in a program whereby payments under this contract are made via electronic funds transfer into the contractor's bank. Seller requests to initiate such service shall include the bank name, address, account number, contact person, telephone number, and American Bankers Association (ABA) 9-digit identifying number. The initial request and any subsequent changes must be signed by the contractor's signatory of the contract and shall be submitted directly to the Authority's Finance Office (MA-22B).

### 34 CONTRACTOR SUBMISSION OF W-9 REQUIRED PRIOR TO CONTRACT AWARD

As a prerequisite for award, the Seller shall complete all parts of the Internal Revenue Service ("IRS") Form W-9 (Request for Taxpayer Identification Number and Certification). Purchase Order award will not be made until the completed W-9 has been received by the Authority. The W-9 form and instructions are available to contractors by accessing the IRS website at [www.irs.gov](http://www.irs.gov) and inserting the form number "W-9".

The W-9 information is requested so that we may determine the need to file IRS Form 1099 in connection with payments made by the Authority to the Seller. To assure accurate maintenance of your firm's status, the

submission of the W-9 is required for each contract or purchase order executed by and between the Authority and its contractors. If the term of the contract exceeds one year, the Authority may request periodic resubmission of the W-9. If the Seller fails to submit the form by the deadline stated in the resubmission request, the Authority may refuse to pay invoices until the form has been submitted.

### **35 F.O.B. DESTINATION**

A. The term "f.o.b. destination," as used in the provision, means--

1. Free of expense to the Buyer on board the carrier's conveyance, at a specified delivery point where the consignee's facility (plant, warehouse, store, lot, or other location to which shipment can be made) is located; and
2. Supplies shall be delivered to the destination consignee's wharf (if destination is a port city and supplies are for export), warehouse unloading platform, or receiving dock, at the expense of the Seller. The Buyer shall not be liable for any delivery, storage, demurrage, accessorial, or other charges involved before the actual delivery (or "constructive placement" as defined in carrier tariffs) of the supplies to the destination, unless such charges are caused by an act or order of the Buyer acting in its contractual capacity. If rail carrier is used, supplies shall be delivered to the specified unloading platform of the consignee. If motor carrier (including "piggyback") is used, supplies shall be delivered to truck tailgate at the unloading platform of the consignee. If the Seller uses rail carrier or freight forwarder for less than carload shipments, the Seller shall assure that the carrier will furnish tailgate delivery if transfer to truck is required to complete delivery to consignee.

B. The Seller shall--

1.
  - a. Pack and mark the shipment to comply with Order specifications; or
  - b. In the absence of specifications, prepare the shipment in conformance with carrier requirements;
2. Prepare and distribute commercial bills of lading;
3. Deliver the shipment in good order and condition to the point of delivery specified in the Order;
4. Be responsible for any loss of and/or damage to the goods occurring before receipt of the shipment by the consignee at the delivery point specified in the Order;
5. Furnish a delivery schedule and designate the mode of delivering carrier; and
6. Pay and bear all charges to the specified point of delivery.

### **36 CORRESPONDENCE PROCEDURES**

All correspondence, except that which is technical in nature, will be directed to the Contracting Officer at the following address. Technical correspondence shall be forwarded to the Contracting Officer's Technical Representative (COTR), with a copy forwarded to the Contracting Officer.

Metropolitan Washington Airports Authority  
Procurement and Contracts Department, MA-29  
1 Aviation Circle, Suite 154  
Washington, DC 20001-6000  
Attn.: Scott G. Jimmo



## **SECTION VIII - POLICIES ON EQUAL OPPORTUNITY, MINORITY AND WOMEN BUSINESS ENTERPRISE (MBE/WBE) PARTICIPATION, AND EMPLOYMENT OF VETERANS**

### **01 EQUAL OPPORTUNITY**

No person or firm shall be discriminated against because of race, color, national origin, or sex in the award of Authority contracts. Further, the Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.

### **02 MBE/WBE PARTICIPATION**

While there is no LDBE requirement associated with this solicitation, the Authority is committed to achieving significant voluntary participation in its contracting programs by business enterprises that are owned and operated by minorities and women (MBEs and WBEs) regardless of the size of the enterprise. All offerors are strongly encouraged to take active steps to maximize the participation of MBEs and WBEs in this contract.

### **03 TECHNICAL ASSISTANCE**

The Authority will provide assistance to promote the participation of MBEs and WBEs in this contract, including the identification of MBEs and WBEs. To obtain assistance, interested parties are encouraged to contact the Authority's Office of Equal Opportunity Programs at (703) 417-8625, or at the following address: Metropolitan Washington Airports Authority, Equal Opportunity Programs, 1 Aviation Circle, Washington, DC 20001-6000.

### **04 MONITORING OF MBE/WBE PARTICIPATION**

To monitor and evaluate MBE/WBE participation in its contracting programs, the Authority is collecting information on the voluntary efforts made by offerors in securing MBE/WBE participation for this contract. All offerors are encouraged to provide information relating to these efforts (Exhibit A) and return it with their offer.

When MBE/WBE participation has been obtained, all offerors are required to include this information on the Contract Participation Form (Exhibit D1) and to attach to the Contract Participation Form the MBE's or WBE's letter of DBE certification from the Authority, or MBE/WBE/DBE certification from another agency. This letter verifies the firm's MBE/WBE status, and is used in this case for the Authority's monitoring of its programs for the purposes of monitoring expenditures to MBE/WBEs, all contractors are required to identify on the Invoice Attachment Form (Exhibit J1) expenditures to first tier subcontractors who are MBEs or WBEs. (Note: Exhibits D1 and J1 are available from the Business Information section of the Authority's website at <http://www.mwaa.com>)

The information requested above will be used to assist the Authority in monitoring and evaluating MBE/WBE participation and will not be used to determine to whom this contract will be awarded.

### **05 EMPLOYMENT OF VETERANS**

The Authority has adopted a policy to encourage reasonable efforts whenever possible to offer employment to qualified veterans, including the disabled, by the Authority, its contractors and subcontractors.

### Voluntary Efforts to Obtain MBE/WBE Participation

Please answer the following questions and return this questionnaire with attachments (i.e., ads, meeting attendance list, etc) to the Contracting Officer with your offer.

Project Name: \_\_\_\_\_  
 Solicitation Number: \_\_\_\_\_  
 Contractor: \_\_\_\_\_

Did your company:

YES                      NO

- |    |  |                                  |                         |
|----|--|----------------------------------|-------------------------|
| 1. | Attend any pre-proposal meetings that were scheduled by the Authority? If YES, please attach list of meetings attended.  | _____                            | _____                   |
| 2. | Advertise subcontracting opportunities in major circulation newspapers such as: a) the <u>Washington Post</u> , b) trade association press, c) minority and women oriented media?<br>If YES, please attach copies of ads for a, b, c.                        | a) _____<br>b) _____<br>c) _____ | _____<br>_____<br>_____ |
| 3. | Provide timely written notice to specific MBEs/WBEs that their interest in the contract is being solicited? If YES, please attach a sample of such notification and list MBEs/WBEs contacted on page 2.  | _____                            | _____                   |
| 4. | Follow-up initial solicitations of interest by personally contacting MBEs/WBEs? If YES, please list those MBEs/WBEs contacted on page 2.   | _____                            | _____                   |
| 5. | Select the portions of the contract to be performed by MBEs/WBEs in a manner that will increase the likelihood of MBE/WBE participation? If YES, please attach a list of those portions of the contract selected for MBE/WBE participation.                  | _____                            | _____                   |
| 6. | Provide interested MBEs/WBEs with timely and thorough information about the plans, specifications and technical requirements of the contract? If YES, please list the MBEs/WBEs provided with such information on page 2.                                    | _____                            | _____                   |
| 7. | Negotiate in good faith with interested MBEs/WBEs, and not reject MBEs/WBEs as unqualified without sound reasons based on a thorough investigation of their capabilities? If YES, list MBEs/WBEs with whom good faith negotiations were conducted on page 2. | _____                            | _____                   |
| 8. | Assist interested MBEs/WBEs in obtaining bonding and/or insurance? If YES, list MBEs/WBEs assisted on page 2.  | _____                            | _____                   |

9. For each question answered "YES" that requires a listing of MBEs/WBEs, please provide that listing on this page. Answers need not be limited to a single line. If more space is needed, please attach supplemental sheets. You need list an MBE/WBE firm only once. Use the first column to indicate the question(s) referenced by each firm listed.

[illegible]

## **SECTION IX - LOCAL DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION REQUIREMENTS**

### **01 LDBE PARTICIPATION**

There is no Local Disadvantaged Business Enterprise (LDBE) participation requirement associated with this solicitation. However, there are reporting requirements to be met for purposes of tracking all subcontractor participation in Airports Authority projects.

An LDBE is defined as a small business concern which is organized for profit and which is located within a 100-mile radius of Washington, D.C.'s zero mile marker. Those business entities located within counties that fall partially within the aforementioned boundary would also be eligible to participate in the Authority's LDBE program. "Located" means that, as of the date of the contract solicitation, a business entity has an established office or place of business within a city, county, town, or political jurisdiction within the 100-mile radius referenced above. Evidence of whether a business is "located" within the region includes, but is not limited to: an address that is not a Post Office Box; employees at that address; business license, payment of taxes; previous performance of work similar to work to be performed under the contract, or related work; and other indicia. A "disadvantaged business" is defined as a firm which is not dominant in its field, and which meets the Authority's small business size standard(s) for this solicitation. The receipts of all affiliates shall be counted in determining the size of the business. Please direct any questions concerning LDBE status to the Authority's Equal Opportunity Department at (703) 417-8625.

### **02 MONITORING OF LDBE PARTICIPATION**

- A. The Authority routinely verifies LDBE participation and may contact you and your subcontractors after award to verify contract and payment amounts to ensure that the Authority's reporting is accurate.
- B. All offerors (including those who are Authority certified LDBEs) shall submit a Contract Participation Form (Exhibit D1) with their offers. Exhibit D1 is to list the prime contractor and all first tier subcontractors that are participating in the contract and to provide all information required by the Exhibit. This form must be signed and dated by the offeror. Offerors are also asked to identify whether or not any LDBE firms listed on the Exhibit D1 are also MBEs and WBEs.

1. Failure to Submit Exhibit D1.

Failure to submit Contract Participation Form (Exhibit D1) by the deadline specified by the Contracting Officer may result in rejection of the offer.

2. By accepting this contract, the Contractor agrees to the following requirements:

- a. The Contractor shall submit a revised Contract Participation Form (Exhibit D1) which reflects changes in the subcontractor participation associated with the modifications to the contract. A revised Exhibit D1, if required, shall be provided to the Contracting Officer concurrent with submission of the proposal for the changed work.
- b. The Contractor shall submit a completed Invoice Attachment Form (Exhibit J1) with each invoice. The Contractor is responsible for the accuracy of all information reported.

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
CONTRACT PARTICIPATION FORM – ZERO LDBE

Check One:    Original ☐                      Revised ☐                      Date: \_\_\_\_\_                      Contract No.: \_\_\_\_\_

Name of Offeror: \_\_\_\_\_                      Project Name: \_\_\_\_\_

The Offeror shall submit the Contract Participation Form to the Contracting Officer with the offer. Please attach additional sheets if needed.

LIST THE PRIME AND <u>ALL</u> FIRST TIER FIRMS PARTICIPATING IN THIS CONTRACT <small>Identify whether firms are *P, S, JV, SP, B, H, MFG, in next column.</small>		TYPE OF FIRM <small>(see below)</small>	FEDERAL TAX ID <small>(also known as Employer Identification Number) nine digit number.</small>	Enter "X" for all that apply				ADDRESS  <small>(Number, Street, City, State, ZIP)</small>	DESCRIBE TYPE OF WORK <small>(Electrical, Paving, etc. with notation e.g. "Labor Only", "Material Only", "Complete") Item Number if Applicable, Quantity, Unit Price</small>	AGREED PRICE
				LDBE	MBE **	WBE ***	OTHER			
EX	SAMPLE	S	55-5555555	X	X			12345 Main Street, Washington, DC 20001	Furnish and install Structural Steel	\$986,000.00
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
TOTAL AGREED PRICE MUST EQUAL TOTAL OFFERED PRICE:										

I, \_\_\_\_\_, a duly authorized representative of \_\_\_\_\_, certify that the above information is true and correct.  
(type or print name) (name of firm)

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

TYPE OF FIRM

\*P = Prime Contractor  
S = Subcontractor  
JV = Joint Venture

SP = Stocking Supplier/Distributor  
B = Broker, Agent, Packager  
H = Hauler  
MFG = Manufacturer

\*\* MBE = A certified Minority Business Enterprise (Attach current certification letter)  
\*\*\* WBE = A certified Women Business Enterprise (Attach current certification letter)  
(Information regarding MBE/WBE participation will be used for generalized statistical purposes and program analysis.)

# METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

## INVOICE ATTACHMENT FORM – ZERO LD BE

Name Of Prime Contractor \_\_\_\_\_  
 Contract Name & Number \_\_\_\_\_  
 Original Contract Amount \$ \_\_\_\_\_ Payments Received \$ \_\_\_\_\_  
 Current Contract Amount \$ \_\_\_\_\_ Retainage Withheld \$ \_\_\_\_\_  
 Invoice Period From \_\_\_\_\_ Through \_\_\_\_\_ Date Submitted \_\_\_\_\_

#	NAME OF SUBCONTRACTOR	BUSINESS ADDRESS (CITY, STATE, ZIP)	DESCRIPTION OF WORK	* LD BE	MBE	WBE	OTHER	MONTHLY CONTRACT INFORMATION				% COMPLETE	% LD BE
								ORIGINAL SUBCONTRACT AMOUNT	CURRENT SUBCONTRACT AMOUNT	TOTAL PAYMENTS TO DATE	AMOUNT THIS INVOICE		
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<b>SUBCONTRACTOR TOTALS</b>													
<b>PRIME CONTRACTOR TOTAL</b>													
<b>TOTAL THIS INVOICE</b>													

\* PUT AN "X" IN THIS COLUMN ONLY IF SUBCONTRACTOR IS AN AUTHORITY CERTIFIED LD BE.

I certify that the information furnished above is correct to the best of my knowledge and represents the current status of the firm's (Prime Contractor) subcontract(s) with the listed firms (Subcontractors) for the designated period covered by this report.

Signed: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**This form must be attached to all Invoices submitted by the Prime Contractor.**

**07/2007**

**SECTION X - ATTACHMENTS**

**ATTACHMENT 01**

**SPECIFICATIONS**

**LINE ITEMS 1-2**



## SPECIFICATIONS

## 1 TON, 4- WHEEL DRIVE, CREW CAB TRUCK WITH UTILITY BODY AND LIFT GATE

## LINE ITEM ONE (001)

***All elements of the specification identified by asterisk \* or bold italicized print are considered critical. Exceptions to line items denoted as critical are not allowed. Quotations having exceptions to such critical elements shall be considered nonresponsive.***

**PURPOSE:** It is the intent of this specification to describe a new, current model year, 1 ton, crew cab, chassis cab, 4-wheel drive truck with utility body and lift gate. This document shall indicate in general, the type, size, and quality desired. Any components or equipment not specifically mentioned in this specification, but are required for this vehicle to completely perform the intended function are to be furnished as if it were part of the specification. ***All components, assemblies, and parts shall be new and unused. Remanufactured components, assemblies, and parts are unacceptable.***

**INSTRUCTIONS:** Complete this form and submit with offer. Circle YES or NO for compliance with each specification. If NO, briefly describe EXCEPTION. If additional space is required, use Attachment 3, Exceptions to Specifications.

**A. CAB / CHASSIS:** As a reference, the unit as described herein shall have the pertinent salient characteristics of a Ford F-350 Super Duty, Chevrolet Silverado 3500 HD or MWAA approved equal that meets or exceeds the following specification.

ITEM	SPECIFICATION	YES	NO	EXCEPTION
1.	1 Ton, 4-Wheel Drive, Crew Cab	YES	NO	
2.	GVWR 10,200 lbs. minimum	YES	NO	
3.	C/A 60"	YES	NO	
4.	Engine, gasoline V-8, 4.6 liter minimum displacement	YES	NO	
5.	Automatic Transmission 6-speed with overdrive to include factory installed heavy duty transmission cooler	YES	NO	
6.	Rear axle ratio 3.73:1 non-limited slip	YES	NO	
7.	Two speed transfer case	YES	NO	
8.	Factory standard front hubs	YES	NO	
9.	Brakes: Power, 4 wheel disc, 4 wheel ABS	YES	NO	
10.	Power Steering	YES	NO	
11.	Alternator 150 Amp minimum	YES	NO	
12.	LT245/75R17 All Season Radial black sidewall tires.	YES	NO	
13.	Full size matching spare tire, wheel, and jack	YES	NO	
14.	Fuel capacity 30 gallons minimum	YES	NO	
15.	Factory air conditioning / heater / defroster system with replaceable cab filter	YES	NO	
16.	Mirrors: manual telescoping fold away trailer tow mirrors	YES	NO	
17.	Factory installed Upfitter Switches (4 minimum)	YES	NO	
18.	AM/FM radio with digital clock	YES	NO	
19.	40/20/40 vinyl split bench seat with folding center console which includes armrest, storage, and cup holders, dark gray upholstery	YES	NO	
20.	Full length black vinyl rubber floor covering with removable mats	YES	NO	

ITEM	SPECIFICATION	YES	NO	EXCEPTION
21.	Factory tinted/shaded glass	YES	NO	
22.	Power windows and door locks with keyless entry	YES	NO	
23.	Factory front bumper	YES	NO	
24.	Two front frame mounted tow hooks	YES	NO	
25.	Factory tow package with 2" box receiver, trailer brakes and wiring	YES	NO	
26.	Back up alarm	YES	NO	
27.	Factory cruise control	YES	NO	
28.	Bed Liner: Spray in polyurethane, black	YES	NO	
29.	Paint: National Fleet Yellow, School Bus Yellow Reference: DuPont # L0131 EB Imron Elite, Base Coat/Clear Coat or MWAA approved equal	YES	NO	
30.	Manuals, Operators, Repair and Maintenance	YES	NO	

**Truck Manufacturer:** \_\_\_\_\_

**Truck Model:** \_\_\_\_\_

**Paint Color :** \_\_\_\_\_

- B. UTILITY BODY:** The truck shall be supplied with a custom, service/utility body with the pertinent salient characteristics of a Knapheide Special Model 6108FJ-40 Standard Profile with dual "Flip-Top" compartments and accessories as listed to meet or exceed the following specifications.

**Manufacturer:** \_\_\_\_\_

**Model number:** \_\_\_\_\_

**Installer:** \_\_\_\_\_

ITEM	SPECIFICATION	YES	NO	EXCEPTION
1.	The body shell shall be constructed of two-sided galvaneal steel with a <b>minimum thickness of 14 gauge</b> . The compartment top and back shall be of a one piece seamless design. The doors, door openings, drip rails, and any other exposed steel edges shall be hemmed for strength, safety, and to resist corrosion.	YES	NO	
2.	The floor shall be constructed of minimum <b>12-gauge tread plate</b> . The floor edge shall incorporate a 1 3/8" return flange on each side for added support of the side compartments and to eliminate an exposed seam between the floor and side compartments.	YES	NO	
3.	The body under structure shall be constructed of 11 gauge high strength steel cross sills with a tensile strength of 50,000 PSI.	YES	NO	
4.	The doors shall be double panel constructed of minimum 20 gauge two-sided galvaneal steel with hat section reinforcements. All doors shall be weather sealed with oil resistant neoprene "bulb type" seals that shall be adhered to the door frames.	YES	NO	

ITEM	SPECIFICATION	YES	NO	EXCEPTION
5.	<p>All doors shall be equipped with hardware as follows:</p> <p>A. Full length, corrosion resistant, all stainless steel, piano hinges, all hinges shall be spot welded to the doorframe.</p> <p>B. Lockable, corrosion resistant stainless steel paddle door latch assemblies, each latch assembly shall be slam latch able and shall be fastened to the door with aluminum rivets incorporating stainless steel mandrels.</p> <p>C. All door strikers shall be adjustable and fastened to the doorframes with screws.</p> <p>D. Double coil spring, over center type, door retainers on all vertical doors</p> <p>E. "Flip-Top" compartment doors shall be equipped with gas springs on each end of the door. <b><i>Gas springs, props, or any other obstruction located in the center of the Flip-Top compartments shall not be acceptable.</i></b></p> <p>F. Chain retainers for horizontal compartment doors.</p>	YES	NO	
6.	All interior shelving shall be constructed of 18 gauge bright spangled galvanized steel with hemmed dividers on 4" centers. Each shelf shall be rated at a minimum capacity of 250 lb.	YES	NO	
7.	<p>The body shall be built to the following approximate dimensions:</p> <p>A. Body height(overall) 44"</p> <p>B. Floor to compartment top 31"</p> <p>C. Compartment depth (all) 14 2"</p> <p>D. Floor width 49"</p> <p>E. Body width 78"</p> <p>F. Front vertical compartments:  Interior dimensions: 31 1/4" wide, 39 1/2" high  Door opening dimensions 29 1/2" wide, 33 1/2" high</p> <p>G. Horizontal compartments:  Interior dimensions 44 3/4" wide, 20" high  Door opening dimensions 43 1/2" wide, 13 1/2" high</p> <p>H. Rear vertical compartments:  Interior dimensions 27 1/4" wide, 39 1/2" high  Door opening dimensions 25 1/2" wide, 33 1/2" high</p> <p>I. Flip-Top compartments:  Interior dimensions  96" wide, 3 1/2" high with no center obstructions (except the latch)</p>	YES	NO	

**C. ADDITIONAL ITEMS TO BE INSTALLED IN THE UTILITY BODY:**

ITEM	SPECIFICATION	YES	NO	EXCEPTION
1.	Material rail with 4 sliding hooks to be installed in street side rear vertical compartment.	YES	NO	
2.	Two removable/adjustable shelves in each front vertical compartment	YES	NO	
3.	One removable/adjustable shelf in each center horizontal compartment	YES	NO	
4.	Two removable/adjustable shelves in the curb side rear compartment	YES	NO	
5.	30 additional shelf dividers (shipped loose)	YES	NO	
6.	Five, 1000 lb. Capacity cargo anchors shall be installed in the cargo area in the following locations: 1. One centered vertically and horizontally on the bulkhead 2. Two on each side panel, one centered vertically above each wheel well and one centered vertically at the rear of each side panel	YES	NO	
7.	LED exterior lighting package with interior light fixture guards, The utility body shall be outfitted with the following light fixtures: 1. LED tail lights, Trucklite or equivalent, Model Super 44 rubber grommet mounted Stop/Turn/Tail lights 2. LED Model 35 identification bar lamp 3. LED Model 40 rubber grommet mounted sealed backup lamps 4. Red and Amber LED surface mount body clearance lights as needed	YES YES YES YES	NO NO NO NO	
8.	Interior compartments with door actuated LED lighting for all compartments. Compartment lights shall be wired into the parking light circuit.	YES	NO	
9.	Aluminum fuel fill cutouts as necessary	YES	NO	
10.	Electric/Hydraulic Lift gate rated at 1000 lb. <i>with 4" tapered ramp bi-fold aluminum loading platform deck</i> Tommy Gate model 54-1040F11AE or Authority approved equal.	YES	NO	
11.	Segmented rear step bumper, left right and center in conjunction with lift gate, see attached photo, section D.	YES	NO	
12.	The body shall be completely immersed in electro-deposition gray epoxy prime paint featuring a zinc phosphate pre-coat and seal for corrosion protection. Prime paint is to be oven cured to provide a hard durable finish.	YES	NO	
13.	The body interior shall be painted with a mid-gloss, mar resistant, light gray finish.	YES	NO	

ITEM	SPECIFICATION	YES	NO	EXCEPTION
14.	The body wiring harness shall be equipped with an automotive type electrical connector that is compatible with the truck manufacturer without splicing. <i>Any additional non-factory electrical connections added to the truck shall be in sealed weather tight connectors. Electrical connections made with scotchlock type connectors or splices sealed with RTV or tapes are not acceptable.</i>	YES	NO	
15.	The left and right lower edge of the utility body as well as the rear perimeter surfaces of the utility body and lift gate shall be marked with 2" wide 3M Diamond Grade # 981-32, 11" red/7" white, conspicuity sheeting, see attached photo, section E.	YES	NO	
16.	The cargo area and flip-top compartment lids of the utility body shall be coated with a polyurethane spray on lining material ¼" thick, Rhino-Liner or Authority approved equal	YES	NO	
17.	Armor Deck "Backrack" or Authority approved equal, cab protector shall be installed. The cab protector shall be equipped with a center strobe light mount and two antenna mounting bases.	YES	NO	
18.	The truck shall be fitted with 12 volt LED strobe lights as follows:  1. Front head lamps or turn signal fixtures shall be fitted with Amber Sound-Off Signal, Universal Undercover LED inserts lens #1 programmed to a wig-wag flash pattern.  2. The rear of the utility body shall be fitted with left and right side grommet mounted Model Super 44 12 volt LED strobes, Truck-lite or equivalent programmed to a wig-wag pattern.	YES  YES  YES	NO  NO  NO	
19.	The utility body shall be fitted with an overhead rack constructed of extruded aluminum, the rack shall have the pertinent salient characteristics of a "Hauler Racks" 1200 lb. capacity aluminum service body rack. The rack shall utilize "A" type mounts, three (3) crossbars, rear crossbar shall be removable, and the Contractors Accessory hardware kit. <b><i>*The rack shall be mounted with no more than 4" of clearance between the bottom of the rack and the top of the cab.</i></b>	YES	NO	

**D. FRONT MOUNT WINCH:**

ITEM		YES	NO	EXCEPTION
1.	Winch, 8,000 lb. capacity, 3/8" cable, roller fairlead, mounted above the front bumper on brush guard	YES	NO	
2.	Winch shall be mounted on a heavy duty mount bolted directly to the vehicle frame.	YES	NO	

**E. ADDITIONAL ITEMS REQUIRED AT THE TIME OF DELIVERY:**

ITEM	SPECIFICATION	YES	NO	EXCEPTION
1.	Temporary license and registration	YES	NO	
2.	Certificate of origin upon delivery	YES	NO	
3.	Temporary license and registration	YES	NO	
4.	6 (six) sets of keys	YES	NO	
5.	Delivery requested 180 days ARO	YES	NO	

**F. PHOTO REFERENCE:**

Photo for reference:

Placement of conspicuity sheeting

Rear bumper



## SPECIFICATIONS

## 3/4 TONPASSENGER VAN

## LINE ITEM TWO (002)

**PURPOSE:** It is the intent of this specification to describe a new, current year model ¾ ton 8-passenger window van with the pertinent salient characteristics of a Chevrolet G-Classic G-3500, Ford E-Series Wagon E-350, or Authority approved equal, for the Metropolitan Washington Airports Authority, Washington Dulles International Airport to meet or exceed the specifications below.

**INSTRUCTIONS:** Complete this form and submit with offer. Circle YES or NO for compliance with each specification. If NO, briefly describe EXCEPTION. If additional space is required, use Attachment 2, Line Item 02 Exceptions to Specifications, and reference the item numbers in sequence.

## Vehicle Offered:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

ITEM	SPECIFICATION	YES	NO	EXCEPTION
1.	GVWR: 8800 lbs. minimum	YES	NO	
2.	Wheelbase: 138"	YES	NO	
3.	Suspension: Heavy-duty	YES	NO	
4.	Steering: Power with tilt wheel	YES	NO	
5.	Brakes: power disc	YES	NO	
6.	Engine: V8, 5.4 minimum displacement	YES	NO	
7.	Transmission: 4-speed with overdrive	YES	NO	
8.	Differential: Limited Slip	YES	NO	
9.	Tires/Wheels: LT245/75R16E steel belted radial/steel 8-hole disc with full size spare	YES	NO	
10.	Electrical: High Capacity	YES	NO	
11.	Upfitter switches: 4, dash mounted	YES	NO	
12.	Seating Capacity: 8	YES	NO	
13.	Seats: Vinyl, front buckets with two (2) rear bench seats	YES	NO	
14.	Floor covering: Rubber with removable color keyed mats	YES	NO	
15.	Headliner: Full length color keyed to match interior	YES	NO	
16.	Interior lights: Two dome lights and two map lights	YES	NO	
17.	Windows, power with dark tint in rear	YES	NO	
18.	Locks: power with remote fobs (2)	YES	NO	
19.	Air Conditioning, standard front	YES	NO	
20.	Radio: AM/FM with digital clock	YES	NO	
21.	Side door: 50/50 hinged swing out with top hinged pop-out windows	YES	NO	
22.	Rear View Mirrors: Extendable, swing away type	YES	NO	
23.	Front bumper: Factory Standard	YES	NO	

ITEM	SPECIFICATION	YES	NO	EXCEPTION
24.	Rear bumper: Step type, painted	YES	NO	
25.	Tow Package to include 2" box receiver hitch, 4/7 pin electrical receptacle, factory installed	YES	NO	
26.	6 sets of keys	YES	NO	
27.	Paint: School Bus Yellow	YES	NO	
28.	Certificate of origin	YES	NO	
29.	Temporary tags	YES	NO	
30.	Delivery requested 180 days ARO	YES	NO	



**ATTACHMENT 02****EXCEPTIONS TO SPECIFICATIONS—LINE ITEM ONE (001)**  
(MUST BE RETURNED WITH QUOTATION)

This undersigned quoter hereby certifies that its quotation against the above RFQ is fully compliant with the specifications except for the following: (Exceptions MUST be stated on this form in addition to providing reference literature and other relevant data).

RFQ SPECIFICATION	DETAILED EXCEPTION

(USE ADDITIONAL PAGES AS NEEDED)

Except as noted above, the undersigned certifies full compliance with the specifications stated in the RFQ. It is understood and agreed that in the event the items delivered upon award are not compliant, the supplier will be required to take whatever steps necessary to insure full compliance at no additional cost to the Metropolitan Washington Airports Authority.

**FAILURE TO EXECUTE AND RETURN THIS FORM MAY RESULT IN  
DISQUALIFICATION OF YOUR QUOTATION**

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Signature of Authorized Representative

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Name of Authorized Representative

Title

Date

**ATTACHMENT 02****EXCEPTIONS TO SPECIFICATIONS—LINE ITEM TWO (002)**  
(MUST BE RETURNED WITH QUOTATION)

This undersigned quoter hereby certifies that its quotation against the above RFQ is fully compliant with the specifications except for the following: (Exceptions MUST be stated on this form in addition to providing reference literature and other relevant data).

RFQ SPECIFICATION	DETAILED EXCEPTION

(USE ADDITIONAL PAGES AS NEEDED)

Except as noted above, the undersigned certifies full compliance with the specifications stated in the RFQ. It is understood and agreed that in the event the items delivered upon award are not compliant, the supplier will be required to take whatever steps necessary to insure full compliance at no additional cost to the Metropolitan Washington Airports Authority.

**FAILURE TO EXECUTE AND RETURN THIS FORM MAY RESULT IN  
DISQUALIFICATION OF YOUR QUOTATION**

---

Signature of Authorized Representative

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Name of Authorized Representative

Title

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Date