



DULUTH AIRPORT AUTHORITY

**Duluth International Airport
Solicitation 25-4407**

**Professional Security Services Request for Proposals
Issued: July 23 2025
Proposals Due: September 18, 2025, 2:00 pm local time**

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**Duluth Airport Authority
Request For Proposals
Duluth International Airport
Professional Security Services RFP**

I. SOLICITATION OF PROPOSALS

The Duluth Airport Authority (hereinafter "Authority") is soliciting proposals from all interested and qualified parties ("Proposer(s)") to provide professional security services at the Duluth International Airport ("Airport"). These services must meet the requirements of the Authority, the State of Minnesota, the Federal Aviation Administration (FAA), the Transportation Security Administration (TSA), and other governmental agencies for all applicable laws, rules and standards, regulations, and codes.

Sealed proposals are due in the Authority administrative offices addressed to Mr. Ryan Welch, Interim Director of Operations, by **2:00pm on Thursday September 18, 2025**, at which time they will be opened. Late proposals will not be considered. Proposers are solely responsible for ensuring that proposals are submitted by the date and time indicated.

The following schedule will be used throughout this process:

- A. July 23, 2025
Request for Proposals published.
- B. August 6th, 2025
A mandatory Pre-Proposal meeting will be held at 10:00 a.m. local time in the Amatuzio Conference room on the third floor of the Duluth International Airport Terminal.
- C. August 21st, 2025
All questions must be emailed to purchasing@duluthmn.gov. Please be sure to put "25-4407 Professional Security Services RFP" in the subject line. Any question submitted after this date will not be answered.
- D. September 4th, 2025
All questions submitted on time will be answered in writing and will be posted to the City of Duluth Purchasing website at <http://www.duluthmn.gov/purchasing/bids-request-for-proposals> along with the original RFP.
- E. September 18th, 2025
All proposals are by 2:00 p.m. local time, at the Duluth Airport Authority office located at 4701 Grinden Drive Duluth, MN 55811.

II. INSTRUCTIONS

One (1) original (marked Original), one (1) complete copy, and one (1) USB with a digital copy of the proposal must be submitted in a sealed envelope/package clearly marked with Proposer's name and the words "PROPOSAL FOR PROFESSIONAL SECURITY SERVICES - DO NOT OPEN. Proposal shall be submitted to the following address:

Duluth Airport Authority
ATTN: Ryan Welch
Interim Director of Operations
4701 Grinden Drive
Duluth, MN 55811

- A. Proposals must be submitted in such a manner as to make them complete and free of ambiguity, without alterations or erasures. In the event of a discrepancy between the dollar amount written and that given in figures on any portion of a proposal, the amount in writing shall be considered the proposal.
- B. Each proposal must be typewritten, and must give all required information, in the form of a typewritten report, on a standard 8 ½" x 11"-page format and accompanied by a cover letter on Proposer's letterhead.
- C. Each proposal must be bound and tabbed (indexed) and organized into the sections outlined in Section IV. B.
- D. Additional data, exhibits, and explanations may be included should Proposer deem them important to the evaluation of its proposal by the Authority.
- E. It is the intention of the Authority to accept proposals in the manner described in this document, and after reviewing and coordinating discussions with the successful Proposer, to recommend to the Authority Board to award an agreement to the Proposer with the proposal that best serves the interests of the Authority.
- F. The selection of the proposals will be by written Notice of Award, specifically indicating selection.
- G. At any time after the opening of proposals, the Authority may give oral or written notice to any Proposer to furnish additional information, either in writing and/or in a verbal presentation, to representatives of the Authority relating to its qualifications to perform the obligations imposed by the project including, but not limited to, information which may be required to supplement that which is required herein to be submitted with the proposal. Additional requested information shall be furnished within the time frame specified by the Authority. The Authority reserves the right to consider such additional information obtained from Proposer. The giving of the aforesaid notice to Proposer shall not be construed as an acceptance of said Proposer's proposal.
- H. The Authority may obtain and consider additional information obtained from sources other than Proposer in its evaluation and selection process.
- I. Proposals may be withdrawn until the proposal due date and time at which time the proposal shall be deemed irrevocable by Proposer. Proposer shall be liable for any damages incurred by the Authority, directly or indirectly, foreseeable, or not, related to Proposer's revocation or attempted revocation of a proposal after that time, including, without limitation, administrative and attorney fees.
- J. It is the intent of the Authority to fully evaluate all complete proposals received by the deadline and to select the Proposer with the proposal that best serves the interests of the Authority. If a proposal does not comply with the conditions specified herein, it may be rejected without further consideration. These restrictions are not intended to impede proposal preparation; rather, they will provide uniformity in the responses to this Request for Proposals (RFP).

III. BACKGROUND INFORMATION

The following background is for informational purposes only. This information is historical in nature and is not necessarily representative of future conditions. Proposers are advised to conduct their own investigations and analysis before submitting a proposal.

A. General Airport Information

Airport Name	Duluth International Airport
Owner/Operator	City of Duluth/ Duluth Airport Authority
Airport Size	Category 3
Number Airlines	3 passenger 2 cargo

IV. SCOPE:

A. Term: The Authority desires to enter into a three-year (3) agreement with two (2) additional one-year (1) option terms to provide professional security services at the Duluth International Airport. The Authority desires to enter into a professional security services agreement with the successful proposer commencing November 1, 2025.

B. Submittal Format: Response shall be no more than 50 pages (one sided or 25 pages double sided, including required forms) in total, printed on 8½” x 11” paper, and formatted in no less than 11-point font size. Each Section shall be labeled as below:

- a. **Background and Company Information**: Submit a cover letter detailing the company structure, name of company, business address, email address, phone numbers, and contact person submitting this proposal.
- b. **Minimum Qualifications**: Submit supporting documentation identifying firm’s ability to meet the minimum qualifications as stated in Section IV, E.
 - i. Proposer must have successfully provided security services at a similar facility with varying complexity, for not less than the past five (5) consecutive years. Provide references, to include points of contact, email address, and phone number of clients (past or present) that can validate your experience.
 - ii. Proposer must submit proof the security officers shall be POST licensed or trained in the State of Minnesota, have a valid permit to carry, and meet the requirements of 49 C.F.R. 1542.217. Proposer’s employees working at the Airport must complete a favorable FBI fingerprint based Criminal History Records Check (CHRC), be trained to industry standards for the providing of private security and be trained in FAA/TSA airport law enforcement and security procedures.
 - iii. Proposer must have a local office (within 25-mile radius), or the ability to provide a local office, with management staff on a full-time basis and a resident manager available by phone 24 hours per day/7 days a week.

C. Training: Submit a training plan detailing items identified in Section IV, F.

- a. **Knowledge and Experience**: Provide firm’s background and qualifications. Firm should detail contracts of similar size and ability to perform services as described in Section IV, C.

D. Description of Services: The airport security environment is highly regulated and security officers will be responsible for duties related to securing the airport against threats. To ensure compliance with TSA Regulations, Airport Contract Security Officers shall perform the following at the Airport:

- a. Perform safety / security duties and assist responding law enforcement officers in complying with TSA regulation 1540 (General Requirements) and 1542 (Airport Security) and other applicable Federal, State, and local laws and regulations pertaining to airports including the Authority Rules and Standards.
- b. In their capacity as contract security officer(s), assist in enforcing laws, rules and standards, ordinances, and regulations of the government of the United States, the State of Minnesota, the City of Duluth, and the Authority.

- c. Provide one armed security officer 24/7/365 with additional security officers within 4-hour response for aircraft diversions, emergencies or other circumstances requiring security services support when requested by the Airport Security Coordinator. Additional security to be paid on a time and equipment basis.
- d. Make regularly scheduled and random patrols of the Airport Terminal, aircraft apron, parking lots and parking ramp (and immediate surrounding grounds, checking secure areas, gates, doors, windows, lights, cycling lights, providing other similar non-janitorial tasks, and recording such actions on a Security Log.
- e. Report any unusual incidents or hazardous conditions to the Airport Security Coordinator immediately upon their occurrence, or if impossible to communicate immediately, as soon as possible. The initial report may be made orally to be followed up in a written report.
- f. Prepare and submit detailed written reports, logs, or any other records specified by law, regulation, or the Airport Security Coordinator, including those covering all incidents or hazardous conditions at the conclusion of each shift.
- g. Monitor and utilize multiple computer systems within the Airport Security office, including CCTV, access control, automated parking lot with license plate recognition.
- h. Adjust duties as necessary to comply with new or forthcoming policies or TSA Security Directives, as required by the Airport Security Coordinator.
- i. Provide 24-hour communications/ dispatch capabilities in support of Airport Operations. (i.e. phone, cellphone, radio, 800MHz, etc.)
- j. Provide a fully marked security patrol vehicle with emergency light to conduct random perimeter inspections both in and outside the perimeter fence. Additional patrol vehicles may be requested by the Authority for the purpose of escorting vehicles, equipment, personnel or for emergency situations.
- k. Conduct random badge inspections and validation.
- l. Monitor commercial ground transportation lane usage and provide enforcement for violations.
- m. Maintain order, security and safety of the Airport and the persons thereon, including but not limited to the Authority's Administrative Offices. Maintain courteous and professional interaction with the public and tenants.

E. Proposer Qualifications

Each Proposer shall, at the time a proposal is submitted, furnish to Authority satisfactory evidence of its competency to provide the services as detailed in the RFP. To be considered qualified to provide the security services hereunder; each Proposer must meet the following **minimum qualifications**:

- a. Must have successfully provided security services at a similar facility with varying complexity, for not less than the past five (5) consecutive years.
 - i. Security Officers shall be POST licensed or trained in the State of Minnesota, have a valid permit to carry, and meet the requirements of 49 C.F.R. 1542.217. Proposer's employees working at the Airport must complete a favorable FBI fingerprint based Criminal History Records Check (CHRC), be trained to industry standards for the providing of private security and be trained in FAA/TSA airport law enforcement and security procedures.
 - ii. Proposer must have a local office (within 25-mile radius), or the ability to provide a local office, with management staff on a full-time basis and a resident manager available by phone 24 hours per day/7 days a week.

Proposers must have the above minimum qualifications. Proposals submitted by any Proposer that does not have the above minimum qualifications, as determined by the Authority, will be rejected. For proposals submitted by a partnership or joint venture, at least one of the general partners thereof

or one of the constituent members of such joint venture must possess the above minimum qualifications.

F. Training Plan

Proposer must include a Training Plan to support the requirements of the Professional Security Services Agreement. Proposer must define recordkeeping policies. The Training Plan shall make provision for, without limitation, the following:

- a. Sexual harassment policy.
- b. Safety policy and procedures.
- c. Establishment and maintenance of a high level of customer service/ public relations.
- d. Use of Force
- e. Handcuffing
- f. Arrest Control Techniques
- g. First Aid and CPR Training
- h. Defensive Tactics
- i. De-escalation Techniques
- j. Firearm Training
- k. Bimonthly all-staff training conducted by the Airport Security Coordinator

G. The Proposer affirms that its proposal will in no way be conditioned upon any predetermined level of aviation activity or passenger activity at the Airport, past, present, or future. In this regard, Proposer has not relied on any representations of the Authority, either orally or in writing, as to the level of business potential at the Airport during the term of any agreement, or of any factors that might bear on such business potential. Proposers' submissions shall be based solely on the Proposer's own knowledge of the Professional Security Service and its own estimate of the market potential at the Airport for such an operation.

H. Exceptions

Proposer shall include a list of any exceptions to the requirements of the RFP and attachment documents, if any, stated on a separate page labeled "Exceptions". Proposer shall identify the requirement, nature of the deviation and explanation. If no deviations are identified and proposer's proposal is accepted by the Authority, proposer shall conform to all the requirements specified therein.

V. CERTIFICATIONS AND STATEMENTS

A. Proposer, for itself, its personal representatives, successors in interest, and assigns, as a material part of the consideration for the award of a contract, covenants and agrees:

Proposer shall comply with all Federal, State of Minnesota, St. Louis County, City of Duluth, and all other applicable codes, laws, rules, regulations, standards, and ordinances, including but not limited to Occupational Safety and Health Administration (OSHA), the Federal Aviation Administration (FAA), the Transportation Security Administration (TSA), and all Authority rules, regulations, and orders governing the performance of work. Successful Proposer shall comply with the Mandatory Federal Aviation Civil Rights Provisions contained in Exhibit A.

B. **Indemnity:**

The successful Proposer shall indemnify, save, hold harmless, and defend the Authority and the City, their officials, agents and employees, successors and assigns, individually or collectively, (1) from and against any fines in any way related to or based upon the violation of any federal, state, municipal or Authority laws, statutes, resolutions, or regulations, now in effect or hereafter promulgated, by Proposer, its officials, agents or employees, or successors or assigns, and (2) from and against any and all claims including a claim for contribution or indemnity, demands,

causes of action, loss, damage, injury, liability, and costs and expenses of whatsoever kind or nature (including, but not limited to, reasonable attorneys' fees, disbursements, court costs, and expert fees) based upon injury to persons, including death, or damage to property; all arising out of, resulting from, in conjunction with or incident to (1) any act or omission of Proposer, its officials, agents or employees, successors or assigns, (2) Proposer's operation of its business and/or performance of its obligations under this Agreement, or (3) the use and/or occupancy of the vending concession area or of the Airport. On ten (10) days' written notice from the Authority the Proposer shall appear and defend all claims and lawsuits against the Authority and/or the City growing out of any such injury or damage. The provisions of this paragraph shall survive the expiration, termination, or early cancellation of this Agreement.

- C. In submitting a proposal, Proposer declares that the only person or party interested in the proposal as principal are those named in the proposal and that the proposal is made without collusion with any other parties, firms, or corporations. Reasonable grounds for believing that any Proposer has a business or financial interest in more than one proposal in response to this request will cause rejection of all proposals in which such Proposer has interest. If Authority believes, in its sole discretion, that collusion exists among Proposers, none of the participants in such collusion will be considered.
- D. Authority is soliciting competitive proposals pursuant to a determination that such a process best serves the interests of the Authority. Authority reserves the right to accept or reject any or all proposals; to waive any formality of the proposal form; to modify or amend, with the consent of Proposer, any proposal prior to acceptance; to negotiate with the selected Proposer; to waive irregularities and nonconformities; and to make an award not based solely on the proposal most lucrative to Authority; all as Authority in its sole judgment may deem to be in the Authority's best interest. If selected Proposer refuses to enter into an Agreement with Authority, Authority reserves the right to accept the proposal of any other qualified Proposer without re-advertising.
- E. **Tennessee Warning:**
Persons who supply data about themselves in response to this RFP are entitled to know the following information under the Minnesota Government Data Practices Act:
 - a. the information requested will be used to evaluate the Proposer's qualifications;
 - b. the Proposer is not legally required to supply this information;
 - c. failure to supply information may result in a determination by Authority that the proposal is non-responsive; and
 - d. the public may be authorized to access information that is not classified by law as private, confidential, or non-public data.
- F. This document shall in no manner be construed as a commitment on the part of Authority to award a contract, to pay any cost incurred in the preparation of proposals to this request, or to procure or contract for any services.
- G. Nothing indicated verbally by Authority, its officers, employees, agents or consultants, will contradict or override anything in this document. If a Proposer feels they have been told anything that is inconsistent with the information contained in this document, it will not be considered valid unless and until confirmation is received in writing from Authority. Should there be any doubt as to the meaning or content of these proposal documents, Proposer shall at once notify Authority in writing.
- H. Corrections, changes or clarifications, if required, will be made in written addenda to all parties who attended any pre-proposal meeting, requested to receive an RFP from the Authority, and/or

otherwise officially declared (in writing) their intention to submit a proposal, as appropriate. The Authority will not be responsible for any other instructions, interpretations, or explanations. Any written addenda to the proposal documents issued by Authority prior to the proposal acceptance deadline will be considered a part of these documents.

- I. The submission of a proposal shall be considered evidence that Proposer has: (1) investigated all conditions related to the requested service herein described; (2) ascertained that the Premises and all conditions are as specified; and (3) has reviewed all RFP documents. No claim for adjustment of the provisions of the RFP or any subsequent Agreement to be awarded shall be honored on the grounds that Proposers were not fully informed of existing conditions.
- J. Proposer shall maintain compliance with all regulatory measures (i.e. Airport Rules and Regulations, City of Duluth, State of Minnesota, and Federal programs, laws etc.).
- K. Proposer shall understand that a signed agreement can be amended at any time by the Executive Director of the Duluth Airport Authority.
- L. Mandatory Disclosures: By submitting a proposal, each Bidder understands, represents, and acknowledges that:
 - a. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.
 - b. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
 - c. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
 - d. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

VI. EVALUATION CRITERIA:

Proposals will be evaluated based upon criteria formulated around the most important features of the service, of which quality, capabilities, service offerings, customer experience and references may be overriding factors in the issuance of a contract or award. The proposal evaluation criteria, included but not limited to those identified in this document, should be viewed as standards, which measure how well a Proposer's approach meets the desired requirements and needs of the Authority. A selection committee will review the Proposals and make a recommendation to the Authority on the best Proposal. The selection committee when evaluating the Proposals will consider the following factors and their coinciding weight:

Background and Company Information	10%	Proposer's ability to provide professional security services as evidenced by company information, resources (logistics/support) and performance specifications as defined herein.
Minimum Qualifications	25%	Proposer's ability to meet the minimum qualifications as defined herein.
Training Plan	20%	Proposer's ability to provide adequate training, record keeping and resources (facilities, equipment, location(s), instructors, etc.).
Knowledge and Experience	25%	Proposer's successful experience providing this type of security service at airports, general experience of company, and/or experience of the individuals who have security responsibilities.
General RFP Compliance	5%	Proposer's compliance with respect to all sections of the RFP.
Cost	15%	Overall expenses to provide requested services outlined in the RFP.

In the process of evaluation, the Authority may acquire and utilize, to the extent deemed necessary, information obtained from the following sources:

- A. Proposer, including representations and other data contained in the proposal, or other written statements of commitments, such as financial assistance, subcontracting, and references.
- B. Other existing information available to the Authority, including financial data and records concerning Proposer's performance.
- C. Publications, including credit ratings, trade and financial journals or reports.
- D. Other sources, including banks, other financial companies, state, county, municipalities, and agencies and other public airports.
- E. Background investigations of Proposers submitting proposals may be made to verify information furnished or to secure additional information the Authority may deem necessary or desirable

IV. MANDATORY PROPOSAL DOCUMENTS AND REQUIRED FORMS:

Proposals must be made in accordance with the conditions described above and include the following information and documents (*Forms A – F and Exhibit A*) to be considered a valid proposal for review. All information must be complete, accurate, in the requested form and must be signed, by an authorized officer of Proposer.

If all information requested by the following forms/questionnaires cannot be adequately answered using the space provided, use additional sheets of paper. Be sure to provide adequate reference to the location of additional pages if other than immediately adjacent to the location of the question.

By submitting a proposal in response to this Request for Proposals, Proposer authorizes the Authority to make any inquiries necessary to determine the validity and accuracy of the information provided. Proposer further represents and warrants all information provided is true and complete. Failure to provide the requested information, incomplete information, misstatements, or inaccurate information may result in the rejection of the proposal.

FORM A: COST STATEMENT

The Duluth International Airport intends to pay Proposer for all services required under the contract based on a single all-inclusive monthly rate that will encompass all of Proposer's labor costs, vehicles, benefits, and any other factors necessary to perform work specified in this RFP.

Primary – Security Officer Services Factor	Year 1	Year 2	Year 3	Additional Year 1	Additional Year 2
A. Monthly Officer Cost	\$	\$	\$	\$	\$
B. Monthly Vehicle Cost	\$	\$	\$	\$	\$
MONTHLY TOTAL:	\$	\$	\$	\$	\$
Other: <u>Hourly On-Call Armed Security</u>	\$	\$	\$	\$	\$
Other: <u>Hourly Unarmed Security</u>	\$	\$	\$	\$	\$
Other: _____					
Other: _____					

FORM B: GENERAL INFORMATION QUESTIONNAIRE

NAME OF FIRM:

(EXACTLY AS IT WOULD APPEAR ON AGREEMENT)

PRINCIPAL OFFICE ADDRESS:

PRIMARY CONTACT

NAME:

POSITION:

TELEPHONE:

EMAIL:

ALTERNATE CONTACT

CONTACT NAME:

POSITION:

TELEPHONE:

EMAIL:

FORM C: REFERENCES

Proposer submits the following list of persons or firms with whom Proposer has conducted business with during the past three years substantially related to its parking management business operations, and who may be contacted by the Authority. If firms are used, give the name of the firm and/or person whom we may contact. **Attach letters of reference from each of the entities/firms listed below.**

Business Reference #1

NAME: _____

FIRM: _____

PHONE: _____

EMAIL: _____

Business Reference #2

NAME: _____

FIRM: _____

PHONE: _____

EMAIL: _____

Business Reference #3

NAME: _____

FIRM: _____

PHONE: _____

EMAIL: _____

FORM D: NON-COLLUSION AFFIDAVIT

Duluth Airport Authority
Duluth International airport
Sky Harbor Airport
Request For Proposals –Vending Concession
Duluth, Minnesota

NON-COLLUSION AFFIDAVIT

State of _____

County of _____

The undersigned Proposer or agent, being duly sworn, on oath says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be proposed by anyone at such letting, nor to prevent any person from submitting a proposal, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such proposals in any way or manner what so ever.

Signed and sworn before me this ____ day of _____, 2025

Signature: _____

Printed Name: _____

Title: _____

Company/Organization Name: _____

Notary Public: _____

My Commission Expires: _____

FORM E: INSURANCE

Proposer shall, at its expense, maintain insurance in full force and effect during the term of this Agreement in such amounts as to meet the minimum limits of liability specified below.

1. Workers' compensation insurance in accordance with the laws of the State of Minnesota;
2. Commercial General and Automobile Liability Insurance with limits not less than \$1,500,000 Single Limit, and twice the limits provided when a claim arises out of the release or threatened release of a hazardous substance. Such insurance shall be in a company approved by the Duluth Airport Authority; and shall provide for the following: Liability for Premises, Operations, Completed Operations, Independent Contractors, and Contractual Liability. Umbrella coverage with a "form following" provision may be utilized to meet the required minimum amount stated above. Such insurance shall indemnify Proposer and Duluth Airport Authority from all liability described in the Indemnification paragraphs above;
3. Proposer to provide Certificate of Insurance evidencing all coverages required above. Such Certificate shall contain an unconditional requirement that the insurer must notify the Authority without fail not less than 30-days prior to any cancellation, or 10 days prior to any non-renewal of the policy or coverages evidenced by said certificate, and shall further provide that failure to give such notice to Authority will render any such change or changes in said policy or coverages ineffective as against the City. The use of an "Accord" form as a certificate of insurance shall be accompanied by two forms – 1) ISO Additional Insured Endorsement (CG 2010 pre-2004); and 2) Notice of Cancellation Endorsement (IL 7002) or equivalent, as approved by the Duluth City Attorney's Office.

Complete the following insurance company information:

Firm Name: _____

Address: _____

Agent: _____

Phone No: _____

Email: _____

PROPOSER OR AGENT

For _____
FIRM OR CORPORATION

PROOF OF INSURANCE MUST BE PROVIDED WITH PROPOSAL

FORM F: SIGNATURE PAGE

Each individual executing this proposal on behalf of a corporation or business represents and warrants that he/she has been authorized to do so by the Board of Directors or other concerned parties who have an interest in the business.

Each individual executing this proposal certifies with their signature below that the information contained in the proposal is true and accurate to the best of their knowledge and acknowledges that the Duluth Airport Authority reserves the right to reject any proposal found to contain fraudulent information.

No proposal shall be accepted which has not been signed in the appropriate space(s) below.

The Authority is soliciting competitive proposals pursuant to a determination that such a process best serves the interests of the Authority. The Authority reserves the right to accept or reject any or all proposals; to waive any formality of the proposal form; to modify or amend, with the consent of Proposer, any proposal prior to acceptance; to waive irregularities, and; to make a recommendation not based solely on the best proposal, all as the Authority in its sole judgment may deem to be in its best interest. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final proposals. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Proposers. If successful Proposer refuses to enter into the Agreement, the right is reserved to accept the proposal of any other qualified Proposer without re-advertising.

I affirm that I have read and understand all the provisions set forth in this RFP invitation. I, the undersigned, guarantee our Proposal meets or exceeds specifications contained in the RFP document. Our firm will comply with all provisions and conditions as specified. All requested information has been submitted as requested.

Addendum Acknowledgement

The following addendum (addenda) is (are) acknowledged in this RFP:

BY: _____

COMPANY: _____

TITLE: _____

DATE: _____

Exhibit A
Federal Mandatory Clauses

Title VI Solicitation Notice:

The Duluth Airport Authority (Authority), 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 or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] 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 and gender identity), age, or disability in consideration for an award.

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Proposer to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The Authority encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.