

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

Metropolitan Washington Airports Authority Procurement and Contracts Dept., MA-29 1 Aviation Circle, Suite 154 Washington, DC 20001-6000		1. FOR INFORMATION CONTACT NAME: Karen L. Mallicoat TELEPHONE NUMBER: <i>(No Collect Calls)</i> 703-417-8670	
2. REQUEST FOR QUOTATIONS NUMBER 1-15-P176		3. DATE ISSUED October 1, 2015	
4. DESCRIPTION OF GOODS OR SERVICES Metropolitan Washington Airports Authority Request for Quotations (RFQ) for a new, current model year, minimum 60 Horsepower 4x4 Utility Tractor with Finish Mower and Rotary Broom, having the pertinent salient characteristics of a John Deere model 4066R HST with a Bush hog TD 1500 flex wing finish mower and an M-B Model HT front mount rotary broom or MWAAs approved equal for the Pavement and Grounds Maintenance Shop at Washington Dulles International Airport, in accordance with the Specifications included at Attachment 01. All questions concerning this solicitation must be submitted by 3:00 PM October 9, 2015 via the Airports Authority's website at: http://www.mwaa.com/business/current-contracting-opportunities			
5. LOCAL DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION REQUIREMENT This Request for Quotations has a 0% LDBE participation requirement.			
6. DEADLINE FOR QUOTATION SUBMISSION Sealed quotations in original and 2 copies are due at the place specified at the top of this form by 2:00 P.M. local time, October 28, 2015 . Sealed envelopes containing quotations shall be marked to show the quoter's name and address, the RFQ number, and the date and time quotations are due. The Authority reserves the right to make an award based on this solicitation. NOTE: Quoters are responsible for verifying number and dates of amendments prior to submitting a quotation. Failure to acknowledge an amendment may result in quotation being determined non-responsive.			
7. NAME AND ADDRESS OF QUOTER <i>(Include Zip Code)</i>		9. REMITTANCE ADDRESS <i>(If different than Item 7)</i>	
8A. TELEPHONE NUMBER		10A. E-MAIL ADDRESS	
8B. FAX NUMBER		10B. COMPANY INTERNET WEBSITE	
NOTICE: Quotation shall be valid for 60 days			
11. ACKNOWLEDGMENT OF AMENDMENTS <i>(This quoter acknowledges receipt of amendments to this Request for Quotations - give number and date of each)</i>		12A. NAME & TITLE OF PERSON AUTHORIZED TO SIGN	
AMENDMENT NO.			
DATE			
12B. SIGNATURE		12C. DATE	

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Metropolitan Washington Airports Authority
PRICE SCHEDULE

NAME OF OFFEROR OR CONTRACTOR	SOLICITATION OR CONTRACT NUMBER	PAGE
	1-15-P176	III-1 of 1

ITEM NO.	SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT
SCOPE OF WORK: The Contractor shall provide a new, current model year, minimum 60 horsepower, 4 wheel drive, Utility Tractor with options, warranty, spare parts, 15 ft. finish mower and 6 ft. rotary broom for Washington Dulles International Airport in accordance with the Specifications included at Section X, Attachment 01.					
01	Tractor as per specification, including warranty and options	1	EA	\$ _____	\$ _____
02	Spare parts kit (filters)	1	EA	\$ _____	\$ _____
03	Finish Mower	1	EA	\$ _____	\$ _____
04	Rotary Broom	1	EA	\$ _____	\$ _____
	Total Base Price Items 1-4				\$ _____

Delivery is required 150 days ARO. A firm delivery date must be written in the space provided below. Please specify the earliest delivery date and provide the following information.

Item 01:

Delivery Date: _____

BASIS OF AWARD: Award will be made to the lowest, responsible Offeror whose quotation is in conformance with the solicitation.

SECTION IV - REPRESENTATIONS AND CERTIFICATIONS

01 PARENT COMPANY AND IDENTIFYING DATA

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

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

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

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

Parent Company's Employer's
Identification Number

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

_____.

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

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

_____.

02 TYPE OF BUSINESS ORGANIZATION

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

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

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

03 AUTHORIZED NEGOTIATORS

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

04 LOCAL DISADVANTAGED BUSINESS ENTERPRISE REPRESENTATION

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

05 MINORITY BUSINESS ENTERPRISE REPRESENTATION

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

06 WOMEN BUSINESS ENTERPRISE REPRESENTATION

- A. Representation. The offeror represents that it [] is, [] is not a Women Business Enterprise.

B. Definitions. A **Women Business Enterprise** is:

1. A firm of any size which is at least **51%** owned by one or more women or, in the case of a publicly-owned corporation, at least **51%** of stock must be owned by one or more such women; and
2. Whose management and daily business operations are controlled by such persons.

C. Certification. As verification of this representation, the offeror is encouraged to attach a copy of a current MBE/WBE certification from any agency to be used for the Authority's monitoring of MBE/WBE participation in its program.

07 CONTRACTOR IDENTIFICATION

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

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

08 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

A. The offeror certifies that --

1. The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (a) those prices, (b) the intention to submit a offer, or (c) the methods or factors used to calculate the prices offered;
2. The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
3. No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

B. Each signature of the offeror is considered to be a certification by the signatory that the signatory:

1. Is the person in the offeror's organization responsible for determining the prices being offered in its offer, and that the signatory has not participated and will not participate in any action contrary to subparagraphs A.1. through A.3. above; or
2. a. Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs A.1. through A.3. above

(Insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this offer or proposal, and the title of his or her position in the offeror's organization);

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

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

09 SUBCONTRACTORS

The offeror represents that it intends to utilize the below listed subcontractor(s) if it is awarded a contract as a result of this solicitation.

<u>NAME OF SUBCONTRACTOR</u>	<u>SUBCONTRACTOR ADDRESS</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Once contract award has been made, the prime contractor shall not deviate from use of the above subcontractor(s) without prior submission and Contracting Officer approval of revised LDBE Exhibits, as applicable.

10 CERTIFICATION OF COMPLIANCE WITH EMPLOYMENT ELIGIBILITY VERIFICATION, FORM I-9

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

11 CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

- A. 1. The Offeror certifies, to the best of its knowledge and belief, that -
 - a. The Offeror and/or any of its Principals -
 - (1) Have [] have not [] been debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal, state, or local agency within the three (3) year period preceding this offer;
 - (2) Have [] have not [] had contractor or business license revoked within the three (3) year period preceding this offer;
 - (3) Have [] have not [] been declared non responsible by any public agency within the three (3) year period preceding this offer;

- (4) Have [] have not [], within the three (3) year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or sub-contract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; violation of labor, employment, health, safety or environmental laws or regulations;
 - (5) Have [] have not [], within the three (3) year period preceding this offer, been indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subparagraph A.1.a.(4). of this provision; and
 - (6) All performance evaluations within the three (3) year period preceding this offer have [] have not [] received a rating of satisfactory or better. If not, please provide a copy of the evaluation with detailed explanation.
 - b. The Offeror has [] has not [] within the three (3) year period preceding this offer, had one or more contracts terminated for default by any Federal, state or local agency.
 2. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
- B. The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 - C. A certification that any of the items in paragraph A. of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.
 - D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph A. of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - E. The certification in paragraph A. of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, the Contracting Officer may terminate the contract resulting from this solicitation for default.

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

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

02 TAXES

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

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

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

03 PROMPT PAYMENT DISCOUNTS

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

04 ACKNOWLEDGMENT OF AMENDMENTS

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

05 SUBMISSION OF QUOTATIONS

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

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

B. Quotations which are submitted via facsimile or any other form of electronic transmission will not be considered unless authorized by this RFQ. Quotations may, however, be modified by written or facsimile notice, if that notice is received by the time specified for receipt of quotation.

C. Quotations, modifications thereof, and all documentation submitted in support of the offer, including but not limited to, written narrative, enclosures, submittal, examples of past work, financial statements, and videos will become the property of the Authority and will not be returned.

06 LATE SUBMISSION, MODIFICATIONS, AND WITHDRAWALS OF QUOTATIONS

A. Any quotation received at the office designated in the RFQ after the exact time specified for receipt will not be considered unless it is received before award is made and:

1. Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of quotations (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th); or
2. Was sent by overnight express delivery service (i.e. FedEx, UPS, Airborne Express, U.S. Postal Service Express Mail, or other similar guaranteed delivery service) in time to have arrived prior to the date and time specified for receipt of quotations.
3. Was sent by mail or by overnight express delivery service (or was electronically transmitted via fax or e-mail if authorized), and it is determined that the late receipt was due solely to mishandling by the Authority after receipt at the Authority's offices.
4. Is in the Authority's best interest to accept the quotation.

B. Any modification or withdrawal of a quotation is subject to the same conditions as in paragraph A.1. through 4. above.

C. The only acceptable evidence to establish the date of mailing of a late quotation, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark

shows a legible date, the quotation, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, quoters should request the postal clerks to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

- D. The only acceptable evidence to establish the time of receipt at the Authority's offices is the time/date stamp of that office on the quote wrapper or other documentary evidence of receipt maintained by the Authority.
- E. The only acceptable evidence to establish the date of mailing of a late quotation, modification, or withdrawal sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on the envelope or wrapper and on the original receipt from the U.S. Postal Service.
- F. Notwithstanding paragraph A. above, a late modification of an otherwise successful quotation that makes its terms more favorable to the Authority will be considered at any time it is received and may be accepted.
- G. Quotations may be withdrawn in person by a quoter or its authorized representative if, before the exact time set for receipt of quotations, the identity of the person requesting withdrawal is established and that person signs a receipt for the quotation.

07 DELIVERY

Delivery is desired on or before 150 days ARO. All items shall be delivered to the following address:

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

08 BRAND NAME OR APPROVED EQUAL

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

09 AUTHORITY APPROVED EQUAL

Quoters are advised that these specifications, although generally reflecting the characteristics, attributes, and construction features required, are set forth for illustrative purposes only. Quotations are invited for

vehicles/equipment having generally the same characteristics of those specified. In submitting quotations, quoters **must furnish specifications, brochures, and other relevant data** as required in the attached specifications so that the Authority may fairly determine what is in its best interest. The Authority, in its analysis, will consider relative costs, equivalency of features, serviceability, the design of the vehicle/item quoted, and other pertinent data.

10 EXCEPTIONS TO SPECIFICATIONS

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

11 ITEMIZED LIST

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

12 DOCUMENTS REQUIRED IN RESPONSE TO THIS REQUEST FOR QUOTATIONS

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

- A. Request for Quotations form
- B. Price Schedule (Section III)
- C. Representations and Certifications (Section IV)
- D. LDBE Certification Exhibits as applicable:
 - Exhibit A, Voluntary Efforts to Obtain MBE/WBE Participation
 - Exhibit D1, Contract Participation Form
- E. Specifications Form (Section X, Attachment 01)
- F. Exceptions to Specifications Form (Section X, Attachment 02).
- G. Detailed itemized list identifying all equipment items, features, and options actually included as part of the specific unit being quoted to the Authority.
- H. Warranty/Warranty Statement per Section X-Attachment 01 Specifications.
- I. Other applicable documents addressing areas not listed above, but are required by the request for quotations and/or Specifications.

13 WORKING HOURS

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

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

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

SECTION VI - RESERVED

SECTION VII - PURCHASE ORDER GENERAL TERMS AND CONDITIONS

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

01 DEFINITIONS

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

02 CONTRACT

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

03 ACCEPTANCE

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

04 INCONSISTENT TERMS

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

05 CHANGES

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

06 EXTRAS

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

07 PRICE

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

08 PAYMENT

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

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

09 TIME OF THE ESSENCE; DELAY

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

10 WARRANTY AND GUARANTEE

- A. Seller expressly represents and warrants that all goods and services purchased pursuant to this Order shall conform to Buyer's specifications as set forth in this Order and to the drawings, samples, or other descriptions furnished or adopted by Buyer. Seller represents and guarantees all material and equipment furnished by Seller will be of first quality and made of new materials and components unless otherwise specified, and that Seller's work will be performed in a skillful and workmanlike manner. Seller further warrants that all goods delivered shall be free of liens, encumbrances or other title defects.
- B. Except as explicitly changed on the face of the Order, Seller guarantees all materials and workmanship for a period of one (1) year from date on first operations or first use, but not to exceed eighteen (18) months from date of receipt; normal wear and tear and corrosion excepted. Seller will extend to Buyer, or its designee, all applicable warranties extended to Seller by its suppliers.
- C. Based on written notification from Buyer, Seller agrees to repair, replace or reperform all defective or nonconforming items or work and such repair, replacement, or reperformance will be made free of charge. Replacement goods shall be sent F.O.B. Buyer's delivery point as designated on the face of this Order. Obligations and liabilities of Seller hereunder shall inure to the benefit of Buyer.
- D. Seller is responsible for conformance to specifications, performance, and guarantees of auxiliary apparatus, equipment, and components furnished by Seller through subvendors as part of this Order.

11 INDEPENDENT CONTRACTOR RELATIONSHIP

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

12 PERMITS

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

13 TRADEMARKS, COPYRIGHTS, PATENTS

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

14 INSPECTION AND ACCEPTANCE

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

15 SHIPMENT

Seller will deliver the material and equipment described herein in a condition acceptable to the Buyer, properly packaged for protection of shipment at the F.O.B. point (according to normal business practices) as designated on the face of this Order. Shipment to be at no additional cost to Buyer, unless otherwise specified herein. All Orders shall be shipped complete, as ordered. If only a portion of the Order is available for shipment to meet the required shipment date, Seller shall advise Buyer of the partial availability and ship the available equipment unless directed by the Buyer to reschedule the entire shipment.

16 PACKING

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

17 MARKING

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

18 VARIATION IN QUANTITY

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

19 TITLE

- A. Title to all material purchased or otherwise acquired hereunder by the Seller to effect performance under this Order will vest in the Buyer upon acceptance of such materials by Buyer.
- B. All drawings, data, designs, specifications or other work developed under this Order and other information furnished to or generated by the Seller, will remain or become the property of Buyer and will be delivered to Buyer during performance of the work if requested by Buyer or upon completion or

termination of this Order. Seller shall use its best efforts to prevent disclosure of such data to third parties without the knowledge and consent of Buyer.

20 COMPLIANCE WITH LAWS, REGULATIONS, AND CODES

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

21 TERMINATION FOR DEFAULT

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

22 TERMINATION FOR CONVENIENCE

The Buyer, by written notice, may terminate this Order, in whole or in part, when it is in the best interest of the Buyer. The Seller shall be compensated in accordance with the payment provisions of this Order for (i) services rendered or goods delivered prior to the effective date of termination; (ii) all actual costs incurred by Seller in connection with goods not completed or delivered to Buyer (except that there shall be no allowance for such goods that are Seller's standard stock); and (iii) a reasonable termination fee intended to compensate Seller for unrecoverable costs incurred, *provided* that the total of such amounts shall not exceed the total price stated in this Order.

23 BANKRUPTCY

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

24 REMEDIES

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

25 ASSIGNMENT

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

26 WAIVER OF BREACH AND SEVERABILITY

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

27 DISPUTES AND GOVERNING LAW

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

28 INDEMNITY

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

29 INSURANCE

The Contractor shall procure and maintain at its expense adequate liability, employers liability, and workers compensation insurance to protect the Airports Authority and its agents, employees with respect to the indemnity provisions of the Contract and any claims under workers compensation, safety and health and similar laws and regulations relating to the goods and services furnished herein. If requested, Contractor shall furnish evidence of such insurance in form and substance satisfactory to the Airports Authority.

30 FEDERAL, STATE, AND LOCAL TAXES

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

31 ENTIRE AGREEMENT

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

32 BILLING INSTRUCTIONS

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

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

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

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

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

33 ELECTRONIC TRANSFER OF FUNDS

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

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

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

The W-9 information is requested so that we may determine the need to file IRS Form 1099 in connection with payments made by the Authority to the Seller. To assure accurate maintenance of your firm's status, the submission of the W-9 is required for each contract or purchase order executed by and between the Authority and its contractors. If the term of the contract exceeds one year, the Authority may request periodic resubmission of the W-9. If the Seller fails to submit the form by the deadline stated in the resubmission request, the Authority may refuse to pay invoices until the form has been submitted.

35 F.O.B. DESTINATION

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

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

B. The Seller shall--

1.
 - a. Pack and mark the shipment to comply with Order specifications; or
 - b. In the absence of specifications, prepare the shipment in conformance with carrier requirements;

2. Prepare and distribute commercial bills of lading;
3. Deliver the shipment in good order and condition to the point of delivery specified in the Order;
4. Be responsible for any loss of and/or damage to the goods occurring before receipt of the shipment by the consignee at the delivery point specified in the Order;
5. Furnish a delivery schedule and designate the mode of delivering carrier; and
6. Pay and bear all charges to the specified point of delivery.

36 CORRESPONDENCE PROCEDURES

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

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

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

01 EQUAL OPPORTUNITY

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

02 MBE/WBE PARTICIPATION

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

03 TECHNICAL ASSISTANCE

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

04 MONITORING OF MBE/WBE PARTICIPATION

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

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

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

05 EMPLOYMENT OF VETERANS

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

Voluntary Efforts to Obtain MBE/WBE Participation

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

Project Name: _____
 Solicitation Number: _____
 Contractor: _____

Did your company:

YES NO

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

SECTION IX - LOCAL DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION REQUIREMENTS

01 LDBE PARTICIPATION

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

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

02 MONITORING OF LDBE PARTICIPATION

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

Failure to submit Contract Participation Form (Exhibit D1) by the deadline specified by the Contracting Officer may result in rejection of the offer.
 2. By accepting this contract, the Contractor agrees to the following requirements:
 - a. The Contractor shall submit a revised Contract Participation Form (Exhibit D1) which reflects changes in the subcontractor participation associated with the modifications to the contract. A revised Exhibit D1, if required, shall be provided to the Contracting Officer concurrent with submission of the proposal for the changed work.
 - b. The Contractor shall submit a completed Invoice Attachment Form (Exhibit J1) with each invoice. The Contractor is responsible for the accuracy of all information reported.

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY CONTRACT PARTICIPATION FORM – ZERO LDDB

Check One: Original Revised Date: _____ Contract No.: _____

Name of Offeror: _____ Project Name: _____

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

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

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

Signature: _____ Date: _____

TYPE OF FIRM

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

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

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

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY INVOICE ATTACHMENT FORM – ZERO LDBE

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

#	NAME OF SUBCONTRACTOR	BUSINESS ADDRESS (CITY, STATE, ZIP)	DESCRIPTION OF WORK	* LD BE	M BE	W BE	O T H E R	MONTHLY CONTRACT INFORMATION				% C O M P L E T E	% LD BE
								ORIGINAL SUBCONTRACT AMOUNT	CURRENT SUBCONTRACT AMOUNT	TOTAL PAYMENTS TO DATE	AMOUNT THIS INVOICE		
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
SUBCONTRACTOR TOTALS													
PRIME CONTRACTOR TOTAL													
TOTAL THIS INVOICE													

* PUT AN "X" IN THIS COLUMN ONLY IF SUBCONTRACTOR IS AN AUTHORITY CERTIFIED LDBE.

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

Signed: _____ Title _____ Date _____

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

SECTION X - ATTACHMENTS

ATTACHMENT 01

SPECIFICATIONS

MINIMUM 60 HORSEPOWER 4X4 UTILITY TRACTOR WITH ATTACHMENTS

SPECIFICATIONS FOR MINIMUM 60 HORSEPOWER 4X4 UTILITY TRACTOR WITH ATTACHMENTS

PURPOSE: It is the intent of this specification to describe a new, current model year, minimum 60 horsepower 4x4 Utility Tractor with attachments as described herein. This document indicates the type, size, and quality desired. Any components or equipment not specifically mentioned in this specification, but are required for this unit to completely perform the intended function are to be furnished as if it were part of the specification. ***All components, assemblies, and parts shall be new and unused. Remanufactured components, assemblies, and parts are unacceptable.***

INSTRUCTIONS: 1. Complete this form and submit with offer. Circle YES or NO for compliance with each specification. If NO, briefly describe EXCEPTION. If additional space is required, use Attachment 3, Exceptions to Specifications. **All elements of the specifications denoted in bold italic type or denoted with an asterisk * are considered critical. Exceptions to these specifications are not allowed. Quotations having exceptions to such critical elements shall be deemed non-conforming.**

GENERAL: For reference purposes, the unit as described herein shall have the pertinent salient characteristics of a John Deere model 4066R HST (with minimum 60 HP) with a Bush hog TD 1500 flex wing finish mower and an M-B Model HT front mount rotary broom or MWAA approved equal that meets or exceeds the following specification.

Specification reference number Y-468

Tractor Manufacturer: _____

Model: _____

Paint Color : _____

A. ENGINE AND POWERTRAIN:

ITEM	SPECIFICATION	YES	NO	EXCEPTION / CLARIFICATION
*1.	The machine shall be powered by a direct injected, turbocharged diesel engine. The engine shall have a minimum displacement of 2.09 liters and shall have a gross rated SAE horsepower (HP) of a minimum of 60 HP with a torque rating of 123 ft. lb. at a rated speed of 2600 RPM. The engine shall utilize a cast iron engine block with parent bore type cylinders.	YES	NO	
*2.	The unit shall be equipped with a hydrostatic drive type transmission for traction drive. The transmission shall provide foot operated variable ground speed control within three (3) operator selected electronically controlled speed ranges. The transmission shall provide forward/reverse directional changes without declutching and a planetary gear final drive. The transmission shall be provided with adequate oil capacity and filtration to provide a long service life when utilized in a hot and dusty operating environment.	YES	NO	
3.	The rear drive axle shall be equipped with a mechanical operator controlled on-the-go differential lock and flanged axles.	YES	NO	

ITEM	SPECIFICATION	YES	NO	EXCEPTION / CLARIFICATION
4.	The front drive (steer) axle shall be equipped with an operator controlled axle engagement and hydrostatic Steering actuation.	YES	NO	
5.	Brakes shall be wet enclosed disc.	YES	NO	
6.	Operating Voltage-12 Volts DC	YES	NO	
7.	Battery - 770 CCA minimum, with master disconnect switch	YES	NO	
8.	Alternator -75 amps minimum	YES	NO	

B. CAB:

ITEM	SPECIFICATION	YES	NO	EXCEPTION / CLARIFICATION
* 1	The unit shall be provided with a platform type cab. Straddle cabs/chassis combinations shall not be acceptable. The cab shall be fully insulated for sound and ambient temperature, it shall incorporate a pressurized air conditioning system and an OSHA/SAE/CAE certified integral Roll-Over Protective Structure.	YES	NO	
2.	Glass - Tinted AS-3, construction equipment grade safety glass tilt out rear glass (if available)	YES	NO	
3.	Door - One (1) door, left side with key locks and Retention straps or gas cylinders	YES	NO	
4.	Wipers/Washer - Front and rear with separate controls	YES	NO	
5.	Seat - Cloth upholstered, high back, six (6) way adjustable with air ride and folding/adjustable arm rests	YES	NO	
6.	Steering - Power, with tilt and telescoping column	YES	NO	
7.	Air conditioning – Factory installed, shall provide up to 30 degrees below ambient temperature	YES	NO	
8.	Heat - 15,000 BTU minimum	YES	NO	
9.	Grab Handles - left and right side	YES	NO	

C. HYDRAULIC SYSTEM / PTO / HITCH:

ITEM	SPECIFICATION	YES	NO	EXCEPTION / CLARIFICATION
1.	System type - Open Center	YES	NO	
2.	Pump - Dual gear, max flow/pressure 15.9 GPM/2500 PSI, Implement flow/ 10.2 GPM	YES	NO	
3.	Draft Control - Position Control	YES	NO	
*4.	SCVs - Electronic, selectable, two (2) mid mount and three (3) rear shall provide float capability	YES	NO	
5.	PTO - Independent Rear, 540 RPM rated at 56 HP	YES	NO	
6.	Hitch - Rear 3-Point with top link, CAT-1	YES	NO	
7.	Lift Capacities - 3130 lb. at link ends / 2500 lb. 24" behind link arms	YES	NO	
8.	Draw Bar - 1100 lb. capacity (tongue weight)	YES	NO	

D. DIMENSIONS AND CAPACITIES:

ITEM	SPECIFICATION	YES	NO	EXCEPTION / CLARIFICATION
1.	Fuel Capacity 13.8 Gallons	YES	NO	
2.	Fuel Consumption 3.25 GPH @ 100% load (approximate)	YES	NO	
3.	Cooling System 8.8 Quarts	YES	NO	
4.	Engine Oil 8 Quarts	YES	NO	
5.	Transmission/Hydraulic System 12 Gallons	YES	NO	
6.	Front Axle Oil 1.3 Gallons	YES	NO	
7.	Wheelbase 73"	YES	NO	
8.	Turning Radius 9.8' (without brakes)	YES	NO	
9.	Shipping Weight 4675 lb. (Approximate)	YES	NO	
10.	Front Drive Axle Capacity 3527 lb. (at the hubs)	YES	NO	
11.	Rear Axle Capacity 5292 lb. (at the hubs)	YES	NO	

E. ADDITIONAL ITEMS REQUIRED:

ITEM	SPECIFICATION	YES	NO	EXCEPTION / CLARIFICATION
1.	Tires Turf Type Bias Ply, 27 x 10.5 – 15 4PR -Front 44 x 18 – 20 4PR –Rear	YES	NO	
2.	Wheels - Steel Disc	YES	NO	
3.	Spare Tires/Wheels - One (1) Each, to match Items E, 1&2, mounted	YES	NO	
4.	Exhaust - Under hood muffler with vertical exhaust stack	YES	NO	
5.	Primary Fuel Filter - Water separator with sight glass	YES	NO	
6.	Engine Air Filter - Two-stage, with safety element and restriction indicator	YES	NO	
7.	Fenders - Front poly fenders/Rear fender extensions	YES	NO	
8.	Hood - One piece sloped fiberglass, tilting	YES	NO	
9.	Hood protector - Deluxe/heavy duty brush guard	YES	NO	
10.	Ground Speed control (traction drive) - Automotive type	YES	NO	
11.	Backup – Alarm Electronic	YES	NO	
12.	Horn - Electric automotive type	YES	NO	
13.	Tool box - Step or fender mounted	YES	NO	
14.	Mirrors - External mounted	YES	NO	
15.	Radio - AM/FM Stereo with Auxiliary input jack	YES	NO	
16.	Wheel weights - Rear mounted cast iron	YES	NO	
17.	Paint - Complete unit shall be painted National Fleet Yellow	YES	NO	
18.	Spare Filters - A complete spare filter kit shall be provided upon delivery	YES	NO	
19.	Certificate of Origin (MCO) - Manufacturer's MCO shall be provided upon delivery	YES	NO	

ITEM	SPECIFICATION	YES	NO	EXCEPTION / CLARIFICATION
20.	Warranty - Unit shall provide a 3 year/ 36 month/ 2000 hour (whichever comes first) powertrain warranty and a 6 month bumper to bumper warranty, warranty statement shall be provided with quotation package and upon machine delivery	YES	NO	
21.	Manuals - Contractor shall provide two (2) sets each, Operators, Maintenance, Repair, and Parts manuals upon machine delivery	YES	NO	

F. FINISH MOWER:

Finish Mower Manufacturer: _____

Model: _____

ITEM	SPECIFICATION	YES	NO	EXCEPTION / CLARIFICATION
1.	The intent of this section is to describe the minimum requirements for a Triple Deck, Flex-Wing Finishing Mower. The unit shall be new and unused, demo units shall not be acceptable. For reference purposes, the unit shall possess the pertinent salient characteristics of a Bush Hog Model TD-1500 finish mower or Authority approved equal with options, spare parts, and warranty as indicated herein.	YES	NO	
2.	Cutting width - 15 feet	YES	NO	
3.	Cutting height - 1 ½ to 4 ½ inches	YES	NO	
4.	Transport width - 8 feet	YES	NO	
5.	Transport height - 8 feet	YES	NO	
6.	Transport length - 14 feet	YES	NO	
7.	Minimum tractor PTO HP - 40	YES	NO	
8.	Hitch type - Pull type clevis hitch with three position adjustment	YES	NO	
9.	Gearbox ratings - 45 HP center and wings / 80 HP transfer box	YES	NO	
10.	PTO speed - 540 RPM	YES	NO	
11.	Driveline size – Main: Category 4, 80 degree with CV joint Decks: Category 3	YES	NO	
12.	Wing section lift arms - 4" x 4" Boxed section	YES	NO	
13.	Wing flex - 30 degrees up / 10 degrees down	YES	NO	
14.	Wing deck flex - 10 degree side to side 10 degree front to rear, independent of wing frame	YES	NO	
15.	Tire size - 23 x 8.5 (2 each)	YES	NO	
16.	Deck widths - Center: 6 feet Wings: 5 feet	YES	NO	
17.	Deck plate - 7 gauge (minimum)	YES	NO	
18.	Blade tip speed - 18,271 FPM center, 18,231 FPM wings	YES	NO	

ITEM	SPECIFICATION	YES	NO	EXCEPTION / CLARIFICATION
19.	Gauge wheels - 13.5 (12 each)	YES	NO	
20.	Drive belts - 1 per deck, "B" size, Kevlar reinforced	YES	NO	
21.	Belt adjustment - Constant, spring loaded idler	YES	NO	
22.	Deck overlap - 6 inches	YES	NO	
23.	Front roller - 3" x 5"	YES	NO	
24.	Approximate weight - 2752 lbs.	YES	NO	
25.	Discharge location - Rear	YES	NO	
26.	Warranty - 1 year limited/5 year gearboxes	YES	NO	

G. ROTARY BROOM:

Rotary Broom Manufacturer: _____

Model: _____

ITEM	SPECIFICATION	YES	NO	EXCEPTION / CLARIFICATION
1.	The intent of this section is to describe the minimum requirements for a Front Mount, hydrostatically driven rotary broom. The unit shall be new and unused, demo units shall not be acceptable. For reference purposes, the unit shall possess the pertinent salient characteristics of an M-B Companies Model HT 6' x 32" power rotary broom or Authority approved equal with options, spare parts, and warranty as indicated herein.	YES	NO	
2.	General Configuration: The rotary broom shall be a front mount design and shall include all mounting hardware, including fasteners, hydraulic hoses, valves, pumps, motors, dedicated reservoir, cylinders, and controls. The unit shall be completely assembled and ready for installation and testing upon delivery. The unit shall utilize a rear mounted hydraulic drive pump driven by the 540 RPM tractor PTO. Rear mount/Three point hitch mounted brooms shall not be acceptable. Broom systems that utilize the tractors central hydraulic system shall not be acceptable.	YES	NO	
3.	Brush assembly – the unit shall be fitted with a cylindrical brush six (6) feet in length and 32" in diameter.			
4.	Brush filament – Combination poly-wire wafers			
5.	Brush drive – single hydraulic motor, end mounted, rated at 12 to 20 GPM and 4500 in. lbs. torque			
6.	Hydraulic system – Independent hydraulic system shall include pump, 15 gallon reservoir, relief valve, filters, electric control valves for broom rotation, lift/lower and swing. Pump and reservoir shall assembled to a weldment which shall mount to the three point hitch and be driven by the rear PTO			

ITEM	SPECIFICATION	YES	NO	EXCEPTION / CLARIFICATION
7.	Controls – electric over hydraulic with in-cab control panel			
8.	Deflector – full length fixed brush deflector			
9.	Hydraulic hose – all hose shall be provided and shall include quick-disconnect couplings with tethered rubber dust plugs and covers.			
10.	Manuals – Operators, maintenance and parts, 2- sets			
11.	Paint – National Fleet Yellow			
12.	Storage stands – manual telescopic stands shall be provided for the broom assembly and the hydraulic drive/reservoir unit.			

ATTACHMENT 02**EXCEPTIONS TO SPECIFICATIONS**
(MUST BE RETURNED WITH QUOTATION)

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

RFQ SPECIFICATION	DETAILED EXCEPTION

(USE ADDITIONAL PAGES AS NEEDED)

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

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

Signature of Authorized Representative

Name of Authorized Representative

Title

Date