

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT®

**SOLICITATION FOR BID FOR
OPERATION & MAINTENANCE OF AIRPORT BAGGAGE HANDLING SYSTEM
SERVICES**

BID INFORMATION

Solicitation: Operation & Maintenance of Airport Baggage Handling
System Services

The Airport is requesting bids from qualified bidders to
perform the above services.

Pre-Bid Meeting: October 15, 2025 at 9:30 a.m., local time (via Zoom)

RSVP to Gin Nelson gmnelson@flystl.com

Questions Due: On or before October 20, 2025, end of business

Bid Due Date: November 5, 2025, 2:00 pm, local time

STL Contact: Gin Nelson
Contract Compliance Officer
Airport Properties Division
(314) 426-8033
gmnelson@flystl.com



10/17/2025

PROSPECTIVE BIDDERS:

Attached is the Solicitation for Bids for **Operation & Maintenance of Airport Baggage Handling System Services** at St. Louis Lambert International Airport. Sealed bids will be received at **the St. Louis Lambert International Airport, Airport Properties Division, 10701 Lambert International Drive, MTN 2501, St. Louis, Missouri 63145 until 2:00 p.m. on November 5, 2025, at** which time they will be publicly opened and read. Bids will be opened in the Airport Properties Division Conference Room located in the lower level of Terminal 1, adjacent to the A Concourse Security Checkpoint (MTN 2450).

Bids must be submitted on the included APPENDIX “C” Bids, which may be submitted via electronic email or regular mail service, should be submitted in strict accordance with instructions given in Appendix A, Section 31 of the SFB. If the bids are mailed via regular mail, one copy must be presented in a sealed envelope addressed to the Airport Contract Compliance Officer at the address provided above, with the words “**Bid For Operation & Maintenance of Airport Baggage Handling System Services**” clearly written across the left hand face of the envelope.

Any conditioned bid, any bid with erasures, alterations, or alternatives, or any bid not accompanied by all of the items identified on the enclosed Bidder’s Checklist may be rejected. The City of St. Louis reserves the right to reject any or all bids, to cancel this Solicitation For Bids, to advertise for new bids, or to do any combination of the above.

A Pre-Bid Meeting will be conducted on **October 15, 2025** at 9:30 a.m. local time via Zoom. Pre-Bid Meeting participation is not mandatory, but is highly recommended. Please see Appendix A, Section 30 of the SFB for more information.

The Successful Bidder(s) will be determined on the basis of the lowest and best bid submitted on APPENDIX “C” along with the bidders’ ability to comply with Appendix A, Technical Specifications, and Appendix “B,” General Specifications.

For those individuals needing accommodations or alternative formats as required under the Americans with Disabilities Act. Please call (314) 426-8094 with questions regarding these

matters. To request language assistance please call (314) 426-8094. Please contact STL three business days in advance to process your request.

All inquiries regarding this solicitation are to be made in writing on or before November 5, 2025 and should be addressed to Gin Nelson, Contract Compliance Officer.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gin Nelson', with a stylized, cursive script.

Gin Nelson, Contract Compliance Officer

Enclosure

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Proposal To Bond Form

ATTACHMENT 2.....1 page
St. Louis Lambert International Airport Subcontractor/Supplier List
(Airport Only – Construction and Service Contracts)

ATTACHMENT 3.....1 page
St. Louis Lambert International Airport Request to Change Subcontractor List
(Substitution or Add Form)

ATTACHMENT 4.....1 page
Authorized Submission Form

EXHIBITS

EXHIBIT A.....1 page
Missouri Unauthorized Aliens Law Acknowledgement & Acceptance Declaration

EXHIBIT B.....1 page
Missouri Unauthorized Aliens Law Affidavit

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Living Wage Acknowledgement & Acceptance Declaration

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Living Wage Adjustment Bulletin

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Anti-Discrimination Against Israel Act Acknowledgement & Acceptance Declaration

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Year 1 Staffing Schedule

**CITY OF ST. LOUIS
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT®**

APPENDIX "A"

**TECHNICAL SPECIFICATIONS
(OPERATION & MAINTENANCE OF BAGGAGE HANDLING SYSTEM SERVICES)**

1. DEFINITIONS

The following terms and definitions are used in this solicitation:

“Agreement” means the contract that the City intends to award to the Successful Bidder under this SFB and executed between The City of St. Louis and the Bidder for Operation & Maintenance of Baggage Handling System Services.

“Airport” means St. Louis Lambert International Airport, together with any additions, improvements, or enlargements made from time to time, which is owned by the City and is operated for the City by the Airport Authority of the City of St. Louis, a department of the City.

“Airport Authority” means the Airport Authority of The City of St. Louis.

“Airport Representative” means the Airport Assistant Director of Landside Operations or their designee.

“ATR” means Automatic Tag Reader, which is the laser scanner array that scans barcode format baggage tags.

“Baggage Handling System” or “BHS” means the complete outbound and inbound system, including inline baggage screening matrix, and oversize baggage handling systems in Terminal 1, Terminal 2, and Customs. The BHS for each of these locations includes all related structures, mechanical and electrical equipment and components, including all types of check-in collection conveyors, curbside input conveyors and associated door hatches, runouts, laterals, load and unload conveyors, transport conveyor segments, power turns, merges, make-up devices, high-speed diverter units, plow diverters, bag dimensioning arrays, fire/security doors, with associated motor control panels, field control devices (e.g., photocells, limit switches, control stations/devices,

audio/visual alarms, etc.), motors, motor starters, disconnects, push buttons, etc., including related BHS computers/PLC's, controls and control hardware, and Control Rooms, with management and support services required to operate and maintain the BHS.

“Bid” means the documents and information submitted in response to this SFB as more fully described in Appendix A, Section 2.A of this SFB.

“Bidder” means a person or entity submitting a Bid under this SFB.

“CBIS” means Checked Baggage Inspection System which is electronic baggage screening integrated directly into the Baggage Handling System. Within a CBIS the checked baggage is fed directly into Explosive Detection System (EDS) machines. The system sorts bags based on the EDS scan results, sending cleared bags to Make-Up Units and those bags requiring further inspection to a Checked Baggage Resolution Area (CBRA) to be inspected by security personnel using Explosives Trace Detection (ETD) machines.

“CBRA” means Checked Baggage Resolution Area, which is a specific part of the Baggage Handling System where checked baggage that triggers an alarm during electronic screening is manually inspected.

“City” means the City of St. Louis, Missouri owner and operator of St. Louis Lambert International Airport.

“Clean” means the absence of dirt, litter, debris, dust, surface marks, fingerprints, spills, oils, gum, grime, film, stains, streaks, spots, bag tags, blemishes, chemical residue, or any other foreign matter or chemical residue that cannot be removed without permanently damaging the underlying surface.

“Commencement Date” means the date the term of the Agreement begins which is January 1, 2026 as provided for in Appendix A, Section 9 **“Term.”**

“Contractor” means the Successful Bidder.

“Contract Year” means the twelve (12) month period beginning on the Commencement Date and each subsequent twelve (12) month period thereafter during the term of the

Agreement.

“Days” means calendar days unless otherwise expressly stated.

“Director” as used herein means the Director of Airports of the City of St. Louis or their designee.

“EDS” means Explosive Detection System, which is the technology used to screen checked baggage for explosives and other prohibited items.

“ETD” means Explosive Trace Detection which is technology used to screen checked baggage for traces of explosives.

“Expiration Date” means the date the term of the Agreement ends which is December 31, 2028 as provided for in Appendix A, Section 9 **“Term.”**

“Extras” means additional service work or modifications, additions, or extras ordered in writing by the Director, as more fully described in Appendix A, Section 8 entitled **“Extra Work.”**

“FIS” means Federal Inspection Service which refers to the operations carried out by various U.S. government agencies at airports to inspect passengers, cargo, and baggage entering the country for compliance with federal regulations.

“Fixed Improvements” means any improvements, fixtures, additions, annexations or alterations to the job sites or a portion thereof which cannot be removed or changed without material damage to, or destruction of, either itself, or the job sites, or a portion thereof.

“Holiday” means New Year’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.

“IATA” means International Air Transportation Association.

“Make Up Unit” or “MU” means the conveyor used in the bag rooms for outbound luggage.

“MCP” mean Motor Control Panel which contains the electrical control and power circuit devices for the control of the baggage system(s).

“OEM” means Original Equipment Manufacturer.

“Ordinance(s)” Unless otherwise specified, means the ordinances codified as the Revised Code of the City of Saint Louis, 2020, Annotated. It is the responsibility of the Bidder to take notice of all City Ordinances, including any amendments that may arise from time to time. Information on copies of ordinances can be found at: stlouis-mo.gov/government/city-laws/ordinances/non-digitized-ordinances.

“Owner” means The City of St. Louis.

“Personnel” means the employees, agents, representatives or consultants hired by or retained by Contractor to perform Contractor’s duties and obligations.

“PGDS” means the Transportation Security Administration’s Planning Guidelines and Design Standards publication.

“PLC” means Programmable Logic Controller which is a microprocessor that controls BHS functions and operations.

“PDP” means Power Distribution Panel.

“Preventative Maintenance” means scheduled cyclical maintenance of the BHS equipment and facilities performed to an acceptable standard, to the satisfaction of the City, and in accordance with the approved maintenance, schedule, maintenance standards, relevant codes of practice/standards, statutory regulations as well as good engineering practice and including regular inspection, servicing, cleaning, detection and correction of potential failures either before they occur or before they develop into major defects (imminent failures).

“Provisions” means any of the terms, covenants, warranties, conditions, and provisions of the Agreement.

“Rules and Regulations” means those lawful and not unjustly discriminatory rules and regulations, including ordinances and operating directives, promulgated by the Airport Director, the Airport Commission, or the City from time to time for the orderly

administration or operation of the Airport.

“Solicitation For Bid” or **“SFB”** means this request for bids.

“Successful Bidder” means a responsive and qualified Bidder submitting the lowest and best bid in accordance with the Provisions of this SFB.

“TSA” means Transportation Security Administration.

2. SOLICITATION

A. Bid Award

The City will select the Successful Bidder on the basis of the lowest and best Bid submitted on Appendix C, “Bid Forms,” along with the Bidder's qualifications and ability to comply with the Appendix A, “Technical Specifications,” and Appendix B, “General Specifications” (collectively referred to as the **“Bid”**). The City’s Airport Commission and its Board of Estimate and Apportionment must approve the Successful Bidder as well as the Provisions of the Agreement. The City reserves the right to award a contract to a qualified and responsive Bidder that submits the lowest and best Bid as determined by the City in its sole discretion.

B. Disqualifications

If a Bidder submits more than one Bid under the same or different names, the City will not consider any of that Bidder’s Bids. Bids will be rejected if there is reason to believe collusion exists among Bidders, and no participant in such collusion will be considered in future bids for providing the Operation and Maintenance of Baggage Handling System Services.

C. Rights Reserved by City

1. The City reserves the right to thoroughly investigate the financial status, experience, qualifications, competence, reputation, and record of the Bidder, and the City reserves the right to reject any or all bids.

2. The City reserves the right to disqualify or reject any Bid if, in the City's sole opinion, the Bidder does not have the minimum qualifications as stated below (see Appendix A, Section 3 "Qualifications"), including the necessary experience, the financial capacity or the ability to perform the scope of work or service;
3. The City reserves the right to disqualify any Bidder and reject any Bid that is not, in the City's sole judgment, competent, experienced, or qualified to perform the work or service, or not in the City's best interest.
4. The City reserves the right to reject any Bid if the Bid is a conditioned Bid, contains erasures, alterations, or alternatives, is not accompanied by all the items identified on the Bidder's Checklist, is submitted without the required or requested Bid information, or is not in compliance with the procedural requirements for submitting a Bid as set out in the cover letter to this SFB;
5. The City reserves the right in its sole discretion to reject any Bid from any Bidder that is in arrears or is currently in default to the City upon any debt or contract; or that is a defaulter as surety or otherwise upon any obligation to the City within the last three (3) years; or has failed in the City's sole determination and discretion to properly, adequately, or faithfully perform any previous contract within the last three (3) years with the City.
6. The City reserves the right in its sole discretion to reject any Bid from any Bidder that is currently involved in litigation with the City regarding any previous contract obligations.
7. The City reserves the right to perform one, all, or any combination of the following: reject any or all Bids; advertise for new Bids; cancel this SFB.
8. The City, in its sole determination, reserves the right to waive minor irregularities and formalities, and/or establish a "cure" period if a Bidder or Bidders have not submitted the required Bid information for the purpose of obtaining complete Bid submittals and correcting other defects in a Bid.

9. This list of the City's rights is not all inclusive.

D. Forfeiture

1. If a Successful Bidder refuses or neglects to timely execute the Agreement with the City or fails to furnish the required insurance certificates and endorsements, bonds, affidavits, or other required or requested documents or information within twenty (20) days after notice of the award, the Bid Bond submitted (if any) with the Bid will be forfeited by the Bidder and retained by the City as liquidated damages. No pleas by a Bidder of error or mistake in its Bid or change in circumstances will be available to the Bidder as a basis for the recovery of its deposit.
2. The City, in its sole discretion, may select the next lowest and best Bidder as determined by the City, who will be subject to the same procedures and timetables as provided for in this Section 2.D. If the second lowest and best Bidder also refuses or neglects to timely execute the Agreement or fails to furnish the required insurance certificates and endorsements, bonds, affidavits, or other required or requested documents or information, then the next lowest and best Bidder, if selected, will be subject to the foregoing Provisions, and so on, as determined by the City.

E. Not A Contract

This SFB is not a contract or a commitment of any kind by the City or the Airport. Nor does it commit the City to pay for any costs incurred by the Bidder in the submission of its Bid or any cost incurred prior to the approval and execution of a formal contract with the City. The award of the Agreement to the Contractor under this SFB as well as the Provisions of the Agreement to be awarded must be approved by the City's Airport Commission and its Board of Estimate and Apportionment.

- F. The City of St. Louis, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, all businesses will be

afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation), age, or disability in consideration for an award.

3. QUALIFICATIONS

All Bidders, at a minimum, must meet the following qualifications:

- A. Bidder must have a minimum of ten (10) years of full time, prime contractor experience performing Operations and Maintenance of a Baggage Handling System, containing TSA EDS systems that are equivalent to the system in place at STL and described in this SFB within the last twelve (12) years. (See Appendix A, Section 5 entitled “**Scope of Work.**”) Bidder shall provide as a part of its bid, a written synopsis, which illustrates that the Bidder has experience performing work of the same nature described in this SFB.
- B. Bidder must have current, ongoing experience performing services of the nature described in this SFB on behalf of Medium and/or Large Hub airports, as defined by Federal Aviation Administration (FAA), in the United States or Canada. Bidders should clearly and specifically describe this experience, including a listing of Medium and/or Large Hub airports for which the Bidder currently provides Operations and Maintenance of a Baggage Handling System, and provide documentation evidencing its knowledge, experience and capabilities in regard to Operations and Maintenance of Airport Baggage Handling System Services and CBIS contemplated in this SFB.
- C. Bidder must have a minimum of five (5) similar contracts at Medium and/or Large Hub airports, as defined by Federal Aviation Administration (FAA), in the United States or Canada where it provides/provided operations and maintenance of equivalent Baggage Handling Systems with the following characteristics:
 - 1. Operations & Maintenance contract services at an airport handling a minimum of twenty-five thousand (25,000) outbound bags per twenty-four hour period;

2. Where the total number of feet of conveyor line maintained is at least twenty thousand (20,000) linear feet;
 3. With a system capable of screening at least 1,440 bags per hour;
 4. Contain, at minimum, an in-line system with a very high level of integration and a sophisticated in-line conveyor infrastructure, providing queuing capacity and OSR circulation while maintaining high throughput and accurate bag tracking. These systems should have multiplexed EDS technology (i.e., Type I EDS units with multiple viewing stations), centralized control room(s), OSR capability, multiple baggage inputs, and CBRAs.
 5. Equivalent experience with systems that have integrated Type I EDS units which screen bags at a rate of no less than 720 bags per hour that provides solutions for airports that require fully automated in-line systems capable of handling very high peak baggage screening demand.
- D. Bidder must demonstrate previous experience in operating and maintaining a BHS system with DeviceNet distributed controls, Allen-Bradley PLC and BCS Group software, and Brock Solutions software. STL's BHS uses DeviceNet as its control network program, Allen-Bradley PLCs, and, BCS Group software systems.
- Note – Brock Solutions has been awarded the contract to replace the existing Upper-Level Controls system. The Airport may transition from BCS Group to Brock Solutions during the Term of the Agreement.
- E. Bidder must provide an organizational chart including descriptions and resumes of key personnel, including, at minimum, the Regional Director, Site Manager, Assistant Site Manager, and Supervisors who will perform Operations and Maintenance of Airport Baggage Handling System Services for the Airport. Bidder should cite their relevant experience in 1) activities of the nature described in this SFB related to BHS **and** CBIS, 2) drafting, managing and implementing baggage handling system contingency plans, 3) asset management analysis reporting & continuous process improvement implementation projects, 4) a description and level of collaboration and partnership with commercial service

airlines and the TSA, and 5) data analytics tracking and interpreting of key performance indicators necessary to implement a predictive Preventative Maintenance program that has been demonstrated to reduce downtime and minimize jams & faults.

In addition, the organizational chart must reflect the reporting structure, positions, responsibilities, and oversight for the Bidder and all subcontractors.

- F. Bidder must have the financial capability to perform the "Scope of Work" as described in Appendix A, Section 5 of this SFB and must submit the last two (2) years' financial statements, prepared in accordance with generally accepted accounting principles, including an independent CPA's statement attached, if available. Examples of acceptable financial statements include: Balance Sheets, Statement of Changes in Financial Position, and Income Statements, as well as all accompanying footnotes.
(See Bidder's Checklist)
- G. Bidder and all proposed subcontractors must be licensed to do business in the State of Missouri when the Agreement is executed and must submit a current Certificate of Good Standing from the Missouri Secretary of State. The Bidder and all proposed subcontractors must also submit proof of registration with the Missouri Secretary of State. (See Bidder's Checklist)
- H. Bidder must submit a completed W-9. (See **Bidder's Checklist**)
- I. Bidder must submit, at a minimum, references from three (3) different business entities, including contact name, telephone number, mailing address and email address. These business references must be from customers to whom the Bidder has provided Operation & Maintenance of Airport Baggage Handling System Services of the same nature and type described in this SFB. (See Bidder's Checklist)

Bidder must submit as part of its Bid a written synopsis, which fully discloses and explains either of the following events occurring in the last three (3) years, including copies of any associated notices, complaints, reports, finds of fact and/or law, rulings, or decisions. For purposes of this Section 3.I, an "**affiliate(s)**" means a person or entity that directly or indirectly through one or more

intermediates controls, or is controlled by, or is under common control with, the Bidder.

1. Any termination for cause of an Operation & Maintenance of Airport Baggage Handling System Services contract in which the Bidder or the Bidder's affiliates, are or were a party to; and
 2. Any debarment proceedings recommended or initiated, or debarment decisions against the Bidder or the Bidder's respective directors, officers or employees, including their respective affiliates.
- J. The City will not enter into an Agreement with any Bidder who is found to be delinquent on City of St. Louis Earnings Taxes or is unable to procure a City of St. Louis Business License, if such license is applicable.

4. INVESTIGATION OF CONDITIONS

- A. The Bidder should: investigate all conditions for the required work; carefully read the specifications; and inform itself fully of the conditions under which the work is to be done.

The City will not provide additional compensation to a Bidder who has failed to investigate the conditions carefully, read the specifications, or fully inform itself of items prior to submitting a Bid or for a change in the Bidder's circumstances.

- B. The submission of a Bid means that the Bidder has made such examinations and investigations, and agrees to fulfill all requirements of the Agreement in full accordance with the Provisions of the Agreement and the specifications, and that the Bidder is entirely familiar with and thoroughly understands all such requirements.

5. SCOPE OF WORK

The Bidder shall perform the following work or services subject to and in accordance with the Provisions of the Agreement and at the discretion of the Airport Representative. The Bidder shall coordinate the services performed under the Agreement with the Airport Representative.

A. Description of Baggage Handling System (BHS)

1. Terminal 1 Outbound System

Installed in 2014, the Terminal 1 Outbound System consists of a single mainline which collects baggage by 45 degree merges from five (5) ticket counters and one (1) curbside takeaway conveyor on the Ticketing Level, passing through the Concourse Level to the Apron Level and routes into the screening matrix. As baggage enters the matrix it passes through an ATR for tracking. The Terminal 1 matrix has a 2 and 1 CTX 9800 configuration. One (1) transfer belt merges into the cleared line as it leaves the CBRA. The cleared line feeds through an ATR and out to a manual encoding area and on to five (5) Makeup Units, via high speed diverters, sorting by IATA Coded Bag Tags.

2. Terminal 1 Inbound System

Installed in 2014, the Terminal 1 Inbound System consists of six (6) takeaway conveyors on the Apron Level feeding to six (6) carousels on the Concourse Level and two (2) oversize takeaway conveyors on the Apron Level feeding direct to two (2) laydown belts on the Concourse Level.

3. Terminal 2 Outbound System

Installed in 2014, the Terminal 2 Outbound System consists of a single mainline which collects baggage by 45 degree merges from two (2) ticket counters and two (2) curbside takeaway conveyors on the Ticketing Level, passing through to the Apron Level and routes into the screening matrix. As baggage enters the matrix it passes through an ATR for tracking. The Terminal 2 matrix has a 2 and 1 CTX 9800 configuration. The cleared line feeds through another ATR and then on to two (2) Makeup Units, via high speed diverters, sorting by IATA Coded Bag Tags. Terminal 2 does not have a manual encoding station.

4. Terminal 2 Inbound System

Installed in 2014, the Terminal 2 Inbound System consists of two (2) takeaway conveyors on the Apron Level feeding direct to two (2) carousels on the Apron Level and one (1) oversize takeaway conveyor on the Apron Level feeding direct to one (1) laydown belt on the Apron Level.

5. Customs Inbound System
Installed in 2018, the Customs Inbound System consist of one (1) take away belt on the Apron Level feeding one (1) carousel inside the Customs FIS Area on the Apron Level.
6. Control Network Program and Software Systems
STL's BHS uses DeviceNet as its control network program, Allen-Bradley PLCs, and BCS Group software systems. Brock Solutions has been awarded the contract to replace the existing Upper-Level Controls system. The Airport may transition from BCS Group to Brock Solutions during the Term of the Agreement.

B. General Requirements

1. Bidder shall furnish all supervision, labor, tools, equipment, supplies, parts, lubricants, materials and transportation necessary to make modifications, additions, inspections, testing, troubleshooting, repairs, Preventative Maintenance, and corrective maintenance on the Airport Baggage Handling System Services for the City at the Airport.
2. Bidder shall provide 24 hours a day, 7 days a week operation, corrective and preventive maintenance services, with associated operational and maintenance reporting services for the BHS that shall be provided in accordance with industry standards, best commercial practices and assure a safe, efficient and practical operation and maintenance program, consistent with the intended design and usage of the respective BHS as acceptable to the City.
3. Bidder shall provide fully qualified on-site personnel 24-hours a day, 7-days per week, 365-days per year.
4. The Airport Representative may add, delete or modify Baggage Handling Systems and all associated equipment, software and hardware throughout the Term of the Agreement without the Bidder's approval by providing written notice.

5. It is the responsibility of the Bidder to become familiar with the BHS and to provide the specified operation, maintenance and repair services on the BHS.

C. General BHS Operations

Bidder shall:

1. Develop and provide the appropriate documentation and training to support all contracted operational facets of the BHS;
2. Monitor BHS performance and coordinate planned BHS availability with baggage handling demand;
3. Maintain a daily log of BHS events and required responses.
 - a. This log shall be maintained within a Computerized Maintenance Management System (CMMS).
4. Provide the appropriate corrective measures in reaction to BHS faults, failures or other situations where human intervention is required to sustain BHS performance;
5. Respond to jams and failures occurring within the BHS in a manner to maintain control of the baggage and to most expeditiously keep baggage actively moving through the BHS.
 - a. 3 Minutes - Faults and jams within the BHS shall be cleared within three (3) minutes.
 - b. 5 Minutes - If BHS jam or fault is anticipated to exceed five (5) minutes, Bidder shall notify the Airport Operation Center of the situation.
 - c. 10 Minutes - If a BHS jam or fault is anticipated to exceed ten (10) minutes, in addition to notifying the Airport Operation Center, Bidder shall assign a supervisor to assess the situation and implement the appropriate contingency plan, as needed;

6. Analyze and assess BHS performance through report and information analysis;
7. Dispatch calls to designated resources for alerts to events in the BHS;
8. Coordinate plans and activities between all parties as necessary to meet operational and systemic requirements for operating the BHS;
9. Staff the manual encoding station as needed;
10. Participate in meetings and coordinate with other parties as necessary to develop and maintain a comprehensive contingency plan in the event of system failures;
11. Investigate any untagged bags exiting the matrix and comply with Airport Lost & Found procedures when appropriate;
12. Conduct Preventative Maintenance BHS based on the prescribed Preventative Maintenance schedule provided in O&M Manuals, where it is compatible with Original Equipment Manufacturers' (OEMs) recommended maintenance instructions and BHS performance measurements;
13. Develop and provide appropriate schedules, documentation, training and tools necessary to support all contracted maintenance of the BHS;
14. Inspect and note suspected and malfunctioning BHS components for the necessary maintenance activity;
15. Conduct a robust level of Predictive Maintenance so the replacement of wearing/worn out parts can be scheduled for off-peak times rather than necessitating replacement during scheduled equipment operating periods or as a reaction to an unexpected breakdown.

- a. The Bidder shall use Predictive Maintenance techniques/methods, routine inspection and trend analysis (not limited to the below) so as to replace worn/out parts prior to actual failure.
 - b. Quarterly - Bidder shall conduct quarterly ultrasound testing on critical bearings and thermo-imaging testing on key systems to detect early warning signs of potential future failure. Bidder shall submit testing results to the Airport Representative within 20 days of testing.
- 16. Repair and/or replace non-warranty BHS components;
- 17. Coordinate with OEMs for all warranty and non-warranty repair and replacement work.
- 18. Coordinate plans and activities between all parties as necessary to address operational and systemic requirements for maintaining the BHS;
- 19. Maintain all tracking devices (encoders, programmable logic controllers, etc.) in such proper condition to achieve continuous tracking accuracy.
 - a. Tracking accuracy is defined as the BHS's ability to identify and control the location of the baggage from the point of encoding to the correct output. The intent of this requirement is to ensure the accuracy of BHS transit times and the baggage is correctly delivered in a timely fashion.
- 20. Meticulously inspect the BHS a minimum of one (1) time per day to determine needed repairs and maintenance and shall ensure that all necessary warranty repairs are made.
- 21. Supervise and schedule all Bidder resources in all aspects, responsibilities, and staffing levels outlined in the Agreement;
- 22. Communicate, coordinate and report between Airport, TSA, airlines and other impacted parties to minimize impact to day-to-day and irregular Airport operations;

23. Timely and accurately enter information into the Computerized Maintenance Management System (CMMS), and use reporting to provide the services outlined in the Agreement;
24. Establish a safety training program and provide routine safety training;
25. Keep the BHS, including BHS right-of-ways and lighting, in good condition.
26. Inspect all netting no less than once per week and repair or replace immediately if necessary.
27. Communicate all out of service events to the Airport Representative in advance for approval whenever possible.
28. All service and maintenance shall be performed in a safe, orderly, timely, efficient and workmanlike manner.
29. Provide any additional resources necessary to fulfil the requirements of this SFB at no additional cost to the City.
30. Be responsible for all operations and maintenance on security doors and fire doors related to the BHS.

D. Spare Parts / Stock / Inventory

1. Bidder shall maintain a stock room for spare parts, consumables and other equipment;
2. Bidder shall validate spare part stock levels as follows:
 - a. Weekly - Cycle counts of critical spares to be reconciled against Computerized Maintenance Management System (CMMS);
 - b. Quarterly - Full inventory counts to be reconciled against CMMS balances.

3. Bidder shall coordinate with Airport in the restocking of spare parts and consumables inventories;
4. Bidder shall manage and maintain the inventory of spare parts in coordination with Materials Management and the Airport Representative.
5. The Bidder is responsible for documenting all spare parts usage on a daily basis and requesting replenishment, in accordance with the City's procurement process, in a timely manner to ensure an adequate inventory of spare parts is maintained.
6. Bidder shall maintain a directory of local 3rd party distributors for expediting parts. This list must be provided to the Airport Representative upon request and updated, as requested, throughout the Term of the Agreement.
7. Bidder shall maintain inventoried parts emergency kits in each control room area with items deemed as critical to BHS operations (PE's, Encoders, etc.).
 - a. Bidder shall determine what parts will be maintain in the emergency kits.
8. The City will provide an allowance of four hundred thousand dollars (\$400,000.00) for the purchase of replacement parts to maintain the spare parts inventory, which will be made available for each Contract Year of the Agreement (see Section 13 entitled "Payments").

E. Baggage Tub Management

1. Bidder shall collect the baggage tubs from the baggage make-up and claim areas and return them to their designated locations for operational use and/or safe and proper storage/staging.
2. Bidder shall return/recirculate empty tubs to the user airlines' ticket counter areas and inbound unload areas on a regular basis to maintain a sufficient supply of baggage tubs for the daily operations.

- a. Empty tub distribution and redistribution will be performed manually (using hand carts provided by the Bidder, and elevators);
3. Bidder shall ensure that tubs are neatly and safely stacked at all load points (e.g., behind each check-in position in the Ticketing Lobby, Curbside buildings, at inbound load belts, transfer inputs, etc.) at or near the end of each operational day in preparation for the next operational day;
4. Bidder shall cooperate fully with airline baggage handlers so as not to impede their operations while collecting and/or redistributing baggage tubs;
5. Bidder shall clean and disinfect all tubs once per quarter.
6. Bidder shall order additional tubs when requested by the Airport Representative.

F. CBRA Slide Table

1. Bidder shall maintain, repair, clean, and provide and install all replacement parts for the ten (10) baggage inspection slide tables located in the CBRA areas.
 - a. Five (5) slide tables are located in the Terminal 1 CBRA
 - b. Five (5) slide tables are located in the Terminal 2 CBRA
 - c. Perform quarterly Preventative Maintenance on all slide tables to ensure proper operation and function.

G. Cart Management

1. Bidder shall maintain inventory of contingency carts.
2. Bidder shall distribute as needed and track carts during contingency events.

3. Bidder shall collect, return and inventory all carts after every contingency/cart-requiring event.
 - a. Ensure carts are returned to their designated storage rooms.
4. Bidder shall maintain, repair and clean carts as necessary.
5. Bidder shall notify Airport Representative of cart-related issues/concerns.
6. Bidder shall order additional carts when requested by Airport Representative.

H. Baggage Belt Painting

Bidder shall re-paint spacing on all ticket counter baggage belts on a quarterly basis, and paint spacing on curbside baggage belts as necessary.

I. Memorandum of Understanding between the TSA and the City of St. Louis Airport Authority

1. Bidder shall adhere to the Memorandum of Understanding (MOU) between the TSA and the City of St. Louis Airport Authority regarding assistance with bag jams in the CTX systems, a copy of which will be provided to the Successful Bidder.

J. Excluded Services

1. All items, finishes and components of the entire maintained BHS are covered by this Scope of Work, with the following exclusions:
 - a. Inspection, testing, maintenance, repair and replacement of fire detection and fire alarm systems including automatic fire sprinkler heads/guards, smoke/thermal fire detectors, and local and remote annunciation systems.
 1. Bidder shall coordinate and assist with any contractors performing repair work of the fire alarm, electrical, or security systems interfacing with the BHS.

- b. Repair and/or replacement of primary electrical power service up to the Power Distribution Panels (“PDP”) for the outbound portion of the BHS and the Motor Control Panels (“MCP”) for the inbound portion of the BHS.
- c. Repair and/or replacement of heating, ventilating and air conditioning systems or equipment.
- d. Fire extinguishers.
- e. Lighting in the BHS operational and technical areas.
- f. TSA provided CBIS and CBRA equipment such as EDS machines and their servers, ETD machines and TSA provided furniture.
- g. Flight Information Display Systems / Baggage Information Display Systems

K. Cleaning

- 1. Bidder shall maintain a clean BHS and surrounding areas around the BHS equipment and working space including conveyor chases;
 - a. Bidder is responsible for cleaning/sweeping/removing all baggage-related debris under and in the vicinity of the BHS.
- 2. Polish and clean inbound carousels to ensure each carousel is free of debris, residue, stickers and fingerprints on a weekly basis.
- 3. Clean and mop catwalks and remove baggage-related debris caught in netting on a weekly basis.

L. Bag Hygiene Training and Contingency Exercises

- 1. Bidder shall conduct quarterly training sessions and/or training initiatives with airline personnel and/or TSA on proper hygiene necessary to properly utilize the BHS, improve reliability and to correct errors associated with

bad baggage hygiene. The Airport Representative shall be invited to attend all sessions/initiatives.

2. Bidder shall participate in all baggage contingency plans and/or drills.

M. Vehicles

1. Bidder shall provide a minimum of two (2) service vehicles, which must be equipped, licensed and insured (See Appendix B, Section 1, entitled “Insurance”). Service vehicles are required to transport materials, supplies, Bidder employees, and tools to various locations. The service vehicles must be on site at all times throughout the Term of the Agreement.

N. Delivery of Supplies

1. The Bidder shall schedule its own supply deliveries and shall arrange to have deliveries made to Terminal 1 Loading Dock or through Security Gate 17S.
2. Spare part replacements must be delivered via Airport Material Maintenance (Central Stores).

O. Computer Software & Hardware

1. Bidder shall enter into a service agreement with BCS Group (Telephone #: +64 9 414 1350, Fax #: +64 9 414 1355; Address: PO Box 302 320, Unit F, 7 Orbit Drive, Albany, Auckland 0632, New Zealand) for maintenance of BHS servers and operating system (See Appendix B, Section 4 “Subcontracting and Assignment”). Service agreement shall ensure a 24/7 immediate response via remote support (dial-in, VPN or similar solution) to assist the Bidder to return the BHS to a fully on-line state in the shortest possible time frame. Service agreement shall include updates necessary to ensure control system operation meets TSA/City mandates.

2. Bidder is responsible for licenses, including renewals, for any computer software or hardware supplied by City or a third party contracted by City and used in the BHS.
3. Bidder shall not cause any warranty, on computer software and hardware provided by City, to be voided due to damage, misuse, abuse or neglect. Bidder shall not jeopardize computer hardware or software because computer software or hardware has been improperly applied, installed, adjusted, operated, maintained, repaired, modified, changed or altered. Bidder and BCS Group shall notify City of any necessary software and/or firmware patches and/or upgrades. City shall purchase recommended software or hardware upgrades once the upgrade is determined to be necessary. A full back-up of the BHS servers shall be performed prior to ANY application of a software and/or firmware patch and/or upgrade.
4. Bidder shall provide evidence of agreements with BCS Group prior to commencing the work under the Agreement and shall maintain these agreements (or replace the agreements with new agreements without loss of coverage for any duration of time) for the duration of the Agreement. Upon request by the City, the Bidder shall provide evidence that the service agreements are in place and active.
5. In the event the City changes from BCS Group to Brock Solutions as noted above Sections 3D and 5A above, City will provide notice to Bidder. Upon receipt of such notice, Bidder shall, when requested by the Airport Representative, enter into a service agreement with Brock Solutions to ensure a 24/7 immediate response, and terminate any existing service agreements with BCS.

P. Process Engineer – Quarterly Inspections

1. Bidder shall have a trained and certified process engineer complete quarterly inspections of the entire BHS, unless otherwise directed by the Airport Representative.
2. Reporting should identify areas for continuous process improvements, implementation tracking and project management.

3. Reporting must include data analytics tracking and interpreting of key performance indicators necessary to implement a predictive Preventative Maintenance schedule that has been demonstrated and validated to reduce downtime and reduce jams / faults.
4. The Airport Representative may cancel quarterly Process Engineer Inspection at his/her discretion.
5. Bidder shall invoice City after Process Engineer Quarterly Inspection has been performed. Contactor is not permitted to invoice City in advance of Process Engineer Quarterly Inspection.

Q. Asset Condition Assessment – Beginning of Contract Year 2

1. Unless otherwise directed by the Airport Representative, at the beginning of Contract Year 2, Bidder shall conduct a condition assessment by a trained professional and indicate the remaining useful life of all major assets, condition assessment, the quality and effectiveness of the on-going Preventative Maintenance program and recommendations for improvement.
2. Included shall be life cycle cost analysis for a 1 year, 3 year and 5 year period, as well as a benchmarking study against comparable airport systems, and an abbreviated total cost of ownership analysis.
3. The Airport Representative may cancel Asset Condition Assessment at his/her discretion.

R. Communication Devices

1. To communicate with the Airport Authority staff and expedite requests, Bidder shall purchase and maintain, at Bidder's expense throughout the Term of the Agreement, a minimum of eight (8) Motorola two-way portable radios, batteries and charging stations. Bidder's employees are expected to have these radios on their persons at all times (daily, on all shifts) and respond to radio calls without delay.

- a. Bidder is responsible for all costs associated with damaged or lost radios.
2. Bidder shall provide cellular telephones on a business network and full cellular service for all key on-site personnel at no cost to the City.

S. Communication and Coordination with City, TSA and Airlines

1. The Bidder shall maintain an effective communication and coordination policy with the City, the airlines and the TSA utilizing email, telephones and the like to ensure the City, the airlines and the TSA are kept abreast of current equipment status, planned outages, vandalism, etc., throughout the Term of the Agreement. **The Airport Representative shall be included in all communications with the airlines, TSA and any other governmental or non-governmental entities regarding the operation and maintenance of the BHS.**

T. Contingency Plan Additional Labor

1. Bidder shall provide SIDA Badged personnel to assist in moving bags during BHS failures as part of the BHS contingency plan. Bidder personnel must be onsite within ten (10) minutes of notification of activation of contingency plan. Work tickets for contingency plan personnel must be signed off by a designated Airport representative immediately following the resolution of the event.

U. Reports

1. Bidder shall provide the Airport Representative with operations, maintenance and BHS status reports including but not limited to the following:
 - a. Incident Reports will be submitted via email distribution within two (2) hours of incident for any BHS-related event and shall include analysis of cause, effect and options for corrective actions.
 1. Root Cause investigation documentation shall be submitted within 48 hours of a BHS failure.
 - b. Daily Summary Report (upon request)

- c. Weekly Sortation Accuracy Report (upon request)
 - d. Monthly Summary ATR Read Rate Report (upon request)
 - e. Monthly BHS/EDS Performance Summary Report detailing problems and repairs for the previous month (upon request)
 - f. Monthly Inventory of Spare Parts Report (upon request)
2. Some of the reports may contain information considered Security Sensitive Information (SSI) as defined under 49 CFR Part 15 and Part 1520. Any Security Sensitive Information shall be treated in accordance with established Airport and TSA protocols for such information.

V. Training

- 1. Bidder shall coordinate all necessary initial and recurrent training of personnel who will perform Operation and Maintenance of Airport Baggage Handling System Services pursuant to the Agreement.
- 2. Before being assigned to perform these services, all personnel must have received appropriate training to enable them to perform the Operation and Maintenance of Airport Baggage Handling System Services under the Agreement, and City, at its election, will have the right to participate in such training.
- 3. Training will be conducted in compliance with all reasonable requirements of City and Governmental Agencies.
- 4. At a minimum, two (2) successful Bidder employees shall have maintenance certifications from Allen Bradley and a minimum of three (3) years of experience.
 - a. Such personnel must be able to connect to the BHS and use ladder logic to troubleshoot and find any and all faulty components, force or toggle bits to enable the BHS to operate in a degraded situation, and load PLC, panel views, VFDs, and/or other pieces that require loading specific code or parameters.

- b. Personnel must have documented and verifiable training, working knowledge and troubleshooting expertise regarding Allen Bradley PLC networks, such as Device Net, Control Net, HSD Servos, and Ethernet IP, as well as knowledge of all PLC interfaces between ATR's, EDS machines and BHS Server Applications.
- 5. Bidder shall ensure a "manager on call" type of on-call schedule so that a manager is able to respond immediately to a system outage.
- 6. For any specialty equipment (including, but not limited to, PORTEC power curves, SIEMENS HSDs and VSUs, carousels, SICK ATRs, etc.) the Bidder shall have a minimum of two (2) employees certificate trained by the applicable manufacturer to maintain the BHS.
 - a. This knowledge and training must be shared by Bidder with the remainder of Bidder's employees performing Operation and Maintenance of Airport Baggage Handling System Services on a limited basis so as not to jeopardize the integrity of the BHS controls.
 - b. Bidder shall maintain complete and accurate training and records relating to personnel, as required by City pursuant to this Section 5.V and any applicable requirements of Governmental Agencies.

W. Performance Measurements

- 1. Bidder shall provide its goods and services in accordance with the "Performance Measurements" as set forth in this Section. If City notifies Bidder in writing of any specific non-performance issue, Bidder and representative(s) from City will meet to discuss these issues, and Bidder will have one (1) business day from said meeting to respond to City in writing with a recommended cure. Following City's agreement to the recommended cure, Bidder will then correct any non-performance issue within three (3) calendar days contingent upon availability of parts. Should Bidder fail to attempt to correct such non-performance issue, Bidder's actions will constitute a material breach of the Agreement. The following service measurements will serve as the basis for City's

evaluation of Bidder's performance against the Agreement. In each case, Bidder will not be responsible for deficiencies in meeting these service measurements due to elements outside of their control as determined by City by its sole but reasonable discretion.

2. Bidder is expected, at a minimum, to meet all following service measurements:
 - a. Maintain the BHS to achieve the TSA certified baggage throughput of 720 bags per hour, per CTX 9800 machine, at a minimum.
 - b. Maintain the BHS to meet minimum BHS availability of 99.0%.
 - c. Maintain the BHS in such a manner as to achieve sortation accuracy of no less than 95.0% of the scanned baggage as applicable.
 - d. Maintain the BHS in such a manner as to achieve BHS baggage tracking accuracy of 98.0% within the CBIS screening matrix.
 - e. In response to baggage jams, maintain a response time three (3) minutes or less on average with a maximum response time of no more than ten (10) minutes, but only under extreme circumstances. All claims of extreme circumstances will be reviewed, and a determination as to its reasonableness will be made by City in its sole discretion.
 - f. Maintain an accurate and timely system of record through a CMMS for the tracking of work orders (statistics and supporting information), spare parts inventory, and Bidder's labor.
 - g. Maintain the required quantities of recommended spare parts onsite and available for use.
 - h. Assume responsibility for the accuracy of spare parts inventory balances tracked between the CMMS system and physical stock on hand.
 - i. Serve as primary coordination point between TSA, City, any OEM's involved and Bidder staff for regular and irregular BHS operations (including all repair work under the Agreement) so as to minimize effort and costs to City.

- j. Provide timely and accurate reporting of BHS and operational performance information based on these performance measurements.
- k. Provide solutions to address deficiencies in performance metrics within and outside of their control.
- l. Meet contractual commitments for staffing levels, equipment and materials included in the value of the Agreement.
- m. Adhere to Airport standard operating procedure for O&M practices and procedures supported through the CMMS system.
- n. Complete work orders on time 95.0% of the time.
- o. Maintain BHS so that there are not more than three (3) emergency maintenance work orders per quarter.

(Not an exhaustive list)

X. Records and Audit

- 1. Bidder shall keep and maintain such records and reports as are necessary for the City to determine compliance with the obligations of the Agreement.
- 2. Such records must be maintained by the Bidder for at least three (3) years after the expiration or termination of the Agreement.
- 3. The City reserves the right to investigate, audit, and review, upon written request, such records and documents, in order to determine compliance with the Agreement (see Appendix B, Section 6, "Right to Audit Clause").

6. REQUIRED STAFFING

1. Bidder shall comply with all Required Staffing levels. Bidder may also need to temporarily adjust staffing levels due to circumstances like inclement weather, irregular operations, etc. Bidder is expected to make such adjustments based upon the Bidder's experience dealing with such matters and the Bidder's obligation to maintain the BHS to the City's desired quality standard. These temporary adjustments shall be coordinated with the Airport Representative, in writing, as they become known.
2. Working From Home is Strictly Prohibited. This applies to all personnel working under the Agreement, including management and administrative staff.
3. Regular and Consistent Attendance. All personnel working under the Agreement including management staff are expected to have regular and consistent attendance. The Airport Representative will monitor hours on Airport property. In the event management and/or other personnel are not onsite regularly and consistently, the Bidder will not receive payment for those hours.
4. Out of the Office. The Site Manager shall notify the Airport Representative prior to any time out of the office (vacation, etc.). An "acting" Site Manager shall be designated any time the Site Manager is out of the office.
5. Staffing Levels will need to accommodate specific shift and periodic tasks, and peak traffic periods.
6. Bidder staff shall use Airport-issued badges and Airport-issued time clocks to clock in and clock out so the Airport Representative may monitor and confirm the daily Bidder staffing levels and compliance with the Provisions of the Agreement.
7. Bidder shall provide automatic, computer-generated certified payroll, which includes actual employee clock in and clock out times, with its monthly invoices as provided for in Appendix A, Section 13 entitled "**Payments**". The Airport Representative may compare the payroll records with the Airport-issued time clock records to verify compliance with the Provisions of the Agreement.

8. The Bidder shall maintain the staffing level or workforce as set out below. Workforce shall include the following job classifications (see Exhibit G):
 - a. Site Manager
 - b. Assistant Site Manager
 - c. Shift Supervisor
 - d. Electrician
 - e. Controls Technician
 - f. Shift Technician
 - g. General Maintenance Technician (Unjammer)
 - h. Control Room Operator
9. The Airport Representative may modify, amend or make changes to the Required Staffing levels without obtaining the Bidder's approval and without a formal amendment to the Agreement by providing thirty (30) Days written notice.
10. See Exhibit H for Staffing Schedule.

7. CONTRACT START UP & PHASE OUT

- A. Prior to commencement of the agreement, the Successful Bidder must submit an Operations and Maintenance Plan ("O&M Plan") for the BHS that describes how Bidder will achieve the goal of operating and maintaining the BHS in a manner that ensures safe, high quality, reliable and uninterrupted service to all airlines, the TSA and passengers using the Airport. The O&M Plan submitted must include the following components:
 1. **Maintenance & Operation Plan** – Bidder should address the manner in which it would provide the services described in the Scope of Work. (See Section 5 entitled "Scope of Work");
 2. **Quality Control Plan** – Bidder should provide proposed Quality Control Program.

3. **Staffing Plan** – Bidder should address the manner in which it would meet the staffing requirements set forth in the Scope of Work. The Staff Plan should include at a minimum:
 - a. The management structure to be used in Bidder’s operations at STL and regionally, including descriptive charts or diagrams that may provide additional detail;
 - b. Experience and certification requirements and wage rates (fully burdened) by job categories requested in this SFB; and
 - c. Number of staff by job category recommended by the Bidder to perform all services described in the Scope of Work which may be different than the required minimum staffing from the Airport. The Airport may elect to utilize the Bidder’s recommended staffing plan to generate financial and/or operating efficiencies.
 - d. Recruitment, training and retention plan necessary to ensure unskilled/semi-skilled and skilled labor and local management availability for Preventative Maintenance and repairs.
4. **Changeover & Initial Assessment Plan** - Bidder, if not the current service provider, shall submit a detailed plan for changeover of operation and management of the system with the least amount of disruption in service as possible.
 - a. The Bidder shall provide a description of their changeover planning process, start-up and mobilization process which should include how it plans to start operations and bring about a smooth transition of the work to be performed under this SFB [under the Scope of Work]. The plan should describe how the Bidder will handle problems which Bidder anticipates will be encountered to begin operations under this SFB [under the Scope of Work?] and should include the time period needed for hiring and training of employees, planned interface with the Airport, inventory, delivery of equipment, the processing of ID badges, uniforms, and site tours, etc.

- b. The Bidder shall have a ninety-day (90) assessment period to establish criteria to measure baseline performance for key performance indicators as part of an initial assessment plan. The Bidder shall within 90 days from the Commencement Date, perform an inspection of the existing BHS and assess the condition of all equipment covered under this specification to establish a condition baseline. The inspection report shall identify all operational and performance deficiencies of each piece of equipment. The inspection report shall serve as a starting point for the Bidder to provide ongoing maintenance, preventive service and predictive maintenance. The report shall identify all deficiencies the Bidder claims exist and recommend a priority and cost to correct each.
- c. Upon the commencement of the Agreement, the Bidder shall review the existing O&M Manuals for all the various maintained systems within the BHS and generate a single comprehensive Inspection and Preventive Maintenance Program (“IPMP”) which defines the tasks (e.g., inspection, test, replacement) and intervals (e.g. daily, weekly, monthly, quarterly, annually) for each type of equipment (e.g.; conveyor, turn, diverter, motor control panel) and general tasks (e.g.; ‘end of day walkthrough’, cleaning). The IPMP must be submitted to the City for review and approval. If the performance requirements are not met against the specified criteria, the Bidder shall adjust the IPMP to decrease inspection intervals and increase Preventive Maintenance as needed without additional cost to the City.

5. **Contract Phase Out**

A. Maintenance Inspection

- 1. Beginning on or about thirty (30) business days prior to the Agreement expiration or termination, City and/or its technical representative will thoroughly inspect the condition of all equipment covered by the Agreement to

audit the level of maintenance and service work performed. All deficiencies found must be corrected by the Bidder prior to the Agreement expiration date. If deficiencies have not been corrected by the Bidder by that date, City will have the repairs performed by another vendor and the cost to perform the repairs shall be withheld from the Bidder's last payment.

2. The Bidder shall provide all necessary labor, equipment, materials, and technical expertise required to assist City in inspecting the BHS. The Bidder shall thoroughly exercise all systems and demonstrate each feature and function.

B. Transitional Training

1. Beginning on or about thirty (30) business days prior to the Agreement expiration or termination, the Bidder shall initiate transition training of City's or successor personnel in the Operation and Maintenance of the BHS.
2. Transitional Training shall be comparable to training provided by the original equipment supplier, utilizing the OEM training manuals and materials.

C. City Provided Resources

1. Upon expiration/termination of the Agreement, the Bidder shall return to the City, in good condition, all City provided resources, computer hardware, communication devices, documentation, drawings, BHS O&M Manuals, and the like loaned by the City, according to an inventory of City provided equipment required under the Agreement.
2. Upon expiration/termination of the Agreement or discontinuance of employment of any of Bidder personnel working in the Airport, all Airport keys, security badging

and all other City identification shall be surrendered to the Airport Representative immediately.

D. Records and Documentation

1. Upon Agreement termination or the end of the Agreement period all records and documentation, including, but not limited to, As-built/Record drawings, BHS O&M Manuals, Preventive Maintenance Schedules, Preventive Maintenance Records, CMMS Information, Equipment History Data and the like shall remain the sole property of the City. All records shall be accurately kept and updated to the last day of the Agreement.

8. EXTRA WORK

- A. At the written request and direction of the Director, additional Operation & Maintenance of Airport Baggage Handling System work, or modifications, additions, or extras (“**Extras**”) may be required. The fee or charge for Extras will be agreed upon in advance in writing on a case-by-case basis. See Appendix A, Section 13.L “**Payments**”. For all work conducted under the Agreement, the total amount to be paid to the Bidder must not exceed the total Contract Not-To-Exceed Amount of the Agreement. (See Appendix A, Section 13.L “**Payments**”.)
- B. Any work not specified in the Agreement that may be reasonably implied as included in the Agreement will be done by the Bidder without extra charge. The Director shall solely make such determinations regarding reasonably implied work and Extras.
 1. The Bidder will perform all Extras that may be requested or ordered in writing by the Director. No Extras shall be performed unless ordered in advance by written request of the Director.
 2. The Bidder will furnish the Director with itemized bills for all items included under this heading, and such bills may be verified or audited by the City.

3. All bills for Extras done in any month, will be submitted to the Director, in writing, before the 15th day of the following month, and the amounts therein must be in accordance with the daily time, material, and equipment statements approved by the Director.
4. As proof of costs, the Bidder must submit copies of itemized invoices received from the Bidder's approved subcontractor(s) that have been reviewed and approved previously by the Bidder.
5. Extras will be paid for based on a fixed amount, rate, charge, or any combination thereof agreed upon and approved by the Bidder and the Director in writing prior to such Extras being performed. (See Appendix A, Section 13.E "**Payments**".)

9. TERM

The Term of the anticipated Agreement will be for thirty-six (36) months beginning on the Commencement Date specified below and ending thirty-six (36) months thereafter, unless earlier terminated or cancelled as provided for in **Appendix B, Section 3 "Cancellation"**. The Agreement is expressly subject to, and will not become effective or binding on the City until, fully executed by all signatories of the City. The commencement and expiration dates are as follows:

"Commencement Date": January 1, 2026 "Expiration Date": December 31, 2028

10. ADMINISTRATIVE PROCEDURES

- A. Before work under the Agreement commences, the Bidder will designate, by written notice to the Airport Representative, an experienced, competent and knowledgeable, full-time employee of the Bidder as the Bidder's "Project Coordinator." The Project Coordinator will be fully authorized to act for the Bidder in all matters covered by the Agreement. The Bidder will also furnish all supervisory personnel with copies of these specifications and will make certain that all such personnel understand the Provisions thereof.
- B. When necessary, or as requested by the Airport Representative, the Bidder will make periodic reports and recommendations to the Airport Representative

concerning conditions, transactions, situations or circumstances encountered by the Bidder relating to the services to be performed under the Agreement.

- C. The Bidder's performance hereunder must meet the highest standards of care, skill, and diligence provided by professionals who perform services similar to the services contemplated by the Agreement. All work will be executed in the most workmanlike, safe and substantial manner and everything will be furnished by Bidder that is necessary to complete and perfect the aforesaid work according to the design and intention, whether particularly specified or not which may be inferred from the Agreement and its specifications. Work which should properly be performed by skilled laborers, will not be attempted by common laborers.
- D. The Bidder will ensure that all equipment and temporary offices and trailers used on the job are conspicuously marked with both the name and telephone number of the Bidder (if applicable).
- E. The Bidder must clean up the work site each day. This clean-up must include placing material, tools, and equipment in a neat, safe, and orderly arrangement. Equipment must never block access to existing facilities. Rubbish, debris, rubble, and garbage must be properly removed daily and disposed of by the Bidder in accordance with all applicable local, state, and federal laws and regulations. The City and its officers, agents, representatives, or employees are not responsible or liable for, in any way whatsoever, for any hazardous condition created by, arising out of, or incidental to the Operation & Maintenance of Airport Baggage Handling Services performed by the Bidder or its officers, employees, subcontractors, representatives, or agents under the Agreement. **(See Appendix B, Section 1, "Insurance" and Section 2, "Indemnification")**
- F. The Bidder will at all times, have ample equipment to properly and safely carry out the work contemplated herein including such tools or equipment as may be necessary to meet emergency requirements.
- G. The Bidder will give personal attention to the performance of the Agreement and will furnish to the Airport Representative, upon request, a list of all employees (including subcontractor's employees) performing services under the Agreement. **(See also Appendix B, Section 4 "Subcontracting & Assignment").** The Bidder will maintain and update this list throughout the Term of the Agreement.

- H. The Bidder will be present at the work site continuously during working hours throughout the progress of the work, either in person, or through the Project Coordinator or supervisory personnel to receive directions or furnish information. Any instructions or directions given to the Project Coordinator or supervisory personnel of the Bidder will be considered the same as given to the Bidder in person.
- I. Bidder, at its cost, will secure all applicable permits and licenses and approvals required or necessary to fulfill the Provisions of the Agreement.
- J. If requested by the Airport Representative, the Bidder will attend a pre-performance conference prior to commencement of any work under the Agreement. Said conference will be after the date of Agreement execution, and prior to start of the work.
- K. The work to be performed under the Agreement may be on an active Airport. Therefore, prior to the start of any work under the Agreement, the Bidder will provide the Airport Representative with a work schedule which will indicate a proposed sequence and time schedule of the work to be accomplished for the Airport Representative's prior written approval. **(See Appendix A, Section 5, "Scope of Work.")**
- L. In case of an emergency, the Airport Director, Deputy Director of Operations and Maintenance, or the Airport Representative or designee will have authority to order the Bidder to immediately terminate work and clear the area of personnel and equipment. The Bidder will immediately comply to such an order with all possible speed.
- M. The Airport Representative will determine the amount, classifications, acceptability, and fitness of all work to be done, and will decide all questions which may arise relative to the proper performance of the Agreement, and their decisions will be final, except as provided for in **Appendix A, Section 16 "Right of Review"**.
- N. The City reserves the right to solicit bids and award contracts to other contractors for any modifications or additions to the Operation & Maintenance of Airport Baggage Handling Services. The City reserves the right to furnish components,

parts, supplies, and materials at its discretion or to perform the work contemplated herein. **(See Appendix A, Sections 13.I “Payments” and 26.G “General Provisions”)**

- O. Bidder is not permitted to markup subcontractor invoices.
- P. The Bidder and its subcontractors shall provide, at their sole cost, any and all Personal Protective Equipment (PPE), safety equipment or safety supplies needed to perform the services contemplated in this SFB.

11. RULES AND REGULATIONS

- A. The Bidder will comply with all applicable rules and regulations including resolutions, plans, operating directives, Airport Certification Manual, and directives promulgated or established by the Airport Authority, the Airport Commission, the Director, or the City, as amended, in performing the required work or services. The Bidder will comply with all statutes, laws, ordinances, orders, judgments, decrees, permits, regulations, environmental plans and programs, environmental permits, directions, and requirements of the City as amended, and all federal, state, city, local and other governmental authorities, now or hereafter applicable, in performing the required work and service.
- B. The Bidder will be responsible for compliance with all Airport Security Regulations, Airport Security procedures, and TSA 1542 as amended. Any and all violations by the Bidder or its officers, employees, subcontractors, independent contractors, agents, or representatives pertaining to Airport Security resulting in a fine or penalty to the City or the Bidder, or its officers, employees, agents, or representatives, will be the responsibility of the Bidder. City will be reimbursed within ten (10) days of the City’s request, for any such fines or penalties imposed on the City.
- C. The Bidder will be responsible for the work of all subcontractors and agents, and all work must be kept under the Bidder's control. A complete list of all such subcontractors will be submitted to the Airport Representative for his/her prior written approval. **(See Appendix B, Section 4 “Subcontracting and Assignment”)**

- D. The Bidder will not be entitled to any claim for damages or losses whatsoever against the City or its officers, employees, agents, representatives, due to hindrance or delay from any cause whatever in the progress of the work or any portion thereof including without limitation, loss of profits, and actual, consequential, special, or incidental damages.

12. REPAIR OF DAMAGE

- A. The Bidder will promptly report to the Airport Representative or designee any property of the City or third parties damaged by Bidder's or subcontractor's operations or employees. The Bidder will not make repairs or replacements to City property without prior written approval of the Airport Representative.
- B. In all instances where any property and/or equipment is damaged by Bidder or subcontractor employees, a full report, including pictures of the incident and extent of such damage, shall be submitted in writing to the Airport Representative within 24-hours of the occurrence.
- C. The Bidder is responsible for the repair of all damages resulting from its activities while working onsite. If the Bidder is not able to or otherwise fails to make such required repairs, the Airport will have the right to accomplish these repairs and deduct the costs from the Bidder's next scheduled payment.
- D. The Bidder is responsible for taking the action necessary to protect Airport-issued supplies, materials and equipment from loss, damage and/or theft.

13. PAYMENTS

- A. The Bidder shall submit to the Airport Representative for payment by the City, a **monthly itemized invoice and supporting documentation for work or services performed during the previous month** under the Agreement at the rates, charges, and amounts outlined in the attached Appendix C. The monthly itemized invoice and supporting documentation shall be in a form acceptable to the Airport Representative.

- B. Invoices will be submitted to the Airport Accounting Department at:

AirportAccountsPayable@flystl.com (preferred)

With an email copy to the Airport Representative (required)

or

St. Louis Lambert International Airport

Accounts Payable

P. O. Box 10212

St. Louis, MO 63145

Contact Phone Number: (314) 426-1303

- C. The invoice must include:
- a. Contract number;
 - b. Ordinance number;
 - c. Purchase Order (PO) number (new PO number issued every Fiscal Year);
 - d. Date and time of service(s);
 - e. Equipment Number & Location;
 - f. Name of Airport Representative(s) requesting service(s);
 - g. Services or Action(s) Performed;
 - h. List of Parts Replaced;
 - i. Labor Hours (time spent performing repairs);
 - j. Signed itemized work tickets; and
 - k. Invoice Amount.
- D. The Bidder shall also provide such other documentation or proof of payment reasonably required by the Airport Representative.
- E. For Extras authorized in writing by the Director, the Bidder will invoice the City the actual labor, parts, and materials required to complete the modifications or additions authorized in writing by the Director as set out in Appendix A, Section 8 “**Extra Work**”.
- F. Bidder will be expected to agree that the payment for performance will be the monthly invoice unless otherwise agreed to in writing by the City, as outlined in Appendix “C,” except as provided for below. Payments for Extra Work ordered

by the Director in writing will be at the rates or amounts as provided for in Appendix “A,” Section 8 “**Extra Work**”. All payments by the City are contingent upon the appropriations of sufficient funds by the City annually.

- G. Bidder will be expected to acknowledge, covenant, stipulate and agree that the Bidder will only be paid for work performed within the scope of work contemplated herein. If work is not performed in a specific area(s) or a task(s) is not performed, as outlined in Appendix C, Bidder will not be paid for that work, task and/or location.
- H. Acceptance by Bidder of the final payment will constitute payment in full for all work done.
- I. The Agreement will not create a debt, liability, or obligation of any kind whatsoever on the City for the City to order or request any particular amount of work or services. (See also Appendix A, Sections 10.M “Administrative Procedures” and 30.G “Inspections”).)
- J. The Bidder will submit invoices for the services and work performed pursuant to the Agreement in a timely manner and as provided for in the Agreement. The City will not be required or obligated to pay any invoice submitted to the City by the Bidder more than six (6) months after the expiration or earlier termination of the Agreement or be responsible for any costs or expenses incurred by the Bidder for services or work performed pursuant to the Agreement for which invoices have not been submitted to the City for payment within six (6) months of the expiration or earlier termination of the Agreement.
- K. Bidder will only be paid for work performed within the scope of work contemplated herein. If work is not performed in a specific area(s) or a task(s) is not performed, as outlined in Section 5 “Scope of Work” and/or Appendix C, Bidder will not be paid for that work, task and/or location.
- L. Payment under the Agreement is subject to a total Contract Not-To Exceed Amount, and any increase in the Contract Not-To-Exceed Amount of the Agreement requires the consent of the Director and a formal amendment to the Agreement.

14. REPLACEMENT OF PERSONNEL

Bidder agrees to promptly replace the manager or any employee working under the Agreement should the Airport Director believe and recommend that such should be done for the good of the services being rendered. The Airport Director's decision will be final and binding.

15. PROHIBITED ACTS

A. Bidder will not do or permit to be done any act which:

1. Will invalidate or be in conflict with any insurance policies covering the Airport or the City, or any part thereof, or upon the contents of any building thereon;
2. Will increase rates of any insurance, extended coverage or rental insurance on the Airport or the City, or any part thereof, or upon the contents of any building thereon;
3. In the opinion of the Airport Representative, will constitute a hazardous condition, so as to increase risks normally attendant upon the operations enumerated in the Agreement;
4. Will constitute a nuisance in or on the Airport or which may result in creation, commission, or maintenance or a nuisance in or on the Airport; or;
5. May interfere with the effectiveness or accessibility of the drainage of any sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses if any, installed or located in or on the Airport.

B. If by reason of the Bidder's failure to comply with the Provisions of this Section 15, any fire insurance, extended coverage or rental insurance rate on the Airport, or any part thereof, or upon the contents of any building thereon will be at any time higher than it otherwise would be, then the Bidder will on demand, pay the City the increase in the cost of insurance premiums paid or payable by the Airport

which was charged because of such violation by the Bidder. For the purpose of this section, "Airport" includes all structures or improvements located thereon.

16. RIGHT OF REVIEW

Bidder may request that the Director review any decision or direction of the Airport Representative. The decision of the Director will be final and binding. All requests for review must be in writing and within twenty-four (24) hours of the Airport Representative's decision in dispute, and must set forth clearly the cause for such request of review. No review will be allowed by the Director which has not first been considered by the Airport Representative. (See Appendix A, Section 10.L "Administrative Procedures".)

17. GOVERNING LAW AND FORUM SELECTION

The Agreement will be made and entered into in the State of Missouri, and Missouri law and the City's Charter and Ordinances, as they may be amended from time to time, will govern and apply to the Agreement. Any cause of action, claim, suit, demand, or other case or controversy arising from or related to the Agreement must be brought only in a federal or state court in The City of St. Louis, Missouri. Bidder and the City hereby admit and consent to the jurisdiction and venue of such courts. The Provisions of this section survive the expiration or early termination of the Agreement.

18. WAIVERS OF LIEN

Upon completion of work contemplated herein, and if requested by the City, the Bidder will submit within five (5) business days of the City's request full waivers of lien from every entity involved in the performance of the Agreement. Lien waivers must be submitted on forms and executed in a manner acceptable to the Airport Representative. Bidder will not permit any mechanics' or materialmen's liens or any other lien or encumbrance to be attached or foreclosed upon the City's property or any part or parcel thereof, or on the improvements thereon, by reason of any work or labor performed or materials furnished by any mechanic, materialman, contractor, or any other reason., or any other reason.

19. FACILITIES PROVIDED BY THE AIRPORT

A. City, subject to and in accordance with the Provisions of the Agreement, will provide the right of ingress and egress to all areas herein specified in order for the Bidder to perform the work and services contemplated herein.

B. **Parking** – The City will provide parking in the Terminal 1 Parking Garage, Red Level for the job classifications listed below. This is subject to change throughout the Term of the Agreement.

1. Site Manager
2. Assistant Site Manager
3. Supervisors – 1 parking spot per Supervisor
4. The City will not provide parking for any other job classifications, vehicles or personnel working under the Agreement, except as provided for in this Section 19. The Bidder is responsible for all other parking arrangements.

20. PRECAUTIONARY MEASURES

- A. Bidder will exercise every precaution to prevent injury to persons, damage to property, and inconvenience to the City's travelers, licensees, invitees, airlines operating at the Airport, and other users of the Airport. Bidder will place watchmen, erect barricades and railings, give warnings, display lights, signals, or signs, exercise precautions against fire or electrocution, and take other precautions as may be necessary, proper, and desirable. (See Appendix B, Section 1, "Insurance" and Section 2, "Indemnification".)
- B. In coordination with the Airport Representative, Bidder shall comply with Social Distancing guidelines in effect at such time, which are recommended by the CDC, and/or required by the state and/or local health departments or governmental entities.
- C. Bidder shall be responsible for developing and implementing plans and procedures to prevent and mitigate the spread of COVID-19 or any other

infectious disease within their work area to the maximum extent practical, with approval from the Airport Representative.

21. STORAGE AND STAGING AREA

- A. The Airport Representative will assign storage and transfer area ("**Storage Area**") in writing (if applicable). If assigned, the Storage Area will be used for storage of the Bidder's equipment, parts, materials, tools, supplies, and property, and will be maintained by the Bidder at its cost and to the City's standards as provided for in the Agreement. Assignment of the Storage Area will be based on availability of space.
- B. The Bidder will be responsible for the proper storage and security of its equipment, parts, materials, tools, supplies, or property and will maintain and improve the Storage Area as directed by the Airport Representative. The City (including its officers, employees, agents or representatives) will not be responsible or liable for any vandalism, theft, casualty, loss, or damages of any kind whatsoever to the Bidder's equipment, containers, compactors, parts, tools, materials, or supplies, or other personal property.
 - 1. The Airport agrees to provide the Bidder a reasonable amount of office space for managing the BHS. The location of this space is subject to change throughout the Term of the Agreement.
 - 2. Bidder is responsible for providing, at its sole expense, all materials, office supplies, furniture, Fixed Improvements and equipment it may require in the office space.
 - 3. The Airport shall issue Bidder keys to the Storage and Staging Area. (See Section 22.F and Section 22.I.)
- C. The Airport does not provide custodial services for Storage and Staging Area(s). Bidder is responsible for keeping area(s) clean and removing and disposing of any trash.
- D. City, subject to and in accordance with the Provisions of the Agreement, will provide the right of ingress and egress to all areas required in the performance of the Bidder's services.

22. BADGING

- A. All Bidder's and subcontractor's employees performing work under the Agreement must be issued, and must maintain, an unexpired Airport ID Badge issued by Airport Security Operations. The Airport will not escort Bidder or subcontractor employees.
- B. The Bidder will comply with all applicable federal, state, and local governmental laws and regulations and rules and regulations, as more fully described in Appendix A, Section 11.A "Rules and Regulations".
- C. The Bidder at its cost will supply and update as needed for the Airport Security Operations, a list of the Bidder's employees to be issued an Airport ID Badge.
- D. The Bidder will, when directed by the Airport Representative, schedule its employees to be issued an Airport ID Badge and fingerprinted for a criminal history check by the Airport Security Operations. The Bidder will maintain at all times adequate control of said identification badges. All employees issued identification badges will be required to attend the Security Identification Display Area (SIDA) class, and any other security or ID Badge-related training classes required by the Airport, at Bidder's expense.
- E. The Bidder will bear the cost of providing new and/or renewal badge for the Bidder's and subcontractor's employees performing work under the Agreement. The cost for initial badging is \$85.00 per employee. This fee includes the cost of the badge, fingerprinting, mandatory Security Threat Assessment, computer-based training and the SIDA class. Badges must be renewed every 12 months at a cost of \$35.00 per badge. The cost for status change, lost, stolen, or damaged identification badges and any associated training will be the sole responsibility of the Bidder. The replacement cost for a lost badge is \$75.00 for the first badge, \$100.00 for the second badge, and \$175.00 for a third badge. No fourth badge will be issued. Rates for Airport ID Badges are subject to change during the term of the Agreement. For information concerning Badging, visit:
<https://stlairportal.flystl.com/badging-office/security-operations>
- F. Upon expiration or termination of Agreement or termination of employment of any Bidder or subcontractor employees working under the Agreement, all

Airport-issued keys and Airport-issued ID Badges shall be immediately surrendered to the Airport Representative or Airport Security Operations.

- G. Bidder must make every effort to return or cause to be returned the Airport-issued ID Badges of separated or terminated employees, including subcontractor employees.
- H. In the event of the Bidder's or subcontractor's badge loss, as a result of excessive lost or non-returned badges, the Bidder will be responsible for **all** costs associated with re-badging including, but not limited to, purchasing replacement badge stock.
- I. For keys that are not returned or are deemed lost, Bidder shall be charged \$500.00 per key plus the cost of re-keying all doors accessible with the lost/non-returned key.
- J. Bidder's or subcontractor's employees assigned to work in or who need access to the U.S. Customs and Border Protection area must have a "Customs Seal" affixed to their Airport ID Badge. As part of the badging process, the Bidder will be responsible for ensuring all employees requiring this access submit the appropriate Customs and Border Protection paperwork.
- K. The Bidder will be responsible for compliance with all Airport Security Regulations, Airport Security procedures, and TSA 1542 as amended. Any and all violations by the Bidder or its officers, employees, subcontractors, agents, or representatives pertaining to Airport Security resulting in a fine or penalty to the City or the Bidder, or its officers, employees, agents, or representatives, will be the responsibility of the Bidder. The City will be reimbursed within ten (10) days of the City's request, for any such fines or penalties imposed on the City. **(See Appendix A, Section 11.B "Rules and Regulations")**
- L. All employees that are granted and accept Airport Identification Badges at the Airport are subject to search of their persons and property when entering, when exiting, or while in the Air Operations Area (AOA), to include cargo bays and aircraft hangars, other Security Identification Display Areas (SIDAs), and sterile areas including concourses. Employee screening may be conducted by the Transportation Security Administration (TSA), the Airport Police Department, or

contract security. Compliance with employee inspections is mandatory. Failure to comply may result in suspension or revocation of the employee's Airport-issued ID badge.

- M. If the Bidder is providing or utilizing employee lockers or similar area for personal belongings on premises, the Bidder shall be responsible to conduct random security inspection searches of lockers at the Bidder's expense, no less than every three (3) months. Notification of inspections should be given to the Airport Police Department and an inspection log and report shall be given to Security Operations.

23. UNIFORMS

Bidder, at its cost, will provide uniforms for all employees and personnel performing work under the Agreement. Such uniforms are to bear the company's name and be approved by the Airport Representative in writing.

24. PERFORMANCE BOND AND PAYMENT BOND

- A. At or prior to the execution of the Agreement, the Successful Bidder will immediately execute a Performance Bond and a Payment Bond each in the amount of Two Million Two Hundred Twenty-Five Thousand Dollars (\$2,225,000.00) with surety satisfactory to the City, conditioned on the full and faithful performance of all Provisions of the Agreement to be executed. Affirmation by the Surety Company to execute the Performance Bonds and the Payment Bonds must be executed by Attorney-In-Fact for the surety company before a licensed Notary Public. The Payment Bonds must comply with the coverage requirements and conditions of Section 107.170 RSMo. The City will allow submittal of one year renewable bonds to meet the requirements of this Section 24. The Successful Bidder will notify the City no later than thirty (30) days prior to the termination, cancellation, or non-extension of the Performance Bonds or Payment Bonds and if the Successful Bidder's Performance Bonds or Payment Bonds are terminated, cancelled, not renewed or extended, the Successful Bidder shall promptly provide the City with a replacement bond(s) in full compliance with this Section 24. Any sum or sums derived from said Performance or Payment Bonds will be used for the completion of the Agreement and the payment of laborers and material suppliers, as the case may be.

- B. Copies of the Performance Bonds and the Payment Bonds, in a form acceptable to the City, must be given to the Airport Representative for approval before the work of the Agreement begins.
- C. Bidder will submit along with the Bidder's Bid, a completed "Proposal To Bond Form" attached hereto as Attachment 1 and incorporated herein, executed by the Bidder's Surety Company or a Proposal To Bond on the Surety Company's stationary. (See Bidder's Checklist and Attachment 1, "Proposal to Bond Form" incorporated herein.)

25. MISSOURI UNAUTHORIZED ALIENS LAW

- A. Requirements: Bidders are advised that the Agreement executed with the Successful Bidder pursuant to this SFB, is subject to Sections 285.525 through 285.555 of the Revised Statutes of Missouri, 2016 (the "Missouri Unauthorized Aliens Law"). As a condition for the award of the Agreement, the Successful Bidder, will, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the Agreement. The Successful Bidder will also affirm in said affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the Agreement. A copy of an affidavit in a form acceptable to the City is attached hereto and incorporated herein as Exhibit B entitled "Affidavit." (**See Bidder's Checklist "Missouri Unauthorized Aliens Law Affidavit"**.) Each Bidder must submit the attached "Missouri Unauthorized Aliens Law Acknowledgment & Acceptance Declaration" with its Bid. (**See attached Exhibit A, incorporated herein and Bidder's Checklist "Missouri Unauthorized Aliens Law Acknowledgement Form"**) Failure to submit this declaration with your Bid will result in rejection of the Bid. A Successful Bidder's failure to comply with the Provisions of the Agreement related to the Missouri Unauthorized Aliens Law may result in the termination of the Agreement by the City and other remedies available to the City at law or in equity. In addition, the State of Missouri may impose penalties for violation of the Missouri Unauthorized Aliens Law as set forth therein. The Successful Bidder will deliver a fully executed original of the Affidavit (see Exhibit B) including required documentation in accordance with the Missouri Unauthorized Aliens Law, within twenty (20) days after notice to the Successful Bidder of the award and prior to performing any work under the Agreement.

- B. Information regarding the Missouri Unauthorized Aliens Law is available on the Missouri Attorney General's web site at <https://ago.mo.gov/get-help/programs-services-from-a-z/unauthorized-alien-workers>. Information regarding E-Verify can be found on U.S. Citizenship and Immigration Services' web site at <https://everify.uscis.gov/enroll/>.

26. GENERAL PROVISIONS

- A. The Bidder is an independent contractor and nothing herein will be interpreted or construed to mean that the Bidder or any of its employees or agents is an employee or agent of the City.
- B. The Bidder will coordinate the services performed under the Agreement with the Airport Representative.
- C. The Agreement will be the entire agreement and no amendment or modification will be made (except as expressly provided for herein) unless in writing and signed by the parties hereto.
- D. The Agreement and all contracts entered into under the Provisions of the Agreement will be binding upon the parties and their successors and permitted assigns.
- E. A waiver by one party of any the Provision(s) to be performed by the other party will not waive any subsequent default or breach of any of the Provisions of the Agreement. Any waiver by either party must be in writing and signed by the party waiving.
- F. The Bidder will keep and maintain such records and reports necessary for the City to determine compliance with the Agreement. Records must be maintained by the Bidder for at least three (3) years after the expiration or termination of the Agreement. The City reserves the right to investigate, audit, and review, upon written request, such records and documents, to determine compliance with the Agreement. (See Appendix B, Section 6 "Right to Audit Clause".)
- G. The City retains the right to receive bids and award contracts on any modifications, deletions, or additions to the Baggage Handling System Services.

In addition, the City retains the right to furnish materials or supplies at its discretion, or perform for itself, any required work. (See Appendix A, Section 10.M “Administrative Procedures” and 13.I “Payments”.)

- H. No alderman, commissioner, director, board member, officer, employee or other agent of the City will be personally liable under or in connection with the Agreement.
- I. Bidder will not be in violation of the Agreement, if it is prevented from performing any of the obligations by reason of strikes, boycotts, labor disputes, embargoes, shortage of material, acts of God, acts of a public enemy, acts of a superior governmental authority, riots, rebellion, or sabotage, or any other circumstances for which it is not responsible and which is not within its control. (See Appendix A, Section 26.K “General Provisions” below.)
- J. If any Provision is held to be invalid by a court of competent jurisdiction, the invalidity of any such Provision will in no way affect any other Provision, herein contained, provided the invalidity of such Provision does not materially prejudice either party hereto in its respective rights and obligations contained in the valid Provisions of the Agreement.
- K. The Bidder must acknowledge that time will be of the essence in the performance of each and every obligation and understanding of the Agreement.
- L. Bidder shall acknowledge that where the authorization, consent, approval, waiver, certification, determination, or any other action (“Approval”) of other party is required under the terms of the Agreement, such Approval must be in writing and signed by the party approving. Whenever the Approval of the City or the Director is required, the Approval must be from the Director or his/her authorized or designated representative. In taking such actions, the Director shall act reasonably, and take into consideration the best interest of the City, the Airport, and travel public. The City and Bidder agree that extensions of time for performance may be made by the written mutual consent of the Director, on behalf of the City, and Bidder or its designee. Whenever the Approval of the City, or the Director, or Bidder is required herein, no such Approval shall be unreasonably requested, conditioned, or withheld.

- M. The Agreement will become effective and binding only upon the execution and delivery hereof by the City and the Successful Bidder. The Agreement and any companion document or instruments referred to herein, may be executed in any number of counterparts, each of which will be original, but all of which will constitute one document or instrument or instrument, and it will constitute sufficient proof of the Agreement to present any copy, electronic copies or facsimiles signed by the parties hereto.

27. PREVAILING WAGE AND FRINGE BENEFITS

- A. The Bidder agrees that it shall pay to employees and subcontractor's employees no less than the prevailing hourly rate of wages and fringe benefits as determined by the United States Secretary of Labor, or his/her authorized representative, in accordance with prevailing rates in the locality of the Metropolitan St. Louis area pursuant to 41 U.S.C. 351 et seq., as amended except for any person engaged in an executive, administrative or professional capacity. This section is subject to and shall be in accordance with City Ordinance No 62124 as codified in Chapter 6.20 of the Revised Code of The City of St. Louis 2020 Annotated.
- B. Subject to and in accordance with Chapter 6.20.010.A of the Revised Code of The City of St. Louis, such fringe benefits may include medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing, unemployment benefits, life insurance, disability and sickness insurance, accident insurance, vacation and holiday pay, costs of apprenticeship or other similar programs and other bona fide fringe benefits to be provided by the service contractor and not otherwise required by federal, state or local law. The term "minimum prevailing fringe benefits" may include any contributions of fringe benefits equivalent to the foregoing or differential payments in cash.
- C. Bidder shall keep full and accurate records identifying the names and classification of every service employee employed by them in the performance of the Agreement, together with an accurate record of the number of hours worked by each employee and the actual wages and fringe benefits paid therefor. Said records shall be open to inspection by the Comptroller of the City or his/her authorized representative at any reasonable time and as often as may be necessary and such records must not be destroyed or removed from their customary location

for the period of one (1) year following the completion of the work under the Agreement.

28. MEDIA INQUIRIES / ADVERTISING

- A. If contacted by any media entity or other third party ("Media Entity") about the Agreement or the services or work performed by the Bidder under the Agreement ("Airport Project"), the Bidder will refer the Media Entity to the Airport's Public Relations Manager. This includes, without limitation, trade publications.
- B. Any printed articles, press releases, web articles, social media communications or case studies about an Airport Project must be approved in writing by the Airport's Public Relations Manager prior to being made public by the Bidder. Bidder will have no right to use the trademarks, symbols, logos, trade names or the name of the City or the Airport, either directly or indirectly, in connection with any production, promotional service, publication or advertising without the prior written consent of the Airport's Public Relations Manager.
- C. Bidder will treat all knowledge of the City's intentions, operations or procedures, and business as confidential and at no time shall divulge such information without the prior written consent of the Director, unless otherwise required by a court order or subpoena. Bidder will timely inform the City of any such order or subpoena prior to releasing said confidential information.
- D. Advertisements discussing an Airport Project must be approved by the Airport's Public Relations Manager in writing prior to publication or must include a prominent disclaimer that neither the City nor the Airport necessarily endorses the Bidder's work.
- E. Any quotes or testimonials from City or Airport staff may not be used unless pre-approved in writing by the Airport's Public Relations Manager.
- F. Photos taken by Bidder of Airport Projects must be pre-approved in writing by the Airport's Public Relations Manager. Bidder acknowledges and understands that some photos may contain security-sensitive information and publication may violate federal laws or regulations or Airport security rules or procedures.

- G. The Airport's Public Relations office must be given at least three (3) business days' notice to review request and materials. The Airport's Public Relations office coordinates media, web, postings, printed materials, advertisements and other public communication about Airport Projects. Public Relations main number is: 314-426-8125.

29. CUSTOMER SERVICE

- A. Bidder, on behalf of itself and all subcontractors, acknowledges that customer service to the traveling public is a primary concern for the City and that customer service is the shared responsibility of all employees and service providers at the Airport, no matter their role or function. Bidder agrees that all of its employees performing service at the Airport pursuant to the Agreement will:
- B. Demonstrate excellent customer service at all times when in contact with users of the Airport.
- C. Act in a courteous and helpful manner at all times with travelers, fellow employees, and all other users of the Airport, including but not limited to, appropriate greetings and assistance to travelers, if and when applicable.
- D. Help ensure that travelers have a positive Airport experience and at all times, behave in a businesslike and professional manner while on Airport property.
- E. Refrain from using foul or inappropriate language in public areas; smile and use a pleasant tone of voice when conversing with travelers and all other Airport users; be actively working while on duty and refrain from gathering and "chatting" in groups while on duty, unless necessary; refrain from the use of non-business cell phones while on duty; refrain from napping or sleeping in public areas.
- F. Not utilize public seating, boarding areas, gate areas or lounge areas within the terminals and concourses. The above areas are intended for use by the traveling public and not as rest or lounge facilities for Bidder's employees.

30. INSPECTIONS

- A. The Airport Representative will at all times have free access to the work, as well as the equipment, and shops of the Bidder to determine Bidder's compliance with the

Provisions of the Agreement. The Airport Representative may perform periodic inspections of the work as outlined in the Agreement, to determine that services performed by the Bidder meet with required standards and the Bidder will be required to timely and promptly make any improvements as required by the Airport Representative at no additional charge to the City. (See Appendix A, Sections 5 “Scope of Work” and 10 “Administrative Procedures”.)

31. FAILURE TO PERFORM

- A. If the Airport Representative determines at their sole discretion that the quality or quantity of any work required to be performed under the Agreement is unacceptable or that the Bidder has failed or refused to perform the work, the City may take reasonable and necessary actions to perform the work or remedy the Bidder’s failed or under performance(s). Any violation or breach of the terms of the Agreement on the part of the Bidder or its subcontractors may result in the suspension or termination of the Agreement or such other action that may be necessary to enforce the rights of the parties of the Agreement. (See Appendix A, Sections 10.C and 10.L “Administrative Procedures”.)
- B. The City will provide Bidder written notice that describes the nature of the breach and corrective actions the Bidder must undertake in order to avoid termination of the Agreement. City reserves the right to withhold payments to Bidder or until such time the Bidder corrects the breach or the City elects to terminate the contract. The City’s notice will identify a specific date by which the Bidder must correct the breach. The City may proceed with termination of the Agreement if the Bidder fails to correct the breach by the deadline indicated in the City’s notice. The duties and obligations imposed by the Agreement and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.
- C. **The work, if necessary, and any other actions taken by the City pursuant to this subsection may be performed only after first providing at least three (3) working days’ notice to Bidder of such failure to comply.** Subsequent to receipt of notice that the City will perform the work or remedy the breach or default, the Bidder must not undertake further performance of such work without the specific prior authorization from the Airport Representative. All reasonable costs or expenses incurred by the City will be promptly and timely paid or reimbursed by

the Bidder as provided for herein. The City may deduct such costs, plus up to 15% for administrative costs, from any payments due to the Bidder under the Agreement or the City may invoice the Bidder for such costs which will be due within thirty (30) days of the City's written request.

- D. During the three (3) days' notice the Bidder may demonstrate to the City why no such alleged failure is present or to timely remedy such alleged failure. However, the City's right to perform such work will not arise, if such failure cannot be reasonably cured within three (3) working days and the Bidder promptly and with due diligence takes prompt and appropriate corrective action and diligently pursues until the failure is corrected to the City's reasonable satisfaction. (See also Appendix B, Section 3 "**Cancellation**".)
- E. If any fault by the Bidder, sub-contractors and/or their employees results in an Administrative Action (Letter of Correction, Warning Notice or Notice of Non-Compliance), either issued to the Bidder or the Airport from the TSA, the Bidder's next monthly invoice shall be reduced by \$2,000 to cover administrative and investigation expenses.
- F. If any fault by the Bidder, sub-contractors and/or their employees results in a Civil Penalty by the TSA, either issued to the Bidder or the Airport, the Bidder shall be responsible for the prompt payment of the fine (to be paid either directly to the Airport or the TSA). Additionally, the Bidder's next monthly invoice shall be reduced by \$4,000 to cover administrative and investigation expenses.

32. PRE-BID MEETING

A pre-bid meeting will be held via Zoom on October 15, 2025, at 9:30 a.m. Participation in the Pre-Bid Meeting Zoom is not mandatory, but is highly encouraged. If you have questions regarding the Zoom meeting or wish to participate, please email Ms. Nelson at gmnelson@flystl.com. The link for the Pre-Bid meeting is below:

[Join Zoom Meeting](#)

US: +13052241968,,83184634505# or +13092053325,,83184634505#

Meeting ID: 831 8463 4505

Passcode: 119245

Join by Telephone

For higher quality, dial a number based on your current location.

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

33. BID SUBMITTAL

Written or Electronic Bids will be received up until the hour of **2:00 P.M. Local Time, November 5, 2025**. All Bids may be submitted in one of the following ways:

- A. Written bids must be addressed and delivered to:

**Gin Nelson, Contract Compliance Officer
St. Louis Lambert International Airport
Airport Properties Division
10701 Lambert International Boulevard, MTN 2501
St. Louis, Missouri 63145**

One (1) copy of the Bid must be submitted. Bids received after the due date and time, or not delivered to the designated point, **will not be considered**. The Bid must be presented in a **sealed** envelope addressed to Ms. Nelson at the address provided above, with the words “**Bid for Operation and Maintenance of Airport Baggage Handling System Services**” plainly written across the left end face of the envelope. The name and address of the Bidder must also appear on the face of the envelope. **OR**

- B. Electronic Bids may be addressed and sent via email to:

Gin Nelson gmnelson@flystl.com

With copies also sent via email to:

Delia Cummings DFcummings@flystl.com
Robert Salarano RCSalarano@flystl.com

BIDDER MUST SUBMIT BID PRIOR TO THE DEADLINE NOTED ABOVE AND SHOULD REQUEST AN EMAILED CONFIRMATION OF THE RECEIPT FROM MS. NELSON.

Bids submitted electronically must be submitted in one PDF document, titled “**Bid For Baggage Handling Services**,” followed by the name of the Bidder. This information must also appear in the subject line of the email. Please allow ample time for the email to be transmitted. **The submittal time of record will be the time the email reaches Ms.**

Nelson. Also note, the size limit for emails is 10 megabytes, and it is recommended that any document over 10 megabytes be compressed before sending to avoid possible delays in transmitting. Note: Please send the document in the PDF format requested. Do not include links to any documents required by SFB, for example, financial statements, company biographies, references, etc.

APPENDIX "B"
GENERAL SPECIFICATIONS
(OPERATION & MAINTENANCE OF AIRPORT BAGGAGE HANDLING SYSTEM SERVICES)

1. INSURANCE

- A. The Bidder shall cause, at its expense, at all times during the term hereof, St. Charles County, Missouri; St. Clair County, Illinois; St. Louis County, Missouri; the City of St. Louis, Missouri, and its Board of Aldermen and Airport Commission; and their officers, employees, and agents (the “**Insured Parties**”) and the Bidder to be insured **on an occurrence basis** against all claims and demands by third persons for bodily injury (including wrongful death) and property damage arising or alleged to arise out of the activities or omissions of the Bidder, its officers, agents, employees, contractors, subcontractors, licensees, invitees, representatives, and independent contractors pursuant to the Agreement under the following types of coverage:
1. Commercial General Liability;
 2. Comprehensive Automobile Liability (any vehicles, including owned, hired and non-owned).
- B. **The minimum limits of coverage for the above classes of insurance must equal a single limit of Twenty-Five Million Dollars (\$25,000,000.00) for Commercial General Liability and Five Million Dollars (\$5,000,000.00) for Comprehensive Automobile Liability** and will name St. Charles County, Missouri; St. Clair County, Illinois, St. Louis County, Missouri; the City of St. Louis, Missouri; and their respective officers, agents, and employees by endorsement as "Additional Insureds." Prior to execution of the Agreement, Bidder will provide certificates of said insurance and all endorsements required pursuant to the Agreement to the Airport Representative in form and content satisfactory to the City. In addition, the Bidder will also mail or fax a copy of the Certificate of Insurance and all required endorsements to:

Airport Security Operations Division
St. Louis Lambert International Airport
10701 Lambert International Boulevard

PO Box 10212
St. Louis, Missouri 63145
Phone: 314-426-8095 or 314-890-1839
Fax: 314-890-1325
Email: SECOPS@flystl.com

- C. Such liability insurance coverage must also extend to damage, destruction and injury to the Insured Parties' owned or leased property and Insured Parties' personnel, and caused by or resulting from work, acts, operations, or omissions of Bidder, its officers, agents, employees, contractors, subcontractors, licensees, invitees, representatives, and independent contractors and, contractual liability insurance sufficient to cover Bidder's indemnity obligations hereunder. The Insured Parties will have no liability for any premiums charged for such coverage, and the inclusion of the Insured Parties as Additional Insureds is not intended to, and does not make the Insured Parties a partner or joint venturer with Bidder in its operations hereunder. Each such insurance policy must, by endorsement, provide primary coverage to the Insured Parties when any policy issued to the Insured Parties provides duplicate or similar coverage and in such circumstances, the Insured Parties' policy will be excess over Bidder's policy.
- D. The Bidder will maintain Workers' Compensation and Employers Liability Insurance at least at the statutory requirement and in accordance with Missouri laws and regulations. Bidder will require that all of its subcontractors or licensees similarly provide such coverage. The Indemnified Parties, their officers, employees, or agents will not be liable or responsible for any claims or actions occasioned by Bidder's failure to comply with the provisions of this subsection. The indemnification Provisions of the Agreement apply to this subsection. It is expressly agreed that the employees of the Bidder are not employees of the Indemnified Parties for any purpose, and that employees of the Indemnified Parties are not employees of the Bidder.

2. **INDEMNIFICATION:**

- A. The Bidder will protect, defend, and hold completely harmless St. Charles County, Missouri; St. Clair County, Illinois; St. Louis County, Missouri; the City of St. Louis, Missouri, and its Board of Aldermen and Airport Commission; and their officers, employees, and agents (the "**Indemnified Parties**"), from and

against all liabilities, losses, suits, claims, judgments, and fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to the Agreement and the use or occupancy of the City's premises and the acts or omissions of Bidder's officers, agents, employees, contractors, subcontractors, licensees, invitees, or independent contractors regardless of where the injury, death, or damage may occur, unless and to the extent such injury, death or damage is caused by the gross negligence of the City. The Director or their designee will give to Bidder reasonable notice of any such claims or actions. The Bidder will also use counsel reasonably acceptable to the City Counselor of the City or their designee, after consultation with the Director or their designee, in carrying out its obligations hereunder. The provisions of this section survive the expiration or early termination of the Agreement.

- B. The Bidder will indemnify, defend, and save harmless the Indemnified Parties from all suits, actions, or losses brought against or suffered by the Indemnified Parties, for or on account of any injuries or damages received or sustained by any party or parties resulting from any act, error or omission, or willful misconduct of the Bidder, its officers, agents, employees, contractors, subcontractors, licensees, invitees, representatives, and independent contractors, or any defective materials or equipment used or supplied by Bidder.
- C. The Bidder will indemnify, defend, and save harmless the Indemnified Parties from the payment of any and all claims, demands, damages, or costs arising out of any infringement, or alleged infringement of intellectual property rights including, without limitation, the use of any patent or patented device, article, system, arrangement, material or process used by the Bidder or its officers, employees, representative, or agent in the execution of the Agreement.
- C. The Bidder will provide written notification to the Director of all suits or action or losses arising out of the Agreement within seven (7) days of service or demand.

3. **CANCELLATION**

- A. The City retains the right to cancel the Agreement immediately upon written notice to Bidder if:
 - 1. Bidder fails to properly keep any Provision of the Agreement; or,
 - 2. The quality of service falls below the specified standards as determined by the City; or,
 - 3. Bidder fails or refuses to render the amount of service required.
- B. Bidder has the right to cancel the Agreement if:
 - 1. The City fails to keep, perform, or observe any material Provision of the Agreement for a period of ninety (90) days after written notice by Bidder specifying the material breach by the City;
 - a. Failure to keep, perform, or observe any material Provision of the Agreement will not give rise to Bidder's right to terminate the Agreement if the material breach can be cured but cannot, with due diligence, be cured within ninety (90) days', if the City institutes corrective action within ninety (90) days' and diligently pursued until the material breach is corrected.
- C. Bidder retains the right to cancel the Agreement without cause upon one hundred twenty (120) days written notice to the City. There will be no liability to Bidder and such a cancellation will be a no-fault cancellation.
- D. The City retains the right to cancel the Agreement without cause upon thirty (30) days' written notice to Bidder. There will be no liability to the City and such a cancellation will be a no-fault cancellation.
- E. Notwithstanding anything to the contrary herein, it is expressly understood by the parties that the Agreement will terminate immediately upon the failure of budgetary appropriations with no resulting liability to the City.

- F. Upon cancellation, termination, or the expiration of the Agreement, or if requested in writing by the Airport Representative, all tools, parts, equipment, supplies, materials, maps, plans and specifications, manuals, schedules, records, files, logs, work product, or property paid for, supplied or owned by the City will be returned to the City by Bidder within one (1) business day.

4. **SUBCONTRACTING AND ASSIGNMENT**

- A. It is the policy of the City of St. Louis to ensure equal opportunity for all business enterprises, including minority and women's business enterprises, in contracting, subcontracting, and the provision of goods and services to the City, its departments, agencies and authorized representative and to all entities receiving City funds or City-administered government funds while at the same time maintaining the quality of goods and services provided to the City and its sub-recipients through the competitive Proposal process.
- B. Bidder shall submit, as part of its Bid, all subcontractors it proposes to utilize under the Agreement, if awarded, as well as the proposed scope of work each subcontractor will perform and the expected percentage of each subcontractor's participation.
- C. The Bidder agrees to take all reasonable steps to ensure that all business enterprises, including Minority-owned Business Enterprises (MBEs) and Women-owned Businesses Enterprises (WBEs), have equal opportunity to participate in contracts and subcontracts financed by the City of St. Louis provided under the Agreement. The Bidder will not discriminate on the basis of race, color, national origin, or sex in the award of subcontracts or in the performance under this or any other contract financed by the City of St. Louis.
- D. The Bidder may utilize the City of St. Louis Minority and Women Business Enterprise on-line directory, located at St. Louis Development Corporation's (SLDC) [CertifySTL Business Certification System](#) to verify that proposed Minority and Women Business Enterprises (MBEs and/or WBEs) contractors are currently certified. Bidders can search by business names, business description, commodity code, contact person/owner's name, location, or ethnicity.

- E. Bidder will not assign or transfer the Agreement without the prior written approval of the City, as provided for in Ordinance 63687 approved in 1996. At least ninety (90) days prior to any assignment of the Agreement, Bidder will submit a written request to the City along with a copy of the proposed assignment agreement. The City reserves the right to refuse without cause or justification, such requests. No assignment will be made or will be effective unless Bidder is not in default on any of the other Provisions of the Agreement. The party to whom such assignment is made will expressly assume in writing the Provisions of the Agreement. The parties to the Agreement understand and agree that the Bidder is and will remain responsible for the performance of its assigns under the Agreement. No assignment will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved assignment agreement as provided for above.
- F. Bidder will not subcontract or transfer any part of the services or work to be performed in the Agreement without the prior written approval of the Director of Airports. At least sixty (60) days prior to any subcontracting of service or work or the transfer of any part of the services or work to be performed in the Agreement, Bidder will submit a written request to the Director of Airports. This request must include a copy of the proposed subcontract or agreement, and a completed St. Louis Lambert International Airport Request To Change Subcontractor List (Substitution or Add Form) (**See Attachment 3**). The City reserves the right to refuse without cause or justification, such requests. At a minimum, any subcontractor agreement must expressly require strict compliance with the Provisions of the Agreement. The Bidder will furnish all authorized subcontractors or agents a copy of the Agreement. The parties understand and agree that the Bidder is responsible for the performance of its subcontractors or agents under the Agreement. No subcontract or any other agreement will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved subcontract or agreement as provided for above.
- G. Any such assignment or transfer or subcontracting of services without the consent of the City, as provided for in this Section 3, will constitute default on the part of the Bidder under the Agreement. No action or failure to act on the part of any officer, agent, or employee of the City will constitute a waiver by the City of this Provision.

- H. Bidder will submit along with the Bidder's Bid a completed "SUBCONTRACTOR LIST" (attached hereto as **Attachment 2**).
- I. Notwithstanding any other term or provision in the Agreement, the City may assign the Agreement at its sole discretion by providing Notice to Bidder as described above.

5. **NON-DISCRIMINATION IN EMPLOYMENT**

- A. Bidder agrees during performance under the Agreement, that discrimination will not be permitted against any employee, worker, or applicant for employment because of race, creed, color, religion, sex, age, disability, national ancestry or origin.
- B. Bidder agrees during performance under the Agreement, that all printed or circulated solicitations, or other advertisement or publication for employees placed by or on behalf of the Bidder, state that all qualified applicants will receive meaningful consideration for employment without regard to race, creed, color, religion, sex, age, disability, national origin or ancestry.
- C. Bidder will permit reasonable access by the City to such persons, reports and records as are necessary to ascertain compliance with fair employment practices.
- D. If the Bidder fails to comply with the nondiscrimination clauses of the Agreement, or fails to furnish information or permit records and accounts to be inspected, within twenty (20) days from the date requested, the Airport may cancel, terminate, or suspend the Agreement, in whole or part. Further, the Airport may declare the Bidder ineligible for further City contracts for a period of one year, at the City's option. If the contract is canceled, terminated, or suspended for failure to comply with fair employment practices, the Bidder will have no claim for any damages against the City.
- E. Bidder will incorporate the above Sections 5.A through 5.E in all contracts or agreements entered into with suppliers of materials or services, contractors and subcontractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with the Agreement.

- F. If the Bidder is sued or threatened with litigation by a subcontractor, vendor, individual, group or association, as a result of compliance with Sections 5.A through 5.E, such contractor will notify the City Counselor in writing of such suit or threatened suit within ten (10) days.

6. **RIGHT TO AUDIT CLAUSE**

- A. The Bidder's "**records**" must be open to inspection and subject to audit and reproduction during normal working hours and kept within the greater St. Louis metropolitan area. A City representative may perform such audits or an outside representative engaged by the City. The City or its designee may conduct such audits or inspections throughout the term of the Agreement, and for a period of three years after the early termination or the expiration of the Agreement or longer if required by law. Bidder may maintain such records at its corporate office but must make true, accurate, and complete and auditable records available at the Airport upon 15 days' notice.
- B. The Bidder's "**records**" as referred to in the Agreement include any and all information, materials, and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, communities, arrangements, notes, daily diaries superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in City's judgment have any bearing on or pertain to any matters, rights, duties or obligations under or covered by the Agreement. Such records subject to audit also include, but are not limited to, those records necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Agreement. Such records include (hard copy, as well as computer readable data if reasonably available), written policies and procedures; time sheets; payroll registers; cancelled checks; original estimates; estimating work sheets; correspondence; change order files (including documentation covering negotiated settlements); backcharge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other Bidder records which may have a bearing on matters of interest to the City in connection with the Bidder's work for the City (all

foregoing hereinafter referred to as “records”) to the extent necessary to adequately permit evaluation of:

1. Bidder’s compliance with the Provisions of the Agreement or the performance of the services contemplated herein; or
2. Compliance with provisions for pricing, change orders, invoices or claims submitted by the Bidder or any of its payees or subcontractors, if any.

7. CIVIL RIGHTS GENERAL PROVISIONS

- A. In all its activities within the scope of its airport program, the Bidder agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.
- B. The above provision binds the Bidder and subcontractors from the bid solicitation period through the completion of the contract.

8. CIVIL RIGHTS AND NON-DISCRIMINATION PROVISIONS

- A. The City of St. Louis, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation), age, or disability in consideration for an award.
- B. During the performance of the Agreement, the Bidder, for itself, its assignees, and successors in interest agrees as follows:

1. **Compliance with Regulations:** The Bidder (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as amended, which are herein incorporated by reference and made a part of the Agreement.
2. **Non-discrimination:** The Bidder, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Bidder will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the Agreement covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the Bidder for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The Bidder will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto. The Bidder will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** If a Bidder fails to comply with this Section, the City will impose such contract sanctions as it or the Federal

Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the Bidder under the Agreement until the contractor complies; and
- b. Cancelling, terminating, or suspending the Agreement, in whole or in part.

6. **Incorporation of Provisions:** The Bidder will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Bidder will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Bidder becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Bidder may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

C. During the performance of the Agreement, the Bidder, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);

2. 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);

3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or

whose property has been acquired because of Federal or Federal-aid programs and projects);

4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;

5. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);

6. Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

7. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

8. Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38; (See also 49 CFR Part 27 and 28 CFR Parts 35 and 36);

9. The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); or

12. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

9. FEDERAL FAIR LABOR STANDARDS ACT PROVISION

- A. All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.
- B. The Bidder has full responsibility to monitor compliance to the referenced statute or regulation. The Bidder must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

10. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All contracts and subcontracts that result from this solicitation must incorporate by reference the requirements of 29 CFR Section 1910 with the same force and effect as if given in full text. Bidder must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Bidder retains full responsibility to monitor its compliance and its subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Bidder must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

11. SEISMIC SAFETY

When applicable, the Bidder agrees to ensure that all work performed under the Agreement, including work performed by its subcontractor(s), conforms to a building code standard that provides a level of seismic safety and substantially equivalent to standards established by the National Earthquake Hazards Reduction Program (“**NEHRP**”). Local building codes that model their code after the current version of the International Building Code meet the NEHRP equivalency level for seismic safety.

12. DISTRACTED DRIVING

The City encourages the Bidder to promote policies and initiatives for its employees and other work personnel that decrease accidents caused by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the Agreement. The Bidder must include the substance of this section in all sub contracts that involve driving a motor vehicle in performance of the work associated with the Agreement.

13. CLEAN AIR AND WATER POLLUTION CONTROL

Bidder agrees to comply with all applicable standards, Executive Orders, and regulations issued pursuant to the Clean Air Act (42 U.S.C. Sec. 740-7671q) and the Federal Water Pollution Act as amended (33 U.S.C. Sec. 1251-1387). The Bidder agrees to report any violation to the City immediately upon discovery. The City assumes responsibility for notifying the Environmental Protection Agency and the Federal Aviation Administration. Bidder agrees to include this provisional requirement in all subcontracts that exceed \$150,000.

14. LIVING WAGE

A. Living Wage Requirements: Bidders are hereby advised that the City’s Living Wage Ordinance 65597 and 71948 (“**Ordinance**”) and associated “**Regulations**” apply to the service for which Bids are being sought herein. This Ordinance requires that, unless specific exemptions apply, all individuals who perform work pursuant to a contract executed between the successful Bidder and the City must be paid a minimum of the applicable Living Wage rates set forth in the attached Living Wage Bulletin (**see Exhibit D, attached and incorporated herein**), and,

if the rates are adjusted during the term of the Agreement pursuant to the Ordinance, applicable rates after such adjustment is made. Each Bidder must submit the “Living Wage Acknowledgment and Acceptance Declaration” with its Bid which is attached hereto as **Exhibit C** and incorporated herein. **(See Bidder’s Checklist)**. Failure to submit this declaration with the Bid will result in rejection of the Bid. A successful Bidder’s failure to comply with contract provisions related to the Living Wage Ordinance may result in termination of the Agreement and the imposition of additional penalties as set forth in the Ordinance and Regulations.

Copies of Ordinance No. 65597 and No. 71948 and associated Regulations, which are incorporated herein by reference, may be obtained by contacting:

Airport Assistant Director
Office of Business Opportunities
11495 Navaid Road, 2nd Floor
St. Louis, Missouri 63044
Phone: (314) 426-8111

15. ANTI-DISCRIMINATION AGAINST ISRAEL ACT REQUIREMENT

- A. Bidders are advised that the Agreement executed with the successful Bidder pursuant to this SFB is subject to Section 34.600 of the Revised Statutes of Missouri 2000, as amended (the “**Anti-Discrimination Against Israel Act**”). As a condition for the award of the Agreement the successful Bidder will, **by sworn affidavit**, affirm it is not currently engaged in and shall not, for the duration of the Agreement, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business with the State of Israel.
- B. A copy of an affidavit in a form acceptable to the City is attached hereto and incorporated herein as **Exhibit F** “Affidavit”. **(See Bidder’s Checklist)** Each Bidder must submit the attached “Anti-Discrimination Against Israel Act Acknowledgment & Acceptance Declaration” with its Bid **(see attached Exhibit E, incorporated herein, and Bidder’s Checklist)** Failure to submit this declaration with your Bid will result in rejection of the Bid. A successful Bidder’s

failure to comply with the Provisions of the Agreement related to the Anti-Discrimination Against Israel Act may result in the termination of the Agreement by the City and other remedies available to the City at law or in equity. Bidder will deliver a fully executed original of the Affidavit (**see Exhibit F**), within twenty (20) days after notice to the Successful Bidder of the award and prior to performing any work under the Agreement unless the Anti-Discrimination Against Israel Act does not apply to the award of the Agreement. The Anti-Discrimination Against Israel Act does not apply to contracts with a total potential value of less than One Hundred Thousand Dollars (\$100,000) or to Bidders with fewer than ten (10) employees.

APPENDIX "C"

BID FOR OPERATION & MAINTENANCE OF AIRPORT BAGGAGE HANDLING SYSTEM SERVICES

The Undersigned, _____, acting on behalf of
_____, the Bidder, understands all the
requirements of the work set out in APPENDIX "A," the requirements set out in
APPENDIX "B" and agrees to perform the work contemplated herein for the following
amounts subject to and in accordance with the Provisions of the Agreement.

The amount to be paid to the Bidder will be determined by the charges or rates listed
below. The charges or rates will include all labor, personnel, supervision, equipment,
supplies, tools, parts, and materials required to properly perform the Operation &
Maintenance of Airport Baggage Handling System Services contemplated herein as
ordered and directed by the City and in accordance with the Provisions of the Agreement.

Signature

Address

Title

City, State, Zip

Bidder

Telephone Number

Federal I.D. #

Email Address

**BID FOR OPERATION & MAINTENANCE OF AIRPORT BAGGAGE HANDLING
SYSTEM SERVICES**

YEAR 1

January 1, 2026 – December 31, 2026

<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>
DESCRIPTION	PRICE PER MONTH / QUARTER	NUMBER OF MONTHS / QUARTERS	TOTAL = [B x C]
Total Monthly Service Charge for Operations and Maintenance of Terminal 1 Baggage Handling System both Inbound & Outbound	\$ per month	x 12	+
Total Monthly Service Charge for Operations and Maintenance of Terminal 2 Baggage Handling System both Inbound & Outbound	\$ per month	x 12	+
Total Monthly Service Charge for Operations and Maintenance of Customs Inbound in Concourse E	\$ per month	x 12	+
Process Engineer Visit	\$ per quarter	x 4	+
TOTAL AMOUNT – YEAR ONE [Add all Totals in Column “D”]			=

Appendix C should not be altered or revised by the Bidder.

* All costs are to be shown in dollars and cents with 2 decimals places only.

**The Total Monthly Service Charge shall include all costs, including but not limited to, supervision, labor, equipment, tools, materials, supplies, chemicals, uniforms, and vehicles necessary to perform the Scope of Work with the required minimum number of FTE’s outlined in Appendix A, Section 5.

**BID FOR OPERATION & MAINTENANCE OF AIRPORT BAGGAGE HANDLING
SYSTEM SERVICES**

**YEAR 1 NON-BID ITEMS
January 1, 2026 – December 31, 2026**

Site Manager - Hourly Rate	\$
Site Manager – Overtime Rate Per Hour	\$
Assistant Site Manager - Hourly Rate	\$
Assistant Site Manager – Overtime Rate Per Hour	\$
Shift Supervisor - Hourly Rate	\$
Shift Supervisor – Overtime Rate Per Hour	\$
Electrician - Hourly Rate	\$
Electrician – Overtime Rate Per Hour	\$
Controls Technician - Hourly Rate	\$
Controls Technician – Overtime Rate Per Hour	\$
Shift Technician - Hourly Rate	\$
Shift Technician – Overtime Rate Per Hour	\$
General Maintenance Worker (Unjammer) – Hourly Rate	\$
General Maintenance Worker (Unjammer) – Overtime Rate Per Hour	\$
Control Room Operator - Hourly Rate	\$
Control Room Operator - Overtime Rate Per Hour	\$

Appendix C should not be altered or revised by the Bidder.

* All costs are to be shown in dollars and cents with 2 decimals places only.

**BID FOR OPERATION & MAINTENANCE OF AIRPORT BAGGAGE HANDLING
SYSTEM SERVICES**

YEAR 2

January 1, 2027 – December 31, 2027

<u>Column A</u> DESCRIPTION	<u>Column B</u> PRICE PER MONTH / QUARTER	<u>Column C</u> NUMBER OF MONTHS / QUARTERS	<u>Column D</u> TOTAL = [B x C]
Total Monthly Service Charge for Operations and Maintenance of Terminal 1 Baggage Handling System both Inbound & Outbound	\$ per month	x 12	+
Total Monthly Service Charge for Operations and Maintenance of Terminal 2 Baggage Handling System both Inbound & Outbound	\$ per month	x 12	+
Total Monthly Service Charge for Operations and Maintenance of Customs Inbound in Concourse E	\$ per month	x 12	+
Process Engineer Visit	\$ per quarter	x 4	+
Asset Condition Assessment	\$ per Assessment	x 1	+
TOTAL AMOUNT – YEAR TWO [Add all Totals in Column “D”]			=

Appendix C should not be altered or revised by the Bidder.

* All costs are to be shown in dollars and cents with 2 decimals places only.

**The Total Monthly Service Charge shall include all costs, including but not limited to, supervision, labor, equipment, tools, materials, supplies, chemicals, uniforms, and vehicles necessary to perform the Scope of Work with the required minimum number of FTE’s outlined in Appendix A, Section 5.

**BID FOR OPERATION & MAINTENANCE OF AIRPORT BAGGAGE HANDLING
SYSTEM SERVICES**

**YEAR 2 NON-BID ITEMS
January 1, 2027 – December 31, 2027**

Site Manager - Hourly Rate	\$
Site Manager – Overtime Rate Per Hour	\$
Assistant Site Manager - Hourly Rate	\$
Assistant Site Manager – Overtime Rate Per Hour	\$
Shift Supervisor - Hourly Rate	\$
Shift Supervisor – Overtime Rate Per Hour	\$
Electrician - Hourly Rate	\$
Electrician – Overtime Rate Per Hour	\$
Controls Technician - Hourly Rate	\$
Controls Technician – Overtime Rate Per Hour	\$
Shift Technician - Hourly Rate	\$
Shift Technician – Overtime Rate Per Hour	\$
General Maintenance Worker (Unjammer) – Hourly Rate	\$
General Maintenance Worker (Unjammer) – Overtime Rate Per Hour	\$
Control Room Operator - Hourly Rate	\$
Control Room Operator - Overtime Rate Per Hour	\$

Appendix C should not be altered or revised by the Bidder.

* All costs are to be shown in dollars and cents with 2 decimals places only.

**BID FOR OPERATION & MAINTENANCE OF AIRPORT BAGGAGE HANDLING
SYSTEM SERVICES**

YEAR 3

January 1, 2028 – December 31, 2028

<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>
DESCRIPTION	PRICE PER MONTH / QUARTER	NUMBER OF MONTHS / QUARTERS	TOTAL = [B x C]
Total Monthly Service Charge for Operations and Maintenance of Terminal 1 Baggage Handling System both Inbound & Outbound	\$ per month	x 12	+
Total Monthly Service Charge for Operations and Maintenance of Terminal 2 Baggage Handling System both Inbound & Outbound	\$ per month	x 12	+
Total Monthly Service Charge for Operations and Maintenance of Customs Inbound in Concourse E	\$ per month	x 12	+
Process Engineer Visit	\$ per quarter	x 4	+
TOTAL AMOUNT – YEAR THREE [Add all Totals in Column “D”]			=

Appendix C should not be altered or revised by the Bidder.

* All costs are to be shown in dollars and cents with 2 decimals places only.

**The Total Monthly Service Charge shall include all costs, including but not limited to, supervision, labor, equipment, tools, materials, supplies, chemicals, uniforms, and vehicles necessary to perform the Scope of Work with the required minimum number of FTE’s outlined in Appendix A, Section 5.

**BID FOR OPERATION & MAINTENANCE OF AIRPORT BAGGAGE HANDLING
SYSTEM SERVICES**

**YEAR 3 NON-BID ITEMS
January 1, 2028 – December 31, 2028**

Site Manager - Hourly Rate	\$
Site Manager – Overtime Rate Per Hour	\$
Assistant Site Manager - Hourly Rate	\$
Assistant Site Manager – Overtime Rate Per Hour	\$
Shift Supervisor - Hourly Rate	\$
Shift Supervisor – Overtime Rate Per Hour	\$
Electrician - Hourly Rate	\$
Electrician – Overtime Rate Per Hour	\$
Controls Technician - Hourly Rate	\$
Controls Technician – Overtime Rate Per Hour	\$
Shift Technician - Hourly Rate	\$
Shift Technician – Overtime Rate Per Hour	\$
General Maintenance Worker (Unjammer) – Hourly Rate	\$
General Maintenance Worker (Unjammer) – Overtime Rate Per Hour	\$
Control Room Operator - Hourly Rate	\$
Control Room Operator - Overtime Rate Per Hour	\$

Appendix C should not be altered or revised by the Bidder.

* All costs are to be shown in dollars and cents with 2 decimals places only.

**BID FOR OPERATION & MAINTENANCE OF AIRPORT BAGGAGE HANDLING
SYSTEM SERVICES**

BID SUMMARY

YEAR	TOTAL COST
YEAR ONE GRAND TOTAL	
YEAR TWO GRAND TOTAL	+
YEAR THREE GRAND TOTAL	+
3-YEAR BID TOTAL AMOUNT ***USED FOR THE PURPOSES OF BID EVALUATION***	=

Appendix C should not be altered or revised by the Bidder.

* All costs are to be shown in dollars and cents with 2 decimals places only.

BIDDER'S CHECKLIST
(Required Submittals)

Please review the enclosed Bidder's checklist VERY carefully. ALL Bidders MUST SUBMIT **EACH AND EVERY** DOCUMENT LISTED ON THE CHECKLIST.

For MBE and WBE certification inquiries contact St. Louis Development Corporation at 314.327.7234 or on our website at <https://sldc.gob2g.com>

For Compliance Monitoring and Enforcement inquiries contact the Office of Business Opportunities (OBO) at 314-426-8111.

Signed Original Bid Form

(See Appendix C)

Proposal To Bond Form

(See Appendix A, Section 24 & Attachment 1)

St. Louis Lambert International Airport Subcontractor/Supplier List

(Attachment 2)

St. Louis Lambert International Airport Request to Change Subcontractor List

(See Appendix B, Section 6 & Attachment 3)

Completed Authorized Submission Form

(See Attachment 4)

Completed W-9

(See Appendix A, Section 3.E)

List of References

(See Appendix A, Section 3.H)

Financial Statements

(See Appendix A, Section 3.F)

Statement of Qualifications – Written Synopsis

(See Appendix A, Section 3.A)

State of Missouri Certificate of Good Standing

(See Appendix A, Section 3.G)

Missouri Unauthorized Aliens Law Acknowledgement Form

(See Appendix A, Section 25 and Exhibit A)

Missouri Unauthorized Aliens Law Affidavit

(See Appendix A, Section 25 and Exhibit B)

Synopsis of any Termination or Debarments

(See Appendix A, Section 3.I)

Living Wage Acknowledgement & Acceptance Form

(See Appendix B, Section 15 and Exhibit C)

Termination & Debarment Proceedings

(See Appendix A, Section 3.G)

Anti-Discrimination Against Israel Act Acknowledgment & Acceptance Declaration

(See Appendix B, Section 16 and Exhibit E)

Anti-Discrimination Against Israel Act Affidavit

(See Appendix B, Section 16 and Exhibit F)

Attachment One: Proposal to Bond

The authorized representative of [Surety Company Name & Address]:

licensed in Missouri, as Surety, does hereby state that he/she understands the obligation of the Bidder under the bid(s) presented above and further understands and agrees to perform as surety for the Bidder as required by APPENDIX A Technical Specifications, Section 24, PERFORMANCE AND PAYMENT BOND, in the event that the bid(s) of _____, the Bidder, is accepted by the City of St. Louis, Missouri.

Signature _____

Title _____

Date _____

**Attachment Two: St. Louis Lambert International Airport Subcontractor/Supplier List
(Airport Only – Construction and Service Contracts)**

The Bidder agrees that it will not subcontract or transfer any part of the services or work to be performed hereunder without the prior written approval of the Airport Authority. The list below represents all subcontractors and suppliers the Bidder contemplates utilizing in performing services, and if awarded the contract, the Bidder will furnish all authorized subcontractors or agents a copy of the Agreement. No subcontract or any other agreement will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved subcontract or agreement.

Firm Name Address, City, State, Zip Contact Person - Phone Number	Scope of Work or Materials to be Supplied	Subcontract Amount
Prime Contractor/Consultant		
	Total Dollar Amount of Contracts:	\$

**Attachment Three: St. Louis Lambert International Airport Request to Change
Subcontractor List (Substitution or Add Form)**

**Bidders, please see the pdf entitled “Solicitation Fillable Forms SFB” located on the Airport
website for the form in this attachment.”**

Attachment Four: Authorized Submission Form

The undersigned, in submitting this Bid, represents that he/she is authorized to obligate his/her firm and that the firm is not currently in arrears or default to the City upon any debt or contract and is not a defaulter as surety or otherwise, upon any obligation to the City within the last three (3) years and to the best of the undersigned's knowledge and belief, the information provided in this bid submission is true and correct.

Submitted by:

(Firm Name)

By:

(Signature)

(Typed or Printed Name)

(Title)

(Date)

Address:

Telephone Number:

Federal ID Number:

Email:

Exhibit A: Missouri Unauthorized Aliens Law Acknowledgment & Acceptance Declaration

Contracting Agency: St. Louis Airport Authority

Agency Contract No.: _____

Bidder's Name: _____

Date Prepared: _____

Prepared By: _____

Preparer's Phone No.: _____

Preparer's Address and Zip Code: _____

As the authorized representative of the above-referenced Bidder, I hereby acknowledge that the Bidder understands that the contracts or agreements that may be executed with a successful Bidder pursuant to this SFB are subject to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2016, as amended (the "Missouri Unauthorized Aliens Law"). If awarded a contract pursuant to this solicitation, the Bidder hereby agrees to comply with all applicable sections of the Missouri Unauthorized Aliens Law including, without limitation, Section 285.530(2) & (5) of RSMo. 2016, as amended. I am authorized to make the above representations on behalf of the Bidder.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

Signature

Name (Printed): _____

Title: _____

Date: _____

Exhibit B: Missouri Unauthorized Aliens Law Affidavit

STATE OF _____)
) SS.
COUNTY OF _____)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared _____ (**Name of Affiant**) who, by me being duly sworn, deposed as follows:

My name is _____ (**Name of Affiant**), I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the _____ (**Position/Title**) of _____ (**Contractor**).

I have the legal authority to make the following assertions:

1. _____ (**Contractor**) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with _____ (the "**Agreement**"), as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2016, as amended.
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2016, as amended, _____ (**Contractor**) does not knowingly employ any person who is an unauthorized alien in connection with the Agreement.

Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this ____ day of _____, 20__.

Notary Public

My Commission Expires:

Exhibit C: Living Wage Acknowledgement & Acceptance Declaration

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ACKNOWLEDGEMENT & ACCEPTANCE DECLARATION

Contracting Agency: St. Louis Airport Authority

Agency Contract No.: NA

Bidder's Name: _____

Date Prepared: _____

Prepared By: _____

Preparer's Phone No.: _____

Preparer's Address and Zip Code: _____

As the authorized representative of the above-referenced Bidder or Proponent, I hereby acknowledge that the Bidder/Proponent understands that the contract or agreement that will be executed with a successful Bidder/ Proponent pursuant to this solicitation is subject to the St. Louis Living Wage Ordinance and the Regulations associated therewith. The Bidder/Proponent hereby agrees to comply with the Ordinance and the associated Regulations if awarded a contract pursuant to this solicitation. I am authorized to make the above representations on behalf of the Bidder or Proponent.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

Signature

Name (Printed): _____

Title: _____

Date: _____

Exhibit D:

ST. LOUIS LIVING WAGE ORDINANCE
LIVING WAGE ADJUSTMENT BULLETIN

**NOTICE OF ST. LOUIS LIVING WAGE
RATES EFFECTIVE APRIL 1, 2025**

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance (“Ordinance”) and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$16.66** per hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$22.02** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) The prevailing fringe benefits rate, as required under the Ordinance and defined by section 6.20.010 of the Revised Code of the City of St. Louis, is **\$5.36** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of **APRIL 1, 2025**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at [Ordinance 65597 | City of St. Louis Ordinances \(stlouis-mo.gov\)](https://www.stlouis-mo.gov/ordinances/65597) or obtained from:

City Compliance Official
c/o St. Louis Airport Authority
St. Louis, Missouri
(314) 426-8111

Exhibit E: Anti-Discrimination Against Israel Act Acknowledgement and Acceptance Declaration

Contracting Agency: St. Louis Airport Authority

Agency Contract No.: NA

Bidder's (Company) Name:

Date Prepared:

Prepared By:

Preparer's Phone No.: _____

Preparer's Address and Zip Code: _____

As the authorized representative of the above-referenced Bidder, I hereby acknowledge that the Bidder understands that the contract or agreement that will be executed with a successful Bidder pursuant to this solicitation is subject to Section 34.600 of the Revised Statutes of Missouri 2016, as amended (the "**Anti-Discrimination Against Israel Act**"). If awarded a contract pursuant to this solicitation, the Bidder hereby agrees to comply, if applicable, with the Missouri Unauthorized Aliens Law. I am authorized to make the above representations on behalf of the Bidder.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

Signature: _____

Name (Printed): _____

Title: _____

Date: _____

Exhibit F: Anti-Discrimination Against Israel Act Affidavit

STATE OF _____)
) SS
COUNTY OF _____)

AFFIDAVIT OF COMPLIANCE WITH ANTI-DISCRIMINATION AGAINST ISRAEL ACT

(Effective 8-28-2021) (Contracts in excess of \$100,000.00/Companies 10 employees or more)

Before me, the undersigned Notary Public, personally appeared

_____ (Name)

who, by me being duly sworn, deposed as follows:

My name is _____ (Name), I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the _____ (Position/Title)
of _____ (Company) of St. Louis.

I have the legal authority to make the following assertion:

Pursuant to RSMo. § 34.600, _____ (Company) of St. Louis is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this _____ day of _____, 20____.

Notary Public

My Commission Expires:

Exhibit G: SITE MANAGER

Purpose: Provide leadership, management and direction to a maintenance team to achieve safety, quality, productivity, cost and Airport customer service goals and objectives. This person is required to be on site as one full-time employee dedicated to the Lambert Site. **This person may fulfill the shift supervisor requirement when on site.**

Accountabilities:

- Lead and set direction for mechanics to complete needed maintenance.
- Administer CMMS documentation for all maintenance work orders, PM's, parts inventory, and labor hours.
- Improve capability and capacity of maintenance personnel. Manage the personal development of all employees.
- Plan and manage resources to ensure the cost-effective execution of maintenance.
- Train, manage and lead employee performance to insure continuous improvement.
- Coordinate and collaborate with other departments to solve problems as needed and set plans for meeting Airline's goals.
- Process administrative work that supports the process.
- Ensure a safe work environment for employees and ensure that safe work practices are utilized.
- Develop, maintain, and enforce site specific policies and procedures including but not limited to: Communication plans, safety plans, contingency plans, attendance, quality control of craftsmanship, inventory management, training requirements, PLC code control (per TSA's PGDS guidelines).
- Maintain and keep all Airport BHS PLC and SERVER Licenses current. Licenses shall be tracked in the CMMS system.
- Maintain and administer 3rd Party service agreement with BCS Group. This agreement only pertains to the BHS Server, BHS Server/SCADA equipment, and software. This does not include PLC support.
- Assist Airport in administering the spare parts allowance and assist Airport with audits of spare parts inventory.
- Create and enforce employee mandatory tool lists
- Promote training initiatives
- Generate standard operating procedures.
- Conduct BHS failures root cause assessments.
- Conduct ongoing BHS Assessments
- Maintain current software licenses with Airport and vendors
- Track and administer BHS parts warranty program
- Provide written reports of any kind when requested by the City

Core Competencies:

- Coaching
- Problem Solving
- Process Management
- Recognizing
- Building Successful Cross Functional Relationships
- Asset and Resource Management

Requirements:

- Should have a thorough knowledge of the aviation industry operation.
- Should have knowledge of TSA Operations and familiar with TSA specification PGDS 4.2.
- Should have at least 10 years of experience supervising and/or managing employees.
- Should have at least 7 year of managing or supervising a CBIS similar to that STL's.
- Experience in coaching, developing and training employees.
- Possesses an excellent working knowledge of the processes within Airport facilities.
- Must be flexible in shift work and able to work weekends.
- Shall have PLC (Programmable Logic Control) experience. Must be familiar with RSLOGIX 5000 Software Versions 13 thru 21.
- Previous experience in aviation, baggage handling systems and operations is required.
- Education and/or training in mechanical, electrical, or engineering is recommended. A Bachelor degree is preferred or at least 4 years qualified equivalent experience in a BHS environment that contains a CBIS.
- Must be an analytical problem solver and must have a strong background in troubleshooting machinery, both mechanical and electrical.
- Must have technical training in mechanical, electrical or electronic discipline.
- Must have an excellent aptitude with Device Net, CNET, and ETHERIP PLC networking and troubleshooting and familiarity with BCS Group software.
- Must have good PC skills. Proficiency in Microsoft Word and Excel is required.
- The ability to work cross-functional lines and achieve beneficial change.
- Must have excellent safety record with a strong knowledge of OSHA, aviation, baggage handling and conveyor safety.
- Should have strong math and problem-solving skills.
- Excellence in customer service.
- Driver License required.

Assistant Site Manager should have 50% of the experience years listed above.

ELECTRONICS TECHNICIAN MAINTENANCE II (SHIFT SUPERVISOR):

General Purpose:

Repairs and maintains machinery, mechanical equipment and electro-mechanical/ATR scanner systems used in baggage conveyor systems and other day-to-day activities with minimum of equipment down time. Enforce all safety policies and display leadership qualities.

Responsibilities:

Troubleshoot, repairs and maintains machinery & mechanical equipment such as engines, motors, servos, electro-mechanical devices, SICK laser systems and software, baggage handling equipment and conveyor systems in accordance with diagrams, sketches,

- operations manuals and manufacturer's specifications using hand tools, power tools and precision measuring and testing instruments.
- Perform site Manager duties when necessary.
- Excellent leadership skills and decision skills.
- Knowledge of airline baggage operations.
- Administer CMMS for all maintenance work orders, PM's, parts inventory, and labor hours.
- Observes devices in operation and listens to their sounds to locate and diagnose causes of trouble.
- Dismantles devices to gain access to and remove defective parts using hoists or other lifting devices, hand tools and power tools.
- Examines form and tester of parts to detect imperfections. Inspects used parts to determine changes in functional aspects.
- Dimensional requirements using rules, calipers, micrometers and other measuring instruments.
- Adjusts functional parts of devices and control instruments using hand tools, level, plumb bobs and straightedges.
- Repairs or replaces defective parts using hand tools and power tools.
- Installs special functional and structural parts in devices using hand tools.
- Starts and operates devices to test their performance.
- Lubricates and cleans parts as well as provides manufacturer recommended maintenance to keep equipment running smoothly.
- Repairs electrical systems, including control systems.
- Possesses knowledge of PLC devices, networks, software and applications.
- Performs preventative, corrective, predictive and emergency maintenance, may require 24-hour availability for emergency response/support.
- Direct, train and supervise maintenance teams.
- Provide accurate and timely reports of maintenance issues at the site. Maintain records of repairs, time spent, part usage and other information for historical data. Initiate a root cause investigation on devices or equipment that resulted in system failures.
- Notifies management and schedules maintenance of any abnormalities, which may impair the proper functioning of the equipment before the equipment actually breaks down.

- May initiate purchase orders for parts and machines.
- Obtain parts, materials or supplies used for repair and maintenance from on-site stock, and return any unused supplies.
- May use cutting, brazing or welding equipment to repair sheet metal facings on conveyor systems or other such metal work.
- Must be regular in attendance at work locations during scheduled work hours.
- Must observe and comply with Contractor, City, OSHA and FAA regulations regarding safety and security.
- Must comply with Lock-Out/Tag-Out procedures.
- Must comply will all personal protective equipment requirements.
- Must conduct weekly TOOLBOX SAFETY meetings with personal and maintain a record of compliance.
- Manage workload for shift ensuring that work is completed in a timely manner. Must be able to assess work priorities to meet operational goals (Emergency, Routine, Schedule, Preventative, etc.)
- Spot check work performed to ensure quality craftsmanship.
- Direct crew in degraded situations to ensure airline baggage operations continue while repairs are completed.
- Coordinate and implement contingency plans with maintenance personal, TSA, Airport, and airlines personnel.
- Communicate and coordinate with TSA, airlines and Airport during degraded situations to keep Airport informed and ensure that airline baggage operations continue.
- Enforce site specific policies and procedures.
- Performs other duties as assigned.
- Generate yearly performance appraisals
- Understands and able to generate all BHS reports.
- Excellence in customer service.

Qualifications:

- Associates degree in electronics or mechanical repair or related field or equivalent experience required.
- Minimum of 8 years of experience in mechanical or electrical maintenance recommended.
- Minimum of 3 years of experience required in material handling conveyors and/or airline baggage handling experience.
- Ability to read and interpret manufacturer instructions regarding repair and maintenance of baggage conveyor systems.
- Ability to complete training and security checks required to receive security badge for access to restricted airport areas.
- Ability to complete ramp drivers training and receive security badge with driving privileges.
- Available to work scheduled shift(s), which may require work at night, weekends and holidays as required.

- Proficient with problem solving, math reasoning, verbal and written communications.
- Must have good PC skills. Proficiency in Microsoft Word and Excel is required.
- Must be detailed oriented.
- Driver License required.

ELECTRONICS TECHNICIAN MAINTENANCE I (TECHNICIANS):

Repairs and maintains machinery, mechanical equipment, electrical systems and devices within the BHS and other day-to-day activities with minimum of equipment down time. Enforce all safety policies and display leadership qualities. The Technician assumes a high level of responsibility, supporting the Preventative Maintenance program and the Shift Supervisor.

Responsibilities:

- Troubleshoots, repairs and maintains machinery & electrical equipment such as motors, electrical circuits, SICK ATR systems, baggage handling equipment and conveyor
- systems in accordance with diagrams, electrical drawings, operational manuals and manufacturer's specifications using hand tools, power tools and precision measuring and testing instruments.
- Must have knowledge of PLC's and RSLOGIX 5000 software.
- Must have knowledge of PLC networking utilizing Device Net, CNET, and Ethernet IP and devices.
- Responsible for maintenance of calibration of precision measuring equipment and instruments per manufacturer's specifications. Maintain electrical specialty tools.
- Ability to troubleshoot/repair electrical circuits such as 480vac, 120vac, and 24vdc circuits.
- Ability to troubleshoot/repair network communication devices, interfaces, and communication cables.
- Strong knowledge and ability to set addresses for ETHERNET IP, CNET, and DEVICE NET Components.
- Strong knowledge and ability to troubleshoot and replace PLC processors, Remote I/O's, DeviceNet Gateways, CNET Adaptors, and all other applicable PLC hardware.
- Strong knowledge and ability using RSLOGIX 5000 Control Logix Software.
- Performs Preventative Maintenance of MDP, MCP, and DNET Repeater Enclosures.
- Knowledge of and capability to operate all BHS Equipment.
- Understands and able to Generate all BHS reports.
- Assist outside 3rd party contractor with BHS Server and SCADA software, component repair, and routine maintenance/upgrades.
- Observes devices in operation and listens to their sounds to locate and diagnose causes of trouble.
- Dismantles devices to gain access to and remove defective parts using hoists or other lifting devices, hand tools and power tools.
- Examines form and tester of parts to detect imperfections. Inspects used parts to determine chances in dimensional requirements using rules, calipers, micrometers and other measuring instruments.
- Adjusts functional parts of devices and control instruments using hand tools, level, plumb bobs and straightedges.
- Repairs or replaces defective parts using hand tools and power tools.

- Installs special functional and structural parts in devices using hand tools.
- Repairs electrical systems, including control systems.
- Performs preventative, corrective, predictive and emergency maintenance, may require 24-hour availability for emergency response/support.
- May use cutting, brazing or welding equipment to repair sheet metal facings on conveyor systems or other such metal work.
- Performs Preventative Maintenance on all conveying equipment.
- Performs inspections required by all entities.
- Performs basic troubleshooting on electrical systems.
- Performs troubleshooting on all mechanical components and equipment.
- Test equipment for proper operation.
- Must be regular in attendance at work location during scheduled work hours.
- Must observe and comply with Contractor, City, OSHA and FAA regulations regarding safety and security.
- Must comply with Lock-Out/Tag-Out procedures.
- Must comply with all personal protective equipment requirements.
- Perform other related duties as assigned, including clearing jam faults and assisting other mechanics/technicians with assigned tasks.
- Performs Shift Supervisor duties when necessary.
- Excellence in customer service.

Qualifications:

- Associates degree in electronics or mechanical repair or related field. **OR -**
- Minimum of 4 years of experience in mechanical or electrical maintenance required. Experience in conveyor system maintenance and repair preferred. A mechanical or electrical degree from an approved technical school may be substituted for the minimum experience.
- Ability to read and interpret manufacturer instructions regarding repair and maintenance of baggage conveyor systems.
- Available to work scheduled shift(s), which may require work at night, weekends and holidays as required.
- Proficient with problem solving, math reasoning, verbal and written communications.
- Ability to complete training and security checks required to receive security badge for access to restricted airport areas.
- Driver License required.
- Must be detailed oriented.

GENERAL MAINTENANCE WORKER:

General Purpose:

Assist and helps Technicians with repairs and maintenance of machinery, mechanical equipment and belts used in baggage conveyor systems, and other day-to-day activities such as running bags, clearing bag jams & faults, as well as monitoring the BHS and airline baggage operations. Responsibility for performing assigned unskilled (bag runner / bag un-jammer, clear faults) to semi-skilled duties (supervised repairs/maintenance) to assist the Technicians.

Responsibilities:

- Assist Technicians with repairs of all BHS equipment.
- Monitor the BHS from the control rooms.
- Clear jams and respond to trouble calls in the BHS
- Run bags.
- Clear faults.
- Monitor Airline and Airport operations.
- Preventative Maintenance of conveyors
- Inventory of parts
- Knowledge and operation of all equipment
- Operations of Manual Encode Station
- Good mechanical aptitude and comprehensive skills
- Able to follow instructions.
- Excellent Safety Practices.
- Generate/Close CMMS work orders and reports.
- Must comply with Lock-Out/Tag-Out procedures.
- Excellence in customer service.
- May serve as a Computer Operator when needed.

Qualifications:

- Requires understanding of electrical and mechanical drawings/prints.
- Mechanical aptitude.
- Excellent communication skills
- Requires good comprehensive skills interpreting maintenance manuals and manufacturer data.
- Associates degree in electronics or mechanical repair or related field or equivalent experience preferred.
- Experience in mechanical, electrical maintenance, conveyor systems or material handling equipment preferred.

- Ability to read and interpret manufacturer instructions regarding repair and maintenance of baggage conveyor systems.
- Available to work scheduled shift(s), which may require work at night, weekends and holidays as required.
- Proficient with problem solving, math reasoning, verbal and written communications.
- Ability to complete training and security checks required to receive security badge for access to restricted airport areas.
- Driver License required.
- Must be detail oriented.
- Ability to utilize computer equipment and cover the position of a Computer Operator below.

COMPUTER OPERATOR (CONTROL ROOM OPERATOR or CRO):

General Purpose:

Monitors the on-screen system display availability of the BHS. Dispatches General Maintenance Workers and Shift Technicians for service responses. Notifies supervisors, management and Airport Operations of outages. Handles computer and administrative tasks for the shift employees.

Qualifications:

- Excellent communication skills, both verbal and written
- Excellence in customer service
- Excellent decision making ability
- Detail oriented and stress resistant
- Innovative and self-assured
- 1 year Experience in conveyor systems or material handling equipment or similar preferred.
- Available to work scheduled shift(s), which may require work at night, weekends and holidays as required.
- Proficient with problem solving, math reasoning, verbal and written communications.
- Ability to complete training and security checks required to receive security badge for access to restricted airport areas.
- Must be detail oriented and show record of dependability.

Job Duties and Responsibilities:

- Exercise safe working practices at all times.
- Control Room Monitoring of the system.
- Dispatch personnel as required on service calls throughout the BHS
- Professional and accurate communications to all airport personnel including:
Airport operations, Airport management, TSA, all Airlines
- Monitor Airline and Airport operations

- Professional and accurate communications to all internal team members
- Keep daily pass down communications updated
- Keep jam log and manual encoder log precise and up to date
- Proficiently complete the end of operations daily report.
- Must demonstrate a working knowledge of the Baggage Handling System (BHS) computer including: bag tag history, alarm history, operational line functions.
- Understanding and navigation capability of the BHS functional control system.
- Knowing and understanding contingency planning protocols.
- Professionally and proficiently articulate the contingency plan that has been set in place to all affected stakeholders.
- Basic cleaning of the control room (sweeping, mopping, upkeep of electronic equipment in control room, etc.)
- Assist with generating corrective maintenance work orders for technicians, supervisors and site manager.
- Ability to utilize Microsoft Office type of suite including Word, Spreadsheets and PowerPoint.
- Assist General Maintenance Worker and/or Shift Technician with duties when presence in the control room may not be needed, per the Shift Supervisor or Management.
- Other duties as assigned.

Exhibit H: STAFFING & SCHEDULED HOURS

[illegible]

[illegible]