



DALLAS/FORT WORTH  
INTERNATIONAL AIRPORT

## REQUEST FOR BID

**Solicitation No. 7005236**

### **Document Microfilming Services**

**Bid Opening and Deadline for Bid Submittal:  
Tuesday, December 8, 2009 at 11:00 a.m. (Central Time)**

*Location: DFW Airport Procurement Office  
3122 East 30th Street (Carbon Road)  
DFW Airport, TX 75261*

#### **Airport Board Contact:**

**Hollis Trotter  
972-973-5635  
972-973-5601 (fax)  
htrotter@dfwairport.com**

#### **Mail or Deliver Complete Bid Package To:**

**Procurement and Materials Management  
DFW International Airport  
Delivery Address: 3122 East 30th Street (Carbon Road)  
Mail Address: P.O. Box 619428  
Dallas, TX 75261-9428**

**A Pre-Bid Conference  Will Be Held /  Will Not Be Held.**

**Date and Time:**

**Location:**

# IMPORTANT REQUIREMENT FOR BID / PROPOSAL SUBMITTAL

Bid/Proposal submittals must be properly labeled to ensure they are not inadvertently opened before the designated time. Therefore, please affix the label below to the outside of the sealed bid/proposal submittal package(s).

If the delivery service used (i.e. FedEx, UPS, courier, etc.) does not permit this label to be affixed on the outside of their delivery box or envelope, then the bidder/proposer must seal the contents of their bid/proposal and affix this label on the sealed package before they place that package in the box or envelope provided by the delivery service.

If this label is not used, it is the bidder's responsibility to ensure this information is written on the outside of the delivery package. ***Bids or proposals received by the DFW Airport that do not have the information requested below displayed on the outside of their bid or proposal may be rejected.***



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## DFW AIRPORT BID / PROPOSAL SUBMITTAL LABEL

Bid / Proposal Number: \_\_\_\_\_

Bid / Proposal Name: \_\_\_\_\_

Due Date and Time: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

# NO BID/PROPOSAL INFORMATION FORM

SOLICITATION NO. \_\_\_\_\_

SOLICITATION TITLE: \_\_\_\_\_

*If your firm elects not to submit a bid or proposal, please complete and fax or email this form to:*

**Dallas/Fort Worth International Airport Board**  
**Fax: 972-973-5601 / Email: @dfwairport.com**

***Please check all that apply:***

- Do not sell the item(s) or services required
- Cannot be competitive
- Cannot meet the specifications or qualifications described in the attached bid
- Cannot provide insurance required
- Cannot provide bonding required
- Cannot comply with indemnification requirements
- Job too large
- Job too small
- Do not wish to do business with the DFW Airport
- Company's current workload does not allow for additional work
- Other reason: \_\_\_\_\_

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

\_\_\_\_\_  
Authorized Officer or Agent:

Telephone: \_\_\_\_\_ FAX Number: \_\_\_\_\_

or

Email: \_\_\_\_\_

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## **BID INSTRUCTIONS AND REQUIREMENTS**

A Bid is requested by the Dallas/Fort Worth International Airport Board (herein called Board). The Board will accept separate sealed bids until the deadline for bid submittal. Bids received will be publicly opened and read aloud at the time and location indicated in this Request for Bid (Solicitation).

### **1 CONTACT INFORMATION**

It is the Bidder's responsibility to obtain clarification of any information contained herein. Bidders must submit all questions or requests for clarification ONLY in writing and ONLY to the contact person identified on the Cover of this Request for Bid. The Solicitation Number must be referenced in all correspondence pertaining to this solicitation. Bidder contact with Board personnel other than designated Airport Board Solicitation Contact may be cause for bid rejection.

### **2 PRE-BID CONFERENCE**

- 2.1 If a Pre-Bid conference is held, it shall be held at the time, date and place identified on the Cover of this Request for Bid and shall be open to all interested parties for the purpose of discussing the requirements of the solicitation and/or to inspect the location where Work is to be performed. All Prospective Bidders are strongly encouraged to attend.
- 2.2 Bidders that do not attend may be required to provide additional information or documentation to validate that they fully understand the Board's requirements.
- 2.3 It is the responsibility of the Bidder to fully understand the scope of work and the conditions under which Work is to be performed. Failure to attend a Pre-Bid conference shall not relieve a Bidder from full performance of any Contract awarded to the satisfaction of the Board.

### **3 ADDENDA**

- 3.1 The Board may, at its sole discretion, elect to issue changes or clarifications to the Bid Solicitation. The Board will issue changes or clarifications in the form of a written addendum. Written addenda shall be the ONLY FORM of amendment to the Solicitation. Other written information or verbal communications, including but not limited to discussion in a Pre-Bid conference, shall not constitute a change to the requirements of the Solicitation. Addenda, if issued, will be mailed, faxed, and/or emailed to all known prospective Bidders and posted on the Board's website ([www.dfwairport.com](http://www.dfwairport.com)) prior to the date and time of the Public Bid Opening.
- 3.2 It is the Bidder's responsibility to ensure receipt of any addenda issued. Failure of any Bidder to receive any such addendum or interpretation shall not relieve the Bidder from any obligations under its Bid as submitted. The Bidder must sign all addenda and return them with their bid. All addenda shall become part of the Contract documents.

### **4 DISADVANTAGED / MINORITY / WOMEN BUSINESS ENTERPRISES (DMWBE)**

- 4.1 The Board strongly encourages DMWBE (disadvantaged, minority, and/or women-owned business enterprise) firms to participate in this solicitation and encourages joint venture bids that include DMWBE firms.
- 4.2 Bidders are directed to review the Special Provisions and the related forms within this Solicitation document for specific goals and compliance requirements.

### **5 BID PREPARATION**

- 5.1 Submittals: Bidder must submit all Bid Response Forms, plus all addenda, completed forms, and any requested information and documentation as part of its Bid. Bidder's failure to include all submittals may be cause to consider a bid non-responsive.

5.1.1 Completing the Business Disclosure Form:

- List your entire legal business name on the form.
- If you are a corporation, limited partnership, limited liability partnership or limited liability company, your legal business name should include that designation or an abbreviation of that designation.
- If the mailing address is the same as the business address write, "same" in the space under mailing address. Do not copy the mailing address or leave blank.
- Under business structure, check only one box. The next section is filled out only if your company is a corporation.
- If your business is a corporation, check the box for profit or non-profit, and public or private. These boxes must be checked. If you are an S corporation, professional, parent-sub, or close mark the appropriate box as well.
- The state, month and year of your company's incorporation, registration or formation needs to be filled in. This is either the date you registered with the county clerk, or filed with the secretary of state.
- List the names of all owners or partners in the company who hold more than 10%. If the company is publicly owned, list the stock exchange it is traded on and the symbol. If your company is traded on a foreign exchange, name the foreign exchange it is traded on.
- Fill in names of Joint Venture owners if applicable.
- The percentage of ownership needs to be filled in unless the company is publicly traded. All of the owner's names (who own more than 10%) need to be listed with their corresponding percentages of ownership in this space. Please use whole or half numbers. If the owners' percentages listed do not equal to 100%, you may write: "all others own less than 10%."

5.2 Endorsing the Bid: An authorized officer of the Bidding Firm must sign the Bid. Signature of the Bid will signify agreement and compliance with all requirements set forth in this Solicitation except where properly noted in the Bid Response Forms. Bidders that take exception to the Board's General Terms and Conditions, Special Provisions, and/or Specifications shall do so at the risk of bid rejection.

5.3 Bid Language / Currency: Bidders must submit their bid in the English language and bid pricing must be in Dollars of the United States of America.

5.4 Freight and Shipping: Bid prices shall include the cost to ship all products and materials to the Dallas/Fort Worth International Airport, F.O.B. Destination, Freight Prepaid and Allowed.

5.5 Tax Exempt Status: Purchases by the Board are exempt from sales and use tax under Section 151.309 of the Texas Tax Code (the "Code"). In addition, Contractor purchases of tangible personal property and taxable services for the purpose of reselling them to the Board under this Contract may also be exempt from sales and use tax under Code Section 151.302.

5.6 Acceptance of Specification Requirements: The Board will presume that the product or service offered complies with each requirement of the specifications unless indicated otherwise. If the product or service offered is different than specified, Bidder must note the difference on the Bid Response Form and attach a document that details the exception(s) to specifications. Failure of the Bidder to make the required acknowledgements may cause the bid to be considered non-responsive, in the sole determination of the Board. Should any product be delivered or service performed which is not as the Successful Bidder has purported it to be in its Bid, said Successful Bidder will be required to correct any deficiencies without additional cost to the Board.

5.7 Brand Name or Equal: To establish an understanding of the type products that will be considered responsive to the Specifications, specific manufacturers and series or model numbers may have been referenced. Unless specified "no substitute" in the Solicitation Specifications/Scope of Work, such brand identification is intended to be descriptive, not restrictive, and is referenced to indicate the quality and characteristics of products that will be satisfactory. Unless specified "no substitute"

in the Solicitation Specifications/Scope of Work, other makes and models (alternate products) may be submitted for consideration provided they are equal in quality, design use, operational size and characteristics.

- 5.7.1 Bidders offering alternate products must clearly identify said products in their bids. Product equality shall be determined solely by the Board based on comparison of all material respects to the brand name products referenced solely by the Board to be equal in all material respects to the brand name products referenced.
- 5.7.2 Bidders must submit with their Bid, complete manufacturer's descriptive literature and identification of the product being offered.
- 5.7.3 Bidders proposing alternate products must be prepared, if requested by the Board, to fully demonstrate that the proposed products are equivalent to the referenced products and capable of achieving the desired results. Such demonstration(s) shall be made solely at the Bidder's expense in a manner best representative of the requirements to be met, and at a schedule convenient to the Board.
- 5.7.4 Unless the Bidder clearly indicates in its bid that it is offering an alternate product, its bid shall be considered as offering the brand name and product model referenced.
- 5.8 Alternate Bids: Alternate bids will be considered only if the Bidder submits a separate bid based on the specifications provided in this Solicitation. Alternate bids must be clearly labeled as such. All alternate bids must detail any product, service or performance modifications proposed in the alternate bid. The Board reserves the sole right to accept or reject an alternate bid.
- 5.9 Confidential or Proprietary Markings: Any portion of the Bid that Bidder considers confidential or proprietary information, or to contain trade secrets of Bidder must be marked accordingly. This marking must be explicit as to the designated information. This designation may not necessarily guarantee the non-release of the information under the Public Information Act or as otherwise required by law, but does provide the Board with a means to review the issues thoroughly and, if justified, request an opinion by the Attorney General's office prior to releasing any information requested under the Public Information Act.

## 6 SUBMITTAL OF BIDS

- 6.1 **The Board will accept bids no later than the Deadline for Bid Submittal in hard copy form based on the following criteria. The Board will not consider late bids under any circumstances.**
  - 6.1.1 Bids must be signed, sealed and delivered to the Board's Procurement and Material Management (PMM) Offices. Unsigned, unsealed or late bids will not be considered. Bids submitted by email or facsimile will not be considered. The Bid submittal must be clearly marked with the Solicitation Number, Bid Opening Date and Time and addressed to the attention of the PMM Department.
- 6.2 Bid Bond: If a Bid Bond is required, details will be included in the Special Provisions of this Solicitation. Bidder will be required to submit the original copy of any Bid Bond required with the Hard Copy Bid or otherwise deliver it to the PMM Office prior to the deadline for Bid Submittal. Bid Bonds must be delivered in a sealed envelope bearing the Solicitation Number and Bid Opening Date and Time.

## 7 PUBLIC BID OPENING / EVALUATION OF BIDS

- 7.1 The Board will open all bids properly received in a public meeting and read the bids aloud. The meeting location (identified on the cover page of this Request for Bid) is accessible. Requests for special accommodations or interpretive services must be made 48 hours prior to meeting by calling 972-973-5600 or faxing 972-973-5601.
- 7.2 The Board will tabulate bids based on the unit prices bid and quantities shown in the bid or based

on a predetermined group of items selected for evaluation purposes. In the case of conflict between unit prices and extended prices, unit prices shall prevail.

- 7.3 Bid tabulations will be placed on the Board's website after Airport Board approval of award.
- 7.4 Bids submitted shall be final and are not negotiable; therefore, Bidder must provide their best and final pricing in their bid response.
- 7.5 The Board reserves the right to require additional information from any or all Bidders and to conduct necessary investigations to determine (a) if the product and/or service offered meets the Board's requirements, (b) the quality and reliability of the Bidder's performance, and/or (c) to determine the accuracy of the bid information. As part of said investigations, the Board may interview and/or visit companies or public entities listed as references.
- 7.6 The Board reserves the right to select any/all options that is/are determined to be in its best interests and at the sole discretion of the Board.
- 7.7 Except in the case(s) of one or more "tie bids", terms of payment, as offered by the Bidder, will not be considered by the Board for determining the most responsive bid. Bidders stated terms of payment, however, may be used as a guide in determining the method and timeliness of payment to the Bidder by the Board, following successful delivery and/or completion of services, as specified herein.
- 7.8 In the event of a tie bid, where bid price, responsiveness, responsibility and all other factors are equal, as solely determined by the Board, the Tie Bidders will be notified and invited to attend a meeting where the tie will be broken by drawing lots.

## **8 BID AWARD**

If a Contract is awarded as a result of this Solicitation, it will be made by the Board to the lowest responsive and responsible Bidder(s) meeting the requirements of the Board, and will be made within ninety (90) days after the opening of the bid. The Board reserves the right to make multiple awards if deemed in its best interest to do so.

## **9 CONTRACT WITH THE BOARD**

- 9.1 A bid, when accepted by the Board will constitute a Contract between the Board and the Successful Bidder. Acceptance may take the form of an Acceptance Letter or Purchase Order issued by the Board, or a Contract document issued by the Board and executed by both parties, followed by a Notice to Proceed issued by the Board. Each of these forms constitute a legal contract equally binding between the Successful Bidder and the Board. After bid acceptance, no different or additional terms shall become part of the Contract without a properly executed change order.
- 9.2 Bidder is required to review all the terms, conditions and contract provisions contained in this Solicitation to ensure it can comply with and concurs with all requirements.
- 9.3 Bidder is required to review any insurance requirements that may be required in the Special Provisions to ensure it has adequate insurance or it will obtain the required insurance if awarded a Contract. Proof of insurance must be submitted before a Contract can be executed and insurance coverage must remain in effect during the term of the Contract.
- 9.4 Bidder is required to review the payment terms and is advised that, unless other terms are requested and accepted, payment shall be made in accordance with the Texas Prompt Payment Act, including the provision that payment be made within 30 days after receipt of a valid invoice or receipt of products / services in accordance with the specifications, whichever is later.

## **10 DETERMINATION OF NON-RESPONSIBLE BIDDER**

The Board may disqualify a Bidder as non-responsible and its bid shall not be considered for reasons including but not limited to the following.

- 10.1 Reason for believing collusion exists among the Bidders.
- 10.2 Where the Bidder, any subcontractor, supplier, or the Surety on any bond given, or to be given, is in litigation with the Board, or with either the cities of Dallas or Fort Worth, or where such litigation is contemplated or imminent, in the sole opinion of the Board.
- 10.3 The Bidder being in arrears on any existing Contract or having defaulted on a previous Contract.
- 10.4 Lack of competency, in the judgment of the Board, as revealed by pertinent factors, including but not necessarily limited to, experience and equipment, financial statement and questionnaires.
- 10.5 Uncompleted work that, in the judgment of the Board, will prevent or hinder the prompt completion of additional work if awarded.
- 10.6 Where the Bidder, or subcontractor thereof, in the judgment of the Board, has failed to perform in a satisfactory manner on a previous contract.
- 10.7 Where a Bidder or subcontractor thereof has failed to disclose a potential conflict of interest or discovered to have a conflict of interest in accordance the Board's Code of Business Ethics.
- 10.8 Where a Bidder, its subcontractor, or individual officer/principal of the bidder or subcontractor is under criminal indictment or been convicted of a criminal offense.

## **11 DETERMINATION OF NON-RESPONSIVE BID**

The Board may disqualify a Bid as non-responsive and it shall not be considered for reasons including but not limited to the following.

- 11.1 The Bid shows any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate bids, or irregularities of any kind, in the sole determination of the Board.
- 11.2 Bid received after the time limit for receiving bids.
- 11.3 Bid was not signed.
- 11.4 Unbalanced value of any items.
- 11.5 Improper or insufficient bid guaranty, if required.
- 11.6 Bid did not meet specifications.
- 11.7 Bid did not contain all requested/required documents, submittals and /or samples.

## **12 REJECTION OF BIDS**

- 12.1 The Board will automatically reject any Bid that is submitted after the Deadline for Bid Submittal, and return it unopened.
- 12.2 Until a Contract is executed, the Board reserves the right to reject any or all bids, to waive technicalities, to re-advertise, to decline to proceed or to otherwise proceed with procurement of goods and services herein defined by other method(s) allowed by law and in the best interests of the Board.

### **13 WITHDRAWING BIDS**

Bids submitted to the Board cannot be withdrawn prior to the Deadline for Bid Submittal. Request for non-consideration of bids must be made in writing to the Vice President of Procurement and Materials Management and received by the Board prior to the Deadline for Bid Submittal. After other bids are opened and publicly read, a bid for which non-consideration is properly requested may be returned unopened. A bid may not be withdrawn after the bids have been opened, and the Bidder, by submitting a bid, warrants and guarantees that the bid has been carefully reviewed and checked and that it is in all things true and accurate and free of mistakes and that such bid will not and cannot be withdrawn because of any mistake committed by the Bidder.

### **END OF BID INSTRUCTIONS AND REQUIREMENTS**

## **SPECIFICATIONS / SCOPE OF WORK**

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### **1. GENERAL OVERVIEW**

The Dallas/Fort Worth International Airport Board's (Board) objective is to scan and microfilm Construction Project Files and Contract Payment Files. The purpose of this Scope of Work (SOW) is to document the requirements for the scanning and microfilming of the Construction Project Files and Contract Payment Files for the Board. The Board is seeking an outside vendor to perform the paper document preparation, scanning, microfilming, processing, quality control, and duplication of Construction Project Files documents. The estimated volume of documents involved with this project is 300,000. The DFW Record Center, located at the Airport Procurement Building at 3122 E. Airfield Drive, maintains the official copy of the Construction Project Files and Contract Payment files.

The Bidder shall complete services associated to this project conforming to ANSI/AIIM, Texas State Library and Archives Commission - Microfilm standards and procedures found at <http://www.tsl.state.tx.us/slr/recordspubs/loa.pdf>. Bidders shall provide qualified personnel (as outline below) to conform to standards and procedures, and meet agreed upon schedules.

The Board will provide the following for Construction related documents:

- a. A pre-printed index sheet for each box
- b. Starting and ending targets
- c. Microfilm control log
- d. A pre-assigned series of roll numbers
- e. Targets for each file

### **SITE VISIT/REVIEW OF PROJECT**

A review of a sample of the type of work to be performed is available by appointment upon written request. Such site visit/review of project is non-mandatory for bidding. Please offer multiple dates and times to make accommodating the Bidder's and the Board's schedules easier. This review does not substitute for the written specifications and no information shared verbally or in writing by Board staff is binding to this bid or subsequent contract unless said modification is made in the form of an addendum. Please contact the Board's Contract Administrator to arrange appointments or to make inquiries regarding this project. A sample of all items identified in General Overview above, "Board provided items/services" be provided upon request.

### **2. SPECIFICATION/SCOPE OF WORK**

- 2.1 Hard-copy document preparation.
- 2.2 Scan *documents at 300 dpi*
- 2.3 Recording the file separation sheets on the index sheet provided.
- 2.4 Converting the scans to create micro images.
- 2.5 Processing the microfilm.
- 2.6 Quality control inspection each scanned image and of microfilm image.

- 2.7 Camera negatives, and scanned images (PDF files) returned to Board.
- 2.8 Detailed Specifications
  - 2.8.1 Prepare hard-copy documents by removing staples, repairing tears, and performing other industry standard preparation steps
- 2.9 Scan documents
  - 2.9.1 The documents are primarily 8.5" X 11", but some 11"x14" documents are in the file. Manually record the roll number and the blip number of the start of file separation sheets for each file on the index sheet provided. The Board estimates that the number of files per box ranges from 1 to 130.
- 2.10 Create film of Scanned files on Archive Writer or similar equipment
  - 2.10.1 16MM, 100 ft. polyester film shall be used
  - 2.10.2 Single level film mark (blip) shall be used.
  - 2.10.3 The blip number for each start of file shall be recorded on the Index (provided): this index shall be returned to the Board.
- 2.11 Process microfilm using standards as mentioned above.
- 2.12 Quality control inspection standards of microfilm shall, at minimum include:
  - 2.12.1 Resolution shall be at least 100 line pairs per millimeter.
  - 2.12.2 Density shall be between 1.0 and 1.20 on density target.
  - 2.12.3 All frames shall be inspected for defects.
  - 2.12.4 Use the Microfilm Control Log provided to inspect each roll, return to the BOARD with the Methylene Blue Certificate. Follow all ANSI/AIIM (TSL) Requirements as minimum acceptable requirements.
- 2.13 Camera Negative shall be returned to Board on white square round reels in black film boxes labeled with the roll number.
  - 2.13.1 De-prep hardcopy documents by placing files/documents into original box, maintaining original order, banding each file folder together following common industry standard de-preparation steps. It is not required to reconstruct folders and documents within each file separation with staples, clips, and/or binders.
- 2.14 Contractor shall include cost of all materials needed to accomplish work product as part of the bid.
- 2.15 Include the following steps when converting Contract Payment Files to microfilm-note: The Contract Payment Files do not contain start file targets or a box index sheet.
  - 2.15.1 Scan all boxes in consecutive order by the handwritten number on the box label.
  - 2.15.2 Scan all documents at 300 dpi.
  - 2.15.3 Scan the printed box label target located in each box

- 2.15.4 Scan the AIIM Test Chart # 2 followed by the Declaration by Scanner Operator target at the beginning of each green sheet packet (there is a green sheet at the beginning of each packet that has the file name to be used for that packet).
  - 2.15.5 Scan each green sheet
  - 2.15.6 Remove staple(s) from the packet.
  - 2.15.7 Check the front and back of document. If there is text, scan it.
  - 2.15.8 Remove and reposition any necessary post-it-notes, and anything else that might affect key data/text. If there is not room on the document to reposition them, place the post-it-notes on a blank sheet of paper and scan immediately after the document
  - 2.15.9 If removing or repositioning the post-it- notes will affect the integrity of changes/notations to the document, scan it first with the post-it-notes attached and then rescan with them removed.
  - 2.15.10 Remove and discard little flags (commonly used for signature references, or page markers).
  - 2.15.11 Tape small documents such as receipts to a blank sheet of paper for scanning, or make a photocopy of the small documents and scan.
  - 2.15.12 Maintain the order of the documents in the files, rubber banding if necessary and return to the file folder in the original order. It is not necessary to re-staple or clip the scanned documents.
  - 2.15.13 Return the file folders to the box in the original order.
- 2.16 To create the film
- 2.16.1 Use the Archive Writer targets and then the DFW starting targets in the manner and order specified in the contract.
  - 2.16.2 The first image on the film after the starting targets should be the box number target supplied in each box by DFW.
  - 2.16.3 If more than one box is on a roll of film, the box number target for the next box must appear on the film preceding the documents for that box.
  - 2.16.4 Use the ending targets in the manner and order specified in the contract.
  - 2.16.5 The Film Inspection Logs and the Methylene Blue Certificates must be completed and provided to DFW Airport with the microfilm.
- 2.17 File structure scheme for the PDF files returned to DFW will be:
- 2.17.1 Create e-folder using the box number as the folder name.
  - 2.17.2 Create multi page PDF files using the number on the green target sheet as the PDF file name and place the file in the appropriate folder (as named in 2.21.1)
- 2.18 DFW may request-- microfilm created from DFW supplied scans – utilize the Archive Writer or similar device to accomplish the same steps as in vendor scans with the exception of scanning the documents.
- 2.18.1 Return original film and documents to DFW

### 3. REQUIRED DOCUMENTATION

With each invoice, the Bidder shall submit a progress report of all work accomplished during the invoice period. The reports shall be in a brief narrative form. Reports shall include, at a minimum the following:

- 3.1 A quantitative description detailing work performed and percentage of completion of project, by phases outlined in the SOW.
- 3.2 Deliverable items made as noted in the SOW.
- 3.3 Identification of any current problems which may impede performance, and proposed corrective action.
- 3.4 A brief discussion of the work to be performed through the next required deliverable date.
- 3.5 The Boards ITS Department/Records Management Section wants the deliverables of the Statement of Work and return of boxes to occur in 25% completed increments so that all work is not delivered at the end of the project. Therefore in the spaces provided below estimate the number of business days (M-F/ 8-hours per day) it will take to complete the following phases of the project SOW.
  - a. First 25%: \_\_\_\_\_ days
  - b. Second 25%: \_\_\_\_\_ days (50% of the project will be completed at this phase)
  - c. Third 25%: \_\_\_\_\_ days (75% of the project will be completed at this phase)
  - d. Fourth 25%: \_\_\_\_\_ days (100% of the project will be completed at this phase)

Bidders are reminded that the targeted work completion date for 2010 is September 17, 2010 and shall be no later than September 30, 2010.

#### **4. BIDDER QUALIFICATIONS**

- 4.1 The Bidder shall be required to have specialized experience in, but not limited to the following areas:
  - 4.1.1 It is preferred that the personnel performing the prepping and scanning/filming of documents have experience with construction related documents.
  - 4.1.2 The project manager assigned to the Board's project shall be experienced in project management of similar scanning/micrographics tasks.
- 4.2 During the project the Bidder shall directly employ the project manager.
- 4.3 The Bidder shall notify the Board's representative in writing within two days when any current problems may impede performance, or delivery due dates and propose corrective action. This may include but is not limited to, identifying any unique characteristics that shall affect the given task. The Bidder shall prepare, and submit responses to all comments, including explanation of action taken for each occurrence, and document all issues outside of SOW.
- 4.4 Submit Company Profile containing the following:
  - 4.4.1 Number of years in operation performing the work in the areas outlined in "Specifications/Scope of Work".
  - 4.4.2 Listing and description of other similar projects to areas outlined above

that Bidder completed.

- 4.4.3 Resumes of the project manager and scanner operators including relevant work history of a similar nature. If a contract is issued, no modifications shall be made by the Bidder with regards to the project manager or microfilm technician(s) without the prior consent of the designated Board Records Department Staff. Bidder contact personnel for operational and other project related items:
- 4.4.4 Key contact - Project Manager
- 4.4.5 Alternate contact

## **5. OWNERSHIP OF DOCUMENTS**

The final work product of the Bidder, including but not limited to the list below, shall become the absolute property of the Board:

- 5.1 All source documents.
- 5.2 All duplicate copies of the source documents.
- 5.3 All images returned as PDF files
  - a. All microfilm images of the source documents.
  - b. The bidder shall return all above mentioned items in the manner specified by the Board.
  - c. Upon notice to the bidder that all work is complete and acceptable, the bidder will destroy all remaining versions of the work product.

## **END OF SPECIFICATIONS / SCOPE OF WORK**

## **SPECIAL PROVISIONS**

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### **1 AIRPORT SECURITY PROVISIONS (Not applicable)**

### **2 BONDING PROVISIONS (Not Applicable)**

### **3 CONTRACT TERM**

- 3.1 This Contract, if awarded, shall be for an initial **one-year period** commencing as of the date specified in the Notice to Proceed letter, to be issued by the Board's Vice President of Procurement and Materials Management Department, unless renewed under the provisions below.
- 3.2 This Contract, as executed, shall include the **options to renew for four (4)** additional **one**-year periods, under the same terms and conditions, with said options to be exercised solely at the Board's discretion.
- 3.3 In recognition of the potential for fluctuations of the Contractor's costs for the years subsequent to the initial contract period, a price adjustment for each succeeding year may be requested subject to the following considerations:
- 3.4 Such adjustment is solely for the purpose of accommodating an increase in the Contractor's cost, not profits;
- 3.5 Request for same must be made in writing and supported by acceptable documentation of the cost increase. Any such request shall be submitted for approval to the Board's Vice President of Procurement and Materials Management no less than 90 days prior to the end of the then current Contract period.
- 3.6 The percentage change between the prevailing rate and the requested rate does not exceed the percentage change between the Consumer Price Index that was in effect at the beginning of the existing Contract period and the one in effect at time of request for rate increase.
- 3.7 Unless otherwise amended in writing and endorsed by both parties prior to the beginning of each respective renewal period, all terms and conditions of the Contract shall remain in full force and effect with the only change being in the Contract term.

### **4 ENVIRONMENTAL AND SAFETY PROVISIONS (Not Applicable)**

### **5 DISADVANTAGED / MINORITY / WOMEN BUSINESS ENTERPRISE (DMWBE) PROVISIONS**

**(Not Applicable)**

### **6 INSURANCE PROVISIONS**

#### **6.1 DEFINITIONS FOR INSURANCE PROVISIONS**

- "We", "us", or "our" means the Dallas/Fort Worth International Airport Board.
- "You" or "your" means the vendor, contractor, tenant, consultant, engineer, architect, and their agents, servants, employees, or other party to a contract with us.
- "Contract" means the contract, purchase order, Invitation for Bid, or similar memorandum or agreement.
- For purpose of defining Additional Insured and Waiver of Subrogation, the term "Dallas Fort Worth International Airport Board (the Board) and the Cities of Dallas and Fort Worth, Texas" (the Cities) shall also mean the elected officials, boards, officers, employees, agents and representatives of the Board and the Cities.

#### **6.2 GENERAL REQUIREMENTS**

- 6.2.1 You shall, at your own expense, maintain in effect not less than the following coverages and limits of insurance, which you shall maintain with insurers, policy forms and deductibles satisfactory to us. If your coverage fails to comply with these requirements, you agree to amend, supplement or endorse the existing coverage to comply, at no additional cost to us, and to maintain such insurance through the end of the contract, warranty period, or other specified time period, whichever is longer. ANY deviation from the requirements outlined below requires the prior written approval of the Board's Assistant Vice President of Risk Management.
- 6.2.2 All policies must be written through a licensed company authorized by the Texas State Board of Insurance to transact that class of insurance business in the State of Texas, with a minimum rating of 'A -', and 'VII' by A. M. Best Company. If the rating of any insurer should fall below this standard, you shall cause the policy to be replaced promptly by an acceptable insurer.
- 6.2.3 All policies shall designate the below mentioned parties as "Additional Insureds," either by a 'blanket additional insured' endorsement, or by specific endorsement:  
  
***"Dallas Fort Worth International Airport Board and the Cities of Dallas and Fort Worth, Texas"***
- 6.2.4 All policies shall waive the insurer's right of recovery or subrogation against the Board and the Cities.
- 6.2.5 If any policy is in excess of a deductible or self-insured retention (SIR), the amount of such deductible or SIR must be clearly identified, and may not exceed one (1%) percent of your net worth. We reserve the right to reject any deductible or SIR, or require you to provide a bond at no additional cost to the Board.
- 6.2.6 All policies must be primary with respect to coverage provided for the Board.
- 6.2.7 All policies must be non-contributory with other coverage or self-insurance available to the Board.

6.3 REQUIRED COVERAGE AND LIMITS

- 6.3.1 **Workers' Compensation.....Statutory Coverage**  
**Employer's Liability Insurance..... \$500,000 Each Accident**  
**\$500,000 Each Disease, Each Employee**  
**\$500,000 Each Disease Policy Limit**

6.3.1.1. All employees, leased or co-employees, independent contractors, and employees of subcontractors and vendors, occupants of the building as tenants, sub-tenants or sub sub-tenants, performing work for the Board, or entering upon the Board's premises, must be covered by Workers Compensation.

6.3.1.2. If Contractor is a sole proprietorship without employees and which will not be using any subcontractor(s) in the performance of the Contract Work, it may substitute the following for workers compensation insurance: The Contractor must provide the Board's Risk Management Department (Risk Management) with proof of medical insurance covering the sole proprietor and, as sole proprietor, must sign and provide to Risk Management a Hold Harmless and Indemnification Agreement in the form attached hereto as Exhibit .

- 6.3.2 **Commercial General Liability (CGL)**  
**Limit Any One Occurrence ..... \$ 1,000,000**  
**Damage to Rented Premises ..... \$100,000**  
**Personal and Advertising Injury ..... \$1,000,000**  
**Policy Aggregate (per location or per project) ..... \$2,000,000**  
**Products and Completed Operations Aggregate ..... \$2,000,000**

- 6.3.2.1. CGL coverage applies unless you provide only trucking, (no premises or operations other than driving, loading/unloading), or garage operations, (see below).
- 6.3.2.2. All Liability policies, except Pollution & Professional, must be written on an "Occurrence Form." Neither "Modified Occurrence" nor "Claims-Made" policies are acceptable, and the Contractor will be in contractual default if your insurance is "Modified Occurrence" or "Claims Made." If the Pollution or Professional Liability policy is Claims-Made, the Retroactive Date must be on or before the contract date or the date of the Contractor's first professional service to the Board, your first exposure to pollutants, or first work that may give rise to a pollution liability claim, related to our contract.
- 6.3.2.3. Aggregate limits of all Liability policies shall be "per project" or "per location," as appropriate. If any aggregate limit is reduced by 25% or more by reserved and/or paid claims, the contractor must notify the Board and promptly reinstate the required aggregates.
- 6.3.2.4. All Liability policies must provide unlimited defense costs in excess of policy limits.
- 6.3.2.5. All liability policies shall name the Board and the Cities (as defined above) as "Additional Insureds," including coverage for Products/Completed Operations.
- 6.3.2.6. All liability shall include Broad Form Contractual Liability covering the indemnification provisions of our contract.
- 6.3.2.7. All liability policies shall cover loss caused by the contractor's subcontractors, independent contractors, suppliers or other parties providing goods or services in connection with our contract.
- 6.3.2.8. All liability policies must contain a "severability of interests" provision.
- 6.3.2.9. All liability policies must cover cross-suits between insureds.
- 6.3.2.10. If the contractor's operations involve excavation, grading, filling, backfilling, road or similar construction, no Liability policy may contain exclusions for subsidence or earth movement.
- 6.3.2.11. If the contractor's operations involve any construction, no liability policy shall contain exclusions for hazards of explosion ("X"), collapse ("C") or underground ("U").
- 6.3.2.12. If the contractor's operations involve any construction, reconstruction, repair or similar work, no liability policy may contain any exclusion for such work.

6.3.3 **Business Automobile Liability**

**Combined Single Limit for Each Accident ..... \$500,000**

- 6.3.3.1. Coverage must apply to all vehicles (owned, non-owned, or hired) operating on our site/location, or transporting our people or property off our site, except vehicles operated by you or your employee(s) commuting in personal vehicles to our parking facilities, in which case you must only carry Employer's Non-Ownership coverage, (same limit), and ensure that such vehicle(s) are personally insured.
- 6.3.3.2. Auto pollution liability coverage is required on vehicles hauling hazardous cargo up to the limit required to comply with TXDOT filings.
- 6.3.3.3. If your operations are solely a garage (vehicle maintenance and repair), you must carry Garage Liability, instead of Business Auto Liability, but the Garage Liability must not be limited to auto liability only, and the same limit applies.

6.4 **ADDITIONAL COVERAGE AND LIMITS**

- 6.4.1 **Excess / Umbrella Liability – Provide applicable coverage**  
**Air Operations Area**

**(When work is required within air operations area) ..... \$10,000,000**

**Secure/Sterile Side Operations**

**(When work is required within secure side of terminal, but  
outside air operations area) ..... \$5,000,000**

- 6.4.1.1. Coverage must apply in excess of all required primary Liability insurance, and must be at least as broad as the underlying Liability insurance.
- 6.4.1.2. This coverage limit may be satisfied by adding the amounts of CGL and Excess/Umbrella Liability to arrive at a total of \$5,000,000 / \$10,000,000. The same would be applicable for Business Auto Liability and Excess/Umbrella Liability to arrive at a total of \$5,000,000 / \$10,000,000.

**6.4.2 Professional Liability Insurance..... \$1,000,000**

- 6.4.2.1. Your policy must cover the type of professional service you will provide in fulfilling your contract with the Board.
- 6.4.2.2. If the Professional Liability policy is Claims-Made, the Retroactive Date must be on or before the contract date or the date of the contractor’s first professional service to the Board.

**6.4.3 Pollution Liability Insurance..... \$1,000,000**

- 6.4.3.1. If you have any exposure to asbestos, lead, mold, (including any work that could, if not performed properly, lead to mold or fungal contamination), petroleum products, contaminated soils, or other pollutants, you shall provide appropriate Pollution Liability or Environmental Impairment insurance.
- 6.4.3.2. If the Pollution Liability policy is Claims-Made, the Retroactive Date must be on or before the contract date or the date of the contractor’s first exposure to pollutants, or first work that may give rise to a pollution liability claim, related to our contract.

**6.5 ADDITIONAL REQUIREMENTS**

- 6.5.1 If you are a crane/rigging operator or will hoist or move property of others in connection with our contract, you must have ‘care, custody & control’ exclusion deleted from your Commercial General Liability policy, or provide Rigger’s Liability coverage at least equal to the highest replacement cost of materials to be hoisted or moved.
- 6.5.2 If your vehicles carry materials belonging to others in connection with our contract, you must carry Cargo Liability coverage, at least equal to the highest value of property to be carried on a single vehicle, with terminal coverage at least equal to the highest value of property at one terminal, owned or controlled by you.
- 6.5.3 If you will store, warehouse, or otherwise have custody of property belonging to others in connection with our contract, you must have Warehousemen’s Liability, Bailee’s Customers’ Goods, Garage-Keeper’s Legal Liability or equivalent coverage at least equal to the highest value of property in your custody.
- 6.5.4 If our contract calls for you to construct a structure, you must purchase and maintain “All-Risk” Builders Risk insurance for the full completed value of the structure and contents, including all changes and sufficient limit to fund full and immediate reconstruction under adverse conditions. This policy shall cover our interests as Loss Payee, so any loss will be adjusted with and made payable to us as trustee for all insureds as their interest may appear.
- 6.5.5 If you transport materials, equipment, machinery or furnishings to, or store such property on, our construction site, you must carry an “All-Risk” Installation Floater with coverage at least equal to the greatest concentration of value, (including the cost of transit, installation labor and testing).

- 6.5.6 If you use rented equipment or tools on our job site or premises, you must carry Rented Equipment coverage sufficient to repair or replace damaged equipment.
- 6.5.7 If you sell or serve alcohol or alcoholic beverages, you must carry \$3,000,000 Liquor Legal Liability, not limited to 'host liquor' coverage.
- 6.5.8 If your work involves administration of Airport Funds, you must furnish a Third Party Fidelity Bond, which must remain in effect for the term of the contract, as modified and/or extended. The Board shall be named as "Loss Payee".
- 6.5.9 Should this Contract require the use of Subcontractors, it will be the sole responsibility of the General Contractor to either require Subcontractors to provide and maintain the insurance limits and coverages required herein or provide said insurance coverage for the subcontractor by designating the Subcontractor as an additional insured either by a blanket additional insured endorsement, or by specific endorsement.
  - 6.5.9.1. The General Contractor shall verify that such Subcontractors are in compliance with all contractual insurance requirements.
  - 6.5.9.2. The General Contractor shall assume all liability for those Subcontractors who do not meet the insurance requirements.
  - 6.5.9.3. Access to the Air Operations Area will not be granted without verification of insurance coverage as required.

## 6.6 CERTIFICATION OF INSURANCE

- 6.6.1 Upon execution of the contract or prior to commencement of work, whichever is first, you shall have your insurance agent(s), broker(s), or Insurer(s) enter your policy information into [www.Ins-Cert.com](http://www.Ins-Cert.com) , and link your policy data to us. You shall cause your insurance data to be kept current on **Ins-Cert.com** for the period of time you are liable for your product or work, but not less than the warranty period of our contract. You further agree to cause your insurance agent(s), broker(s) or Insurer(s) to properly register, use and pay the fees for using Ins-Cert.com, (your agent will be charged \$3 to enter your policy data, and 25¢ when we verify your coverage on-line, which is less than the cost of issuing certificates, so there should be no effect on your cost of insurance or service).
- 6.6.2 **Paper, faxed or e-mailed insurance certificates are NOT acceptable.**
- 6.6.3 You shall cause your insurance agent, broker or insurer to enter any restrictive or exclusionary provisions or endorsements that may affect you, us, and those required to be named as Additional Insureds, into "Special Exclusions" in Ins-Cert.com.
- 6.6.4 You further agree, upon our oral or written request, to furnish copies of your policies, certified by an authorized representative of the insurer(s), within ten (10) days of request.
- 6.6.5 All of your insurance policies shall contain a provision that written notice shall be given to the Board's Risk Management department, at least thirty (30) days prior to cancellation, except ten (10) days for non-payment of premium. In the event that you are notified that an insurer intends to terminate or non-renew a policy or reduce coverage below our requirements, you shall arrange acceptable alternate coverage to comply with our requirements and cause replacement coverage data to be obtained. In addition, you shall cause your agent, broker or insurer to enter a cancellation date into Ins-Cert.com, as soon as the effective date is known to the agency, brokerage or insurer, (if insurer enters data).
- 6.6.6 Upon execution of the contract or prior to commencement of work, whichever is first, you shall have your insurance agent(s), broker(s), or Insurer(s) enter your policy information into [www.Ins-Cert.com](http://www.Ins-Cert.com) , and link your policy data to us. You shall cause your insurance data to be kept current on Ins-Cert.com for the period of time you are liable for your product or work, but not less that through the warranty period of our contract.

- 6.6.7 No policy submitted shall be subject to limitations, conditions or restrictions that are inconsistent with the intent of the Insurance Requirements to be fulfilled by you. The Board's decision thereon shall be final.
- 6.6.8 Approval, disapproval or failure to act by the Board regarding any insurance obtained by you shall not relieve you of full responsibility or liability for damages and accidents as set forth herein. Neither shall the bankruptcy, insolvency or denial of liability by the insurance company exonerate you from liability.
- 6.6.9 No special payment, except when separate line item is provided, shall be made by the Board for any insurance that the Contractor may be required to carry; all are included in the Contract amount and the Contract unit prices.

**7 REIMBURSABLE EXPENSE PROVISIONS (Not Applicable)**

**END OF SPECIAL PROVISIONS**

## **GENERAL TERMS AND CONDITIONS**

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### **1 ASSIGNMENT**

The Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the Contract or its rights, title, or interests therein, or its power to execute such agreement to any other person, company, or corporation without the prior approval, in writing, by the Dallas/Fort Worth International Airport Board's (Board) Vice President of Procurement and Materials Management Department (PMM), whose approval shall be discretionary. Such consent shall not relieve the assignor of liability in the event of default by its assignee.

### **2 BOARD'S RIGHT TO INSPECT AND AUDIT**

- 2.1 The Contractor (and Contractor's suppliers, vendors, subcontractors, insurance agents and other agents) shall maintain and the Board shall have the right to examine records, documents, books, accounting procedures and practices and any other supporting evidence deemed necessary by the Board to substantiate compliance with the terms of this contract, including Change Orders. Such right of examination shall include reasonable access to and cooperation by all Contractor personnel who have worked on or have knowledge related to the performance of this Contract. Proprietary/Trade Secret information pertaining to this contract may not be withheld from the Board or its Authorized Representative.
- 2.2 The Contractor's, subcontractor's and related agent and vendor organization's documents, records and other evidence shall be subject to inspection and/or reproduction by the Board, its agents and Authorized Representatives. The Contractor shall provide the Board with retrievals of computer-based records or transactions that the Board determines to be necessary to conduct the audit. There shall be no charge to the Board for reasonable use of the Contractor's photocopy machine while conducting the audit, nor for any cost of retrieving, downloading to diskette, and/or printing any records or transactions stored in magnetic, optical, microfilm, or other media. The Contractor shall provide all records and retrievals requested, within seven (7) calendar days.
- 2.3 The documents, etc. described above shall be made available at the office of the Contractor at all reasonable times, for inspection, audit, and reproduction, until the expiration of three (3) years from the date of final settlement. Records that relate to appeals or litigation or settlement of claims arising out of the performance of this Contract shall be made available for a period of three (3) years from the date of final disposition of such appeals, litigation, or claims. The Contractor shall provide adequate and appropriate workspace to conduct all inspections, audits and reviews. The Board shall provide the Contractor with a reasonable advance notice of intended audit, inspections, and reviews.
- 2.4 The Contractor shall insert an item containing all these Audit provisions, including this paragraph, in all subcontracts hereunder except altered as necessary for the proper identification of the contracting parties and the Board under this Contract. Failure to insert these Audit provisions in all subcontracts hereunder shall be reason to exclude some or all of the related payee's costs from amounts payable to the Contractor pursuant to this Contract.
- 2.5 In addition, where projects are funded wholly or in part by federal grants, the FAA, the Secretary and the Comptroller General of the United States or any of their duly authorized representatives shall have access, for the purpose of audit and examination, to any books, documents, papers, and records of the recipient that are pertinent to grants received in accordance with CFR 49, Part 18, as it may be amended from time to time.
- 2.6 If an audit or review in accordance with this Section discloses overcharges (of any nature), by the Contractor, in excess of five percent (5%) of the contract value audited, the cost of the Board's audit shall be paid by the Contractor.

### 3 CHANGES IN CONTRACT

The Board reserves the right to make changes in the scope of the Work as may be considered necessary or desirable, and Contractor shall perform the Work as altered, whether increased or decreased, for a new Contract price equitably adjusted to reflect the changes. No allowance will be made for anticipated profits where the scope of the Work has been diminished. All Contract changes must be executed in writing by Contract Change Order signed by the Vice President of PMM or designee from the PMM Department. Payment will be made only for actual quantities of products delivered or Work performed.

### 4 CHARACTER OF WORKERS, METHOD AND EQUIPMENT

- 4.1 The Contractor shall, at all times, employ sufficient labor and equipment for performing the Work to full completion in the manner and time required by this Contract, plans, and specifications.
- 4.2 All workers shall conduct themselves with a courteous demeanor and professional manner. Contractor shall immediately remove any worker from performance of work at Board premises when one or more of the following occur:
- Neglect of duty
  - Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting
  - Theft, vandalism, immoral conduct or any other criminal action
  - Selling, consuming possessing or being under the influence of intoxicants, alcohol, or illegal substances that produce similar effects while on duty
  - Possession of a weapon on Airport property
  - Organizing or participating in any form of gambling
  - Misuse of equipment, computers or internet access
- 4.3 All equipment that is proposed to be used on the Work shall be of sufficient size and in such functional condition as to meet requirements of the Work and to produce a satisfactory quality of Work. Equipment used on any portion of the Work shall be such that no injury to previously completed Work, adjacent property, or existing airport facilities will result from its use.
- 4.4 When the methods and equipment to be used by the Contractor in accomplishing the Work are not prescribed in the Contract, the Contractor is free to use any methods or equipment that will accomplish the Work in conformity with the requirements of the Contract, plans, and specifications.
- 4.5 When the Contract specifies the use of certain methods and equipment, such methods and equipment shall be used, unless others are authorized by the Board's Technical Representative. If the Contractor desires to use a method or type of equipment other than specified in the Contract, he may request authority from the Board's Technical Representative to do so. The request shall be in writing and shall include a full description of the methods and equipment proposed and of the reasons for desiring to make the change. If approval is given and executed, it will be on the condition that the Contractor will be fully responsible for producing Work in conformity with Contract requirements. If, after trial use of the substituted methods or equipment, the Board's Technical Representative determines that the Work produced does not meet Contract requirements, the Contractor shall discontinue the use of the substitute method or equipment and shall complete the remaining Work with the specified methods and equipment. The Contractor shall remove any deficient Work and replace it with Work of specified quality, or take such other corrective action as the Board's Technical Representative may direct. No change will be made in basis of payment for the Contract items involved or in Contract time as a result of authorizing a change in methods or equipment under this subsection.

## 5 CODE OF BUSINESS ETHICS

- 5.1 All Board employees must adhere to the Board's Code of Business Ethics, which is included in this Section by reference. The Contractor is therefore prohibited from offering or providing Board employees, directly or indirectly, any gifts or other items that the Board's Code of Business Ethics does not allow the employee to accept. The Contractor shall ensure that all of its management and other Fair Labor Standard Act-exempt employees associated with this Contract read and understand the Board's Code of Business Ethics. The Board may require each such employee of the Contractor to acknowledge in writing that they have read and do understand the Board's Code of Business Ethics found online at [www.dfwairport.com/procurement/index.php](http://www.dfwairport.com/procurement/index.php).
- 5.2 Additionally, the Board frequently uses outside contractors to perform functions similar to those performed by Board employees (e.g., project managers, quality assurance inspectors, payment analysts, contract administrators, etc.). Contractor employees who perform work associated with this Contract (including any supplemental agreements, extra work authorizations, delivery orders, change orders, etc.) shall comply, in all respects, with the Board's Code of Business Ethics as it relates to their assigned scope of work on this Contract. For example, a quality assurance inspector may not accept a gift from a subcontractor that he or she is monitoring, if the Board's Code of Business Ethics would prohibit a Board employee performing the same duties from accepting the gift.
- 5.3 Any questions related to the interpretation of this Section shall be directed to the Airport Board's General Counsel.
- 5.4 The Contractor shall insert an Article containing all the provisions of this Section, including this paragraph, in all subcontracts hereunder executed except altered as necessary for the proper identification of the contracting parties and the Board under this Contract.

## 6 COMPLIANCE WITH LAWS

Contractor shall comply with all applicable Federal, State and Local laws, statutes and ordinances, and with all applicable regulations or orders of any governmental department, board, bureau or agency, including the Board.

## 7 CONFIDENTIAL OR PROPRIETARY INFORMATION

Any portion of the Contractor's Bid that is marked confidential or proprietary, or clearly states contains trade secrets of the Contractor may not necessarily guarantee the non-release of the information under the Public Information Act or as otherwise required by law. If access is requested to information in the Contractor's Bid so marked, the Board shall review the issues thoroughly and, if justified, shall request an opinion by the Attorney General's office prior to releasing any information requested under the Public Information Act.

## 8 CONTRACT

The Board and the Contractor agree to perform this Contract in strict accordance with the documents listed below, all of which are made a part of this contract, in the order of precedence listed. Subject to the order of precedence set forth below, the documents listed constitute the entire Contract between the parties.

- Addenda, if any
- Solicitation Specifications / Scope of Work
- Special Provisions
- General Terms and Conditions
- Contractor's Bid / Proposal

## 9 CONTRACTOR RESPONSIBILITIES / PERFORMANCE OF WORK

- 9.1 The Contractor shall be fully responsible for the quality and accuracy of any and all Work performed in conjunction with this Contract. Neither acceptance of such Work by the Board, nor payment therefore, shall relieve the Contractor of this responsibility. If and when applicable, the Contractor shall complete all services in conformity with professional standards, and shall provide qualified personnel to meet agreed upon schedules.
- 9.2 In addition, at its own expense, the Contractor shall:
  - 9.2.1 Take all precautions necessary per state regulations and/or OSHA Regulations to protect persons or property against injury or damages occurring as a result of its operations.
  - 9.2.2 Obtain all permits/licenses required to perform work or deliver products, including the Board's security requirements for Air Operations Area (AOA) badging regulations where applicable. Any cost for compliance shall be paid by the Contractor.
  - 9.2.3 Provide competent supervisors and workmen;
  - 9.2.4 Take all precautions necessary or required by law to protect persons or property against injury or damages occurring as a result of its operations;
  - 9.2.5 Perform the Work without unnecessarily interfering with Board operations;
  - 9.2.6 Provide all vehicles and tools as necessary for its use; and
  - 9.2.7 Protect existing facilities from damages and promptly repair or replace any damages caused by its employees or arising out of its operations.

## 10 DELIVERIES OF PRODUCT(S)

- 10.1 Delivery date is an important factor to the Board and may be required to be a part of each bid. The Board considers delivery time to be that period elapsing from the time the individual order is placed until that order or work thereunder is received by the Board at the specified delivery location.
- 10.2 All product(s) covered by this bid shall be delivered F.O.B. Destination DFW Airport, from point of assembly to the Dallas/Fort Worth area by railway freight or conveyed by truck or airfreight. The Board shall not be liable for any deliveries unless same has been received at the specified delivery location within the Dallas/Fort Worth International Airport, inspected and accepted as in full compliance with the Specifications. Risk of theft, destruction, loss or damage to any work, materials, shipment, or deliveries will be borne exclusively by the successful Bidder until after the Board completes its inspection and acceptance of said work, material, shipments, or deliveries; the burden and cost of insurance against such risks shall be assumed by the successful Bidder.
- 10.3 Delivery will be made only upon authorization of the Board's Technical Representative or Board's Vice President of PMM or designee, and shall be made if, as, and when required and ordered by the Board, at such intervals as directed.
- 10.4 Bidder warrants that all deliveries made under the Contract will be of the type and quality specified; and the Board's Vice President of PMM may reject and/or refuse any delivery that falls below the quality specified in the Specifications. The Board shall not be held to have accepted any delivery until after an inspection of same has been made and an opportunity to exercise its right of rejection has been afforded.
- 10.5 Failure by the Contractor to make reasonable delivery as and when requested shall entitle the Board's Vice President of PMM to acquire quantities from alternate sources wherever available, with the right to seek reimbursement from the Contractor for amounts, if any, paid by the Board over and above the bid price.

- 10.6 All materials delivered if required shall be free of any and all liens and shall upon acceptance thereof become the property of the Board, free and clear of any materialman's, supplier's, or other type liens.
- 10.7 Acceptance by the Board of any delivery shall not relieve the Contractor of any guarantee or warranty, express or implied, nor shall it be considered an acceptance of material not in accordance with the Specifications and shall not waive the Board's right to request replacement of defective material.

## 11 DELIVERY LOCATION

- 11.1 Unless otherwise directed by the specifications, order, or the Board's Technical Representative, the products to be furnished under this Contract shall be delivered to:

Dallas/Fort Worth International Airport Board  
Procurement and Materials Management Department  
3122 East 30<sup>th</sup> Street (Carbon Road)  
DFW Airport, Texas 75261

- 11.2 Successful Bidder may be required to provide notification of intent to deliver at least twenty-four (24) hours in advance of scheduled delivery. Unless otherwise agreed upon at time of notification, delivery must be accomplished between the hours of 8:00 a.m. and- 4:00 p.m., Monday through Friday (excluding Board-observed holidays).

## 12 DELIVERY / PERFORMANCE OF SERVICES

- 12.1 **Performance will be made only upon authorization of the Board's Vice President of PMM and shall thereafter be made if, as, and when required and ordered by the Board.**
- 12.2 Performance shall be at the location identified in the Contract or purchase order. When no location is specified, the Board's Technical Representative will provide direction.
- 12.3 The scope of this contract and requirements of the Board as shown in the contract specifications and bid shall not be considered as binding on the Board, and the work actually may be less than or greater than projected.
- 12.4 Bidder warrants that all work under the contract will be of the type and quality specified, and the Board's Vice President of PMM or designee, may reject, and/or refuse work that falls below the quality required in the specifications.
- 12.5 Failure by the Contractor to make reasonable progress as and when requested shall entitle the Vice President of PMM or designee, to seek work from alternate sources wherever available, with the right to seek reimbursement from the Contractor for amounts, if any, paid by the Board over and above the bid price.
- 12.6 All work performed under this Contract, as herein shown under the Specifications, shall be of the highest quality workmanship and shall in every respect meet or exceed the industry standards for this type contract.
- 12.7 Authorized Board personnel on a routine basis will make inspections. The Contractor must correct any deficiencies in the work performance disclosed during such inspections following receipt of notification. Continued failure to take such corrective actions could, at the Board's discretion, lead to termination of the Contract.
- 12.8 Failure of Contractor to fully comply with the terms and provisions of this Contract shall constitute grounds for declaring the Contractor in default.
- 12.9 The Contractor shall at all times when Work is in progress be represented in person, either by a qualified superintendent, or by other designated, qualified representative who is duly authorized to receive and execute orders of the Board.

### 13 DISPUTE RESOLUTION

The Board and Contractor agree that before either party files suit against the other to enforce, or otherwise relating to, the terms of this Contract, it shall notify the other party of its intent to sue. Upon delivery and receipt of such notice, the parties agree to submit the matter to be litigated to mediation before a mutually agreed upon mediator and to diligently pursue a mediated settlement until such time as the parties mutually agree to terminate such mediation or the mediator declares an impasse. No lawsuit under or relating to this Contract by one party against the other may be filed until mediation of the issue has ended in accordance with the terms hereof. Notwithstanding the foregoing, this section may be enforced by action for specific performance or injunctive relief.

### 14 FINANCIAL INTEREST

Contractor understands that Article 11 of the Contract and Agreement between The City of Dallas and The City of Fort Worth, dated April 15, 1968, prohibits any officer or employee of the Board from having any financial interest, direct or indirect, in any Contract with the Board, or be financially interested, directly or indirectly, in the sale to the Board of any land, materials, supplies, equipment or services, except on behalf of the Board as an officer or employee thereof. Any violation of this prohibition shall constitute malfeasance in office, and any officer or employee adjudged guilty thereof shall thereby be subject to removal from his/her office or position by the Board or the Chief Executive Officer. Any violation of this provision by a member of the Board shall be grounds for removal by a vote of two-thirds (2/3rds) of the City Council appointing such member.

### 15 FISCAL YEAR FUNDING

The Board's fiscal year begins October 1 and ends the following September 30. Budget funds are approved by the Board and the Cities of Dallas and Fort Worth on an annual basis. In the event the Board/Cities should fail to fund the Contract for any fiscal year during the Contract term, the Contract shall automatically terminate on the last day of the fiscal year for which funding has been approved. Contractor will be given no less than sixty-(60) days written notice of any such non-approval of Contract funding. Termination under this clause shall be without penalty to the Board.

### 16 FORCE MAJEURE

Neither Contractor nor the Board shall be responsible or deemed to be in default of its obligations to the other to the extent any failure to perform or delay in performing its obligations under this Contract is caused by events or conditions beyond the reasonable control of that party, and are not due to the negligence or willful misconduct of such party (hereinafter, "force majeure events"). For purposes of this Contract, force majeure events shall include, but not be limited to, acts of God or public enemy, war, riot or civil commotion, strikes, epidemic, fire, earthquake, tornado, hurricane, flood, explosion, or other catastrophes, or events or conditions due to governmental law, regulations, ordinances, order of a court of competent jurisdiction, executive decree or order. However, in the event of such delay(s) or nonperformance, the party so delayed shall furnish prompt written notice to the other party (including the date of inception of the force majeure event and the extent to which it will affect performance) and shall undertake all efforts reasonably possible to cure the delay or nonperformance and mitigate its effects or to otherwise perform. The Board shall not be responsible for payment for any product or service delayed or foreclosed by any force majeure event unless and until such delayed or foreclosed product or service is provided. The provisions of this section shall not preclude the Board from canceling or terminating this Contract (or any order for any goods or services included herein), or from revising the scope of the Work, as otherwise permitted under this Contract.

### 17 INDEMNIFICATION AND HOLD HARMLESS

#### 17.1 **CONTRACTOR COVENANTS AND AGREES TO FULLY INDEMNIFY AND HOLD HARMLESS, THE DALLAS/FORT WORTH INTERNATIONAL AIRPORT BOARD AND CITIES OF DALLAS AND FORT WORTH AND THE ELECTED OFFICIALS, EMPLOYEES, OFFICERS, DIRECTORS, VOLUNTEERS AND REPRESENTATIVES OF THE DALLAS/FORT WORTH INTERNATIONAL AIRPORT BOARD AND CITIES OF DALLAS AND FORT WORTH,**

**INDIVIDUALLY OR COLLECTIVELY, FROM AND AGAINST ANY AND ALL COSTS, CLAIMS, LIENS, DAMAGES, LOSSES, EXPENSES, FEES, INCLUDING WITHOUT LIMITATION ATTORNEY'S FEES, FINES, PENALTIES, PROCEEDINGS, ACTIONS, DEMANDS, CAUSES OF ACTION, LIABILITY AND SUITS OF ANY KIND AND NATURE, INCLUDING BUT NOT LIMITED TO, PERSONAL OR BODILY INJURY, DEATH AND PROPERTY DAMAGE, MADE UPON THE DALLAS/FORT WORTH INTERNATIONAL AIRPORT BOARD AND CITIES OF DALLAS AND FORT WORTH DIRECTLY OR INDIRECTLY ARISING OUT OF, RESULTING FROM OR RELATED TO CONTRACTOR'S ACTIVITIES UNDER THIS CONTRACT, INCLUDING ANY ACTS OR OMISSIONS OF CONTRACTOR, ANY AGENT, OFFICER, DIRECTOR, REPRESENTATIVE, EMPLOYEE, CONTRACTOR OR SUBCONTRACTOR OF CONTRACTOR, AND THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, DIRECTORS AND REPRESENTATIVES WHILE IN THE EXERCISE OF PERFORMANCE OF THE RIGHTS OR DUTIES UNDER THIS CONTRACT. THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL NOT APPLY TO ANY LIABILITY RESULTING FROM THE NEGLIGENCE OF DALLAS/FORT WORTH INTERNATIONAL AIRPORT BOARD AND CITIES OF DALLAS AND FORT WORTH, ITS OFFICERS OR EMPLOYEES, IN INSTANCES WHERE SUCH NEGLIGENCE CAUSES PERSONAL OR BODILY INJURY, DEATH, OR PROPERTY DAMAGE. IN THE EVENT CONTRACTOR AND DALLAS/FORT WORTH INTERNATIONAL AIRPORT BOARD AND CITIES OF DALLAS AND FORT WORTH ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE DALLAS/FORT WORTH INTERNATIONAL AIRPORT BOARD AND CITIES OF DALLAS AND FORT WORTH UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.**

- 17.2 **THE PROVISIONS OF THIS INDEMNIFICATION ARE SOLELY FOR THE BENEFIT OF THE PARTIES HERETO AND NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY.**
- 17.3 **CONTRACTOR SHALL PROMPTLY ADVISE THE DALLAS/FORT WORTH INTERNATIONAL AIRPORT BOARD AND CITIES OF DALLAS AND FORT WORTH IN WRITING OF ANY CLAIM OR DEMAND AGAINST THE DALLAS/FORT WORTH INTERNATIONAL AIRPORT BOARD AND CITIES OF DALLAS AND FORT WORTH OR CONTRACTOR KNOWN TO CONTRACTOR RELATED TO OR ARISING OUT OF CONTRACTOR'S ACTIVITIES UNDER THIS CONTRACT.**

#### **18 INDEPENDENT CONTRACTOR**

The relationship of Contractor to Board is that of Independent Contractor. Under no circumstances shall Board be considered in privity of Contract with any subcontractor or supplier hired by Contractor, and such subcontractor or supplier, if any, shall look solely to Contractor or to the Contract Bond Surety, if any, for recovery of any claims for monies owed for material supplied or labor performed relating to the Work hereunder.

#### **19 JURISDICTION**

This Contract shall be construed in accordance with the laws and court decisions of the State of Texas and be enforceable in Dallas County or Tarrant County, Texas, and if legal action is necessary by either party with respect to the enforcement of any and all of its terms and conditions, exclusive venue for same shall lie in Dallas and Tarrant Counties, Texas.

#### **20 DISADVANTAGED MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (DMWBE) PARTICIPATION**

- 20.1 It is the policy of the Board to remove barriers for Disadvantaged/Minority and Women-Owned Business Enterprises (DMWBEs) to compete and create a level playing field for DMWBEs to participate in Board contracts and related subcontracts.

- 20.2 Additional DMWBE Program requirements, if any, shall be included in the Special Provisions Section of this Contract.
- 20.3 The Contractor specifically agrees to comply with all applicable provisions of the Board's DMWBE Program and any amendments thereto. The Contractor agrees to include all Board DMWBE Program requirements in all subcontracts and to further require all subcontractors to include all DMWBE Program requirements into all sub-subcontracts. All subcontractors at all tiers agree to comply with all applicable provisions of the Board's DMWBE Program.

## 21 NEW MATERIALS

All products and components to be provided under this Contract shall be new (not used or reconditioned, and not of such age or so deteriorated as to impair their usefulness or safety), of current production, and of the most suitable grade for the purpose intended, unless otherwise specified. If at any time during the performance of this Contract the Contractor believes that the furnishing of supplies or components which are not new is necessary or desirable, it shall notify the Vice President of PMM immediately, in writing, including the reasons and proposing any consideration which will flow to the Board if authorization to use such supplies or components is granted.

## 22 NON-DISCRIMINATION

As a condition of this Contract, Contractor hereby covenants that it will take all necessary action to insure that, in connection with any Work under this Contract, it will not discriminate in the treatment or employment of any individual or groups of individuals on the grounds of race, color, religion, national origin, age, sex, or handicap unrelated to job performance, either directly, indirectly or through contractual or other arrangements. In this regard, Contractor shall keep, retain and safeguard all records relating to this Contract or Work performed hereunder for a minimum period of three years following final payment by Board or resolution of outstanding issues between the Board and Contractor, whichever is later, with full access allowed to authorized representatives of the Board upon request for purposes of evaluating compliance with this and other provisions of the Contract.

## 23 NOTICE OF DELAYS

Whenever the Contractor encounters any difficulty which is delaying or threatens to delay timely performance (including actual or potential labor disputes), the Contractor shall immediately give notice in writing to the Vice President of PMM, or designee, including all relevant information. Such notice shall not in any way constitute a basis for an extension of the delivery or performance schedule or be construed as a waiver by the Board of any right or remedies to which it is entitled by law or pursuant to provisions herein. Failure to give such notice, however, may be grounds for denial of any request for an extension of the delivery or performance schedule because of such delay.

## 24 PERSONAL LIABILITY OF PUBLIC OFFICIALS

In carrying out any of the Contract provisions or in exercising any power or authority granted to him by this Contract, neither the Board's Technical Representative, his/her authorized representatives, nor any employees or officers of the Board shall be personally liable.

## 25 PROTECTION AND RESTORATION OF PROPERTY

- 25.1 The Contractor shall be responsible for all damage or injury to property of any character, during the prosecution of the Work, resulting from any act, omission, neglect, or misconduct in his/her manner or method of executing the Work, or at any time due to defective Work or materials, and said responsibility will not be released until the project shall have been completed and accepted.
- 25.2 When or where any direct or indirect damage or injury is done to public or private property by or on account of any act, omission, neglect, or misconduct in the execution of the Work, or in consequence of the nonexecution thereof by the Contractor, the Contractor shall restore, at its own expense, such property to a condition similar or equal to that existing before such damage or

injury was done, by repairing, or otherwise restoring as may be directed, or he shall make good such damage or injury in an acceptable manner.

## 26 PUBLIC CONVENIENCE AND SAFETY

The Contractor shall control its operations and those of its subcontractors and all suppliers to assure the least inconvenience to the Board operation. Under all circumstances, safety shall be the most important consideration.

## 27 SEVERABILITY

If any provision of the Contract is declared or found to be illegal, unenforceable or void, in whole or in part, then both parties shall be relieved of all obligations arising under such provision, but only to the extent that it is illegal, unenforceable or void, it being the intent and agreement of the parties that the Contract shall be deemed amended by modifying such provision to the extent necessary to make it legal and enforceable while preserving its intent or, if that is not possible, by substituting therefore another provision that is legal and enforceable and achieves the same objectives. Any such invalidity, illegality, or unenforceability shall not affect any other provision of the Contract. The parties agree to negotiate in good faith for a proper amendment to the Contract in the event any provision thereof is declared illegal, invalid or unenforceable.

## 28 TAX EXEMPTION STATUS

Purchases by the Airport Board are exempt from sales and use tax under Section 151.309 of the Texas Tax Code (the "Code"). In addition, Contractor purchases of tangible personal property and taxable services for the purpose of reselling them to the Board under this Contract may also be exempt from sales and use tax under Code Section 151.302. Where legally permitted, Contractor shall provide the vendor or supplier with a properly executed resale certificate at the time of purchasing tangible personal property and/or taxable services that are to be resold to the Board under this Contract.

## 29 TEMPORARY SUSPENSION OF THE WORK

- 29.1 The Board Technical Representative, in conjunction with PMM, shall have the authority to suspend the Work wholly, or in part, for such period or periods as he may deem necessary, due to unsuitable weather, or such other conditions as are considered unfavorable for the performance of the work, or for such time as is necessary due to the failure on the part of the Contractor to carry out orders given or perform any or all provisions of the Contract.
- 29.2 In the event that the Contractor is ordered by the Board's Technical Representative, in writing, to suspend Work, in whole or in part, for some unforeseen cause not otherwise provided for in the Contract and over which the Contractor has no control, the Contractor shall be paid that part of the Work, if any, not shut down, and for extended overhead, if any relating to the part of the Work suspended. No allowance will be made for anticipated profits. The period of shutdown shall be computed from the effective date of the Technical Representative's order to suspend Work to the effective date of the Technical Representative's order to resume the Work. Claims for extended overhead shall be filed with the Board's Technical Representative within the time period stated in the Board's Technical Representative's order to resume Work. The Contractor shall submit with his/her claim information substantiating the amount shown on the claim. The Board's Technical Representative will forward the Contractor's claim to the Board for consideration in accordance with local laws or ordinances. No provision of this article shall be construed as entitling the Contractor to compensation for delays due to inclement weather, for suspensions made at the request of the Contractor, or for any other delay provided for in the Contract, plans, or specifications.
- 29.3 If it should become necessary to suspend Work for an indefinite period, the Contractor shall store all materials in such manner that they will not become an obstruction nor likely to become damaged in any way.

### 30 TERMINATION OF CONTRACT: DEFAULT AND REMEDIES

In the event of default by the Contractor, the Contractor may be given written notice to cure the default, detailing the nature of the default and the recommended remedy to the default. The Contractor shall have seven (7) days to respond to the notice and should recommend a cure and any associated plan of action. The Contractor shall have thirty (30) days from the date of receipt of the notice to cure the default. If the Contractor has not cured the default on the 31st day after receipt of the notice, the Board may terminate the contract and/or pursue any and all relief, at law or in equity, to which it may be entitled by reason of such default.

### 31 TERMINATION OF CONTRACT FOR BOARD CONVENIENCE

Whenever the Board, in its discretion, deems it to be in the Board's best interests, it may terminate this Contract for the Board's convenience. Such termination shall be effective thirty (30) days after Board delivers written notice of such termination for convenience to the Contractor. Upon receipt of such notice from Board, Contractor shall not thereafter incur, and Board shall have no liability for, any costs under this Contract that are not necessary for actual performance of the Contract between the date of the notice of termination for convenience and the effective date of that termination for convenience. In the event of a termination for convenience hereunder, Board shall have no liability to Contractor for lost or anticipated profit resulting therefrom.

### 32 TERMS OF PAYMENT

- 32.1 Terms of payment to the successful Bidder will be contingent upon the terms provided in the Contract and based on invoices submitted to and approved by the Vice President of PMM or designee. If no payment term is identified in the Contract, the contractor shall be allowed to invoice once per month and the payment will be made Net 30 days after receipt of a valid invoice. Invoices shall be fully documented in accordance with the specifications.
- 32.2 Payment may be delayed on invoices not listing the Contract number. Invoices shall be priced per unit prices as awarded unless Contractor invoices at a discounted unit price. If Contractor invoices for less than the contracted unit price, the Board has the right to accept invoice and pay the discounted price as full satisfaction of compensation due the Contractor.
- 32.3 Invoices will be paid following delivery and acceptance unless special arrangements are made through the Vice President of PMM for partial payment or progress payments. Progress payments will be made following receipt of a valid invoice submitted by the Contractor. Invoices must reflect only the amount due for accepted portion of the services performed, materials, and equipment furnished for the period covered by each invoice.
- 32.4 Upon payment by the Board, Contractor shall pay each subcontractor the appropriate share of the payment no later than the tenth (10th) calendar day after the day on which the Contractor receives payment from the Board.
- 32.5 Unless otherwise directed, invoices shall be submitted to:
- Dallas/Fort Worth International Airport Board  
PMM Contract Payables  
P. O. Box 619428  
Dallas/Fort Worth Airport, Texas 75261-9428

### 33 THIRD-PARTY BENEFICIARY CLAUSE

It is specifically agreed between the parties executing the Contract that it is not intended by any of the provisions of any part of the contract to make the public or any member thereof a third party beneficiary or to authorize anyone not a party to the contract to maintain a suit on or under the Contract.

#### 34 WARRANTY INFORMATION

Manufacturers' standard warranty for parts and labor must be included in the prices bid and must meet or exceed any additional warranty requirements specified herein. All manufacturers' warranties shall inure to the benefit of the Board, and replacement of defective materials shall be made promptly upon request. All warranties are subject to compliance with the Uniform Commercial Code. Warranty shall be effective the date of acceptance by the Board.

**END OF GENERAL TERMS AND CONDITIONS**

**BID RESPONSE FORMS**

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TO: Vice President of Procurement and Materials Management Department  
Dallas/Fort Worth International Airport Board  
P. O. Box 619428  
DFW Airport, Texas 75261-9428

FROM: \_\_\_\_\_  
BIDDING FIRM

**1 BID PRICING**

The undersigned, as an independent contractor, hereby offers to provide to the Dallas/Fort Worth International Airport Board (Board), at the terms and conditions contained in this Solicitation No. **7005236** and this Bid, the following goods and/or services at the prices hereby bid:

ITEM NO.	DESCRIPTION	EST QTY	UNIT PRICE	EXTENDED PRICE
1.	<b>COST PER IMAGE</b>	<b>300,000</b>	<b>\$</b>	<b>\$</b>

Payment terms: Net \_\_\_\_\_; \_\_\_\_\_% discount in \_\_\_\_\_ days.

**2 COOPERATIVE PURCHASING PROVISION (ACCEPTANCE OPTIONAL):**

As permitted under Title 8, Chapter 271, Subchapter F., Section 271.101 and 271.102 V.T.C.A. and Title 7, Chapter 791, Subchapter C., Section 791.025, V.T.C.A., other local governmental entities may wish to also participate under the same terms and conditions contained in this contract. Each entity wishing to participate must enter into an Interlocal Agreement with the Board and have prior authorization from the Contractor. If such participation is authorized, all purchases or services will be issued directly from, and shipped directly to, the local governmental entity requiring products or services. The Board shall not be held responsible for any orders placed, deliveries made or payment for products or services ordered by these entities. Each entity reserves the right to determine their participation in this Contract.

Bidder's authorized agent must indicate if Bidder agrees to allow other governmental entities to participate in this Contract, if awarded, under the same terms and conditions by checking the appropriate box below. Bidders will not be penalized for not agreeing to this Provision.

- Yes, Agree to Cooperative Purchasing Provision
- No, Do Not Agree to Cooperative Purchasing Provision



**ORGANIZATIONAL SUMMARY INFORMATION**

---

- 1. BIDDING FIRM: \_\_\_\_\_
- 2. Social Security or Taxpayer Identification Number: \_\_\_\_\_  
(NOTE: Submit copy of Bidder's current W-9 Form.)
- 3. In what state is the principal place of business? \_\_\_\_\_
- 4. Does the state in which the principal place of business or home office is located have local supplier or manufacturer preference laws? No  Yes  If yes, give applicable percentage: \_\_\_\_\_%, or other conditions:  
  
\_\_\_\_\_

5. Optional Information:

- Small Business
- DMWBE
  - Caucasian Woman Owned
  - Black American Owned
  - Hispanic American Owned
  - Asian Pacific American Owned
  - American Indian Owned
  - Black American Woman Owned
  - Hispanic American Woman Owned
  - Asian Pacific American Woman Owned
  - American Indian Woman Owned
  - Other (Please Define):

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Certified as a State of Texas Historically Underutilized Business (HUB)  
ID Number: \_\_\_\_\_

Certified as Minority/Women Business Enterprise by the North Central Texas Regional Certification Agency (NCTRCA)

NCTRCA Certification Number: \_\_\_\_\_

Additional Comments if Desired:

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**WORK FORCE COMPOSITION**

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BIDDING FIRM \_\_\_\_\_

DATE COMPLETED \_\_\_\_\_

Full Time Employees	Total No. Employees			White			American Indian			Black			Hispanic			Other*		
	M	F	%	M	F	%	M	F	%	M	F	%	M	F	%	M	F	%
M = Male F = Female																		
Administrative & Managerial																		
Professional																		
Technical																		
Sales Workers																		
Office & Clerical																		
Skilled Workers																		
Semiskilled Workers																		
Unskilled Workers																		
Apprentices																		
Seasonal, Temporary & Part Time																		
<b>TOTAL</b>																		

Remarks \_\_\_\_\_

\* Please use additional sheets to identify the ethnicity of employees identified in this category.

**BID ENDORSEMENT FORM**

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The undersigned, in submitting this Bid and endorsement of same, represents that he/she is authorized to obligate his/her firm, and that he/she has read this entire Solicitation package, is aware of the covenants contained herein and will abide by and adhere to the expressed requirements.

THE BIDDER AGREES THAT THIS BID, WHEN ACCEPTED BY THE BOARD SHALL CONSTITUTE A CONTRACT EQUALLY BINDING BETWEEN THE BIDDER AND THE BOARD. Acceptance may take the form of an Acceptance Letter or Purchase Order issued by the Board, or a Contract document issued by the Board and executed by both parties, followed by a Notice to Proceed issued by the Board. Each of these forms constitutes a legal contract equally binding between the Successful Bidder and the Board. After bid acceptance, no different or additional terms shall become part of the Contract without a properly executed change order.

BID FOR SOLICITATION NO. 7005236  
SUBMITTED BY:

---

**(OFFICIAL NAME OF BIDDING FIRM)**

By: \_\_\_\_\_  
(Original Signature of Bidding Firm's Authorized Agent)

***Must be signed for bid to be considered responsive***

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)