



Southwest Oregon Regional Airport

Operated by COOS COUNTY AIRPORT DISTRICT

**COOS COUNTY AIRPORT DISTRICT
(DBA SOUTHWEST OREGON REGIONAL AIRPORT)**

REQUEST FOR PROPOSALS

FOR

Elevator and Escalator Preventative
Maintenance and Service Repairs

Issued: March 4, 2025

Submittal Deadline: March 18, 2025

Southwest Oregon Regional Airport
1100 Airport Lane
North Bend, OR 97420

Attn: Robert Brittsan, Deputy Airport Director

REQUEST FOR PROPOSALS (RFP)

March 4, 2025

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ELEVATOR AND ESCALATOR PREVENTATIVE MAINTENANCE AND REPAIR SERVICES

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Section I:

INVITATION

The Southwest Oregon Regional Airport (SORA) is seeking proposals from qualified contractors (“Contractor” “Contractors” or “Proposer”) for:

ELEVATOR AND ESCALATOR PREVENTATIVE MAINTENANCE AND REPAIR SERVICES

When preparing your proposal, please carefully review the entire Request for Proposal (RFP) package and ensure you include all requested information and forms. Your proposal must be signed by an authorized representative of your company to be considered responsive and valid for submission. This ensures all required elements are provided, aligning with RFP compliance standards.

Tentative RFP Schedule (Subject to change at SORA’s discretion)

1. Issue RFP	March 4, 2025
2. Pre-Proposal Walk Through (Non-Mandatory)	March 10, 2025
3. Written Questions from Contractors Due	March 12, 2025
4. Proposals Due	March 18, 2025
5. Contract Award	March 27, 2025

Selected Contractor shall be prepared to begin delivering services by April 1, 2025

SECTION II:

INTRODUCTION

Southwest Oregon Regional Airport (SORA), formerly known as North Bend Municipal Airport, serves as a public airport located in North Bend, Oregon, under the ownership and management of the Coos County Airport District. It is distinguished as the only airport along the Oregon Coast providing commercial passenger service, making it a critical transportation hub for the region.

The airport supports a range of industries by connecting the community with larger markets, which is essential given Coos County's historical dependence on sectors like agriculture, commercial fishing, and forestry. Tourism is increasingly significant, spurred by the area's natural attractions such as the Oregon Dunes National Recreation Area and beaches. Additional local draws include the Bandon Dunes Golf Resort, Charleston Marina Complex, the Oregon Institute of Marine Biology, the Coos History Museum, and local casinos, all contributing to the economic development in and around the airport.

SORA's unique coastal location and services make it a gateway to the Oregon coast, attracting visitors and fostering tourism growth while continuing to support traditional local industries.

SORA is a commercial airport certificated under Federal Aviation Regulation (FAR) Part 139, which governs the certification of airports serving scheduled and unscheduled air carrier operations. This certification ensures compliance with federal safety standards for runway operations, firefighting, and general airport operations to support both commercial passenger and cargo services.

Spanning 619 acres, SORA accommodates a mix of aviation and non-aviation businesses, contributing to its role as a regional economic asset. Its facilities and infrastructure support commercial passenger flights, general aviation, and cargo flights, providing essential connections for the Southern Oregon Coast. The airport's diverse use of space includes business operations not strictly tied to aviation, which bolsters economic activity in the Coos County area.

RFP INSTRUCTIONS

Pre-Proposal Walk Through

A non-mandatory pre-proposal walk through will be held at 10:00 AM on March 10, 2025 at the SORA Terminal, Admin Offices, 1100 Airport Lane, North Bend, OR 97459. The purpose of the pre-proposal walk-through is to review the requirements of this RFP, visit the various involved facilities, and respond to questions regarding the RFP process. This meeting will begin promptly at 10:00 AM.

A. Examination of Proposal Documents

By submitting a proposal in response to this Request for Proposals (RFP), Contractors affirm that they have thoroughly reviewed and understood the required services detailed within the RFP document. This representation confirms that Contractors are fully prepared and capable of delivering these services in alignment with SORA's goals and performance expectations. This commitment to preparedness assures SORA that Contractors have taken all necessary steps to address the project scope comprehensively and responsibly.

B. Addenda

Any substantive SORA changes to the requirements set forth herein will be made by a written addendum to this RFP. Any written addenda issued about this RFP shall be incorporated into the terms and conditions of any resulting Agreement. SORA shall not be bound to any modifications to or deviations from the requirements outlined in this RFP as the result of oral instruction.

C. Clarifications

1. **Examination of Documents**

Should a Contractor require clarifications to this RFP, the Contractor shall notify SORA in writing following Section D.2 below. Should it be found that the point in question is not clearly and fully outlined in the RFP, SORA may issue a written addendum clarifying the matter.

2. **Submitting Requests for Information**

a. Except for oral questions asked at any pre-proposal meetings, all Contractor questions, clarifications or comments shall be submitted in writing and shall be received by SORA no later than March 12, 2025, and be addressed as follows:

Southwest Oregon Regional Airport
1100 Airport Lane
North Bend, OR 97459
ATTN: Robert Brittsan

OR

Sent via E-mail to: robert@flyoth.com

OR

Sent via Fax to: (541) 751-1010 Attn: Robert Brittsan

- b. All correspondence shall be marked on the outside in the case of written questions, in the Subject heading in the case of e-mails, or on the cover sheet in the case of facsimiles, with "Elevator RFP Questions".
- c. The exterior envelope of all requests for clarifications, questions, and comments sent by means other than e-mail or facsimile machine shall be clearly labeled, "Not an Offer." SORA is not responsible for failure to respond to a request that has not been labeled as such. It is the Contractor's responsibility to ensure all requests are received.
- d. Inquiries received after 5:00pm on March 12, 2025 will not be accepted.

3. **SORA Responses**

SORA's responses to substantive questions will be communicated in writing by Addendum to each Meeting attendee via e-mail by March 14, 2025.

D. Submission of Proposals

1. Date and Time

All proposals shall be submitted to Southwest Oregon Regional Airport, Attention: Robert Brittsan, no later than 2:00 PM, March 18, 2025. Proposals received after that date and time will be rejected by SORA as non-responsive and returned unopened.

2. Address

Proposals shall be addressed as follows:

Southwest Oregon Regional Airport,
Attention: Robert Brittsan
1100 Airport Lane
North Bend, OR 97459

Proposals may be delivered in person, by US Mail, by electronic submission such as email, or via Fax to at the address above. It is Contractor's responsibility to ensure that Proposals are received by the SORA by the deadline.

3. Identification of Proposals

Contractor shall submit a proposal package consisting of:

- a. Two (2) signed original proposals and price forms (if mailed in. One signed original proposal if submitted via email or fax).
- b. The proposal package shall be addressed as shown above, bearing the Contractor's name, address and clearly marked as follows:

“RFP ELEVATOR AND ESCALATOR PREVENTATIVE MAINTENANCE AND REPAIR SERVICES”

4. Acceptance of Proposals

- a. SORA reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
- b. SORA reserves the right to withdraw this RFP at any time without prior notice and SORA makes no representations that any contract will be awarded in response to this RFP.
- c. SORA reserves the right to postpone proposal opening for its own convenience.

E. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the Contractor in:

1. preparing its proposal in response to this RFP;
2. submitting the proposal to SORA;
3. negotiating with SORA any matter related to the proposal; or
4. any other expenses incurred by the Contractor prior to date of award, if any, of the Agreement.

SORA shall not, in any event, be liable for any pre-contractual expenses incurred by Contractor in the preparation of its proposal. Contractor shall not include any such expenses as part of its proposal.

F. Contract Award

Issuance of this RFP and receipt of proposals does not commit SORA to award a contract. SORA reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected Contractor(s) should negotiations with the selected Contractor(s) be terminated, to negotiate with more than one Contractor simultaneously, or to cancel all or part of this RFP.

G. Public Record

All submitted Proposal documents are subject to Oregon public records law. Information contained in the Proposals may be made public after the review process has been completed in recommendation for award by SORA.

H. Documents

All submitted documents become the property of SORA.

I. Cancellation

SORA reserves the right to cancel any contract(s) resulting from this RFP without penalty with thirty (30) calendar days' written notice if the Contractor fails to fulfill the requirements outlined in this RFP or in the Contractor's Proposal.

J. Security Access and Background

The selected Contractor's employee(s) assigned to perform on-site work of any kind shall, at Contractor's sole cost and expense, obtain security badges from SORA.

Upon award of Contract to the selected Contractor, any Employee assigned to perform on-site work under this Contract may, at SORA's discretion, be required to disclose information about any criminal conviction history and be required to undergo background checks performed through SORA, at the Contractor's sole cost and expense, at a time and place and in a manner, to be determined by SORA.

At SORA's sole and absolute discretion, a federal criminal background check, criminal history records check, and other background and security checks may be instituted, changed, enhanced, or otherwise

altered during the term of the contract, which may include consistency with TSA (Transportation Security Administration), and/or other regulatory requirements. Costs related to such background and security checks shall be the sole responsibility of the selected Contractor.

K. Contract Term and Renewal

The contract term will begin April 1, 2025 or earlier if agreed to by both parties, and be in effect for three (3) years with (1) one-year optional extension, unless terminated, canceled or extended as otherwise provided herein. In the event SORA exercises such right to extend the contract, all terms, conditions, and provisions of the original contract shall remain the same. The Contractor(s) shall agree that price stated in the original contract shall apply unless an increase or decrease is agreed upon in writing between the SORA and selected Contractor(s)

SECTION III:

EVALUATION AND AWARD

SORA is soliciting firms and/or individuals who have established knowledge and expertise in all aspects of the services requested in this RFP. Minimum requirements are as follows:

1. Have a minimum of three (3) similar projects within the last three (3) years providing the same or similar services requested in this RFP.
2. Have sufficient staff and/or sub-Contractors available with experience in the disciplines required for this service.
3. Provide reference(s) of entities you have contracted with, providing the same or similar services.
4. Have the administrative and fiscal capability to provide and manage the proposed services.

A. EVALUATION CRITERIA

1. Qualifications of Firm/Past Performance – 25%

Strength and stability of the firm; strength, stability, experience, and technical competence of sub-contractors; knowledge of project organization; adequacy of labor commitment and past performance.

2. Services and Equipment - 25%

Available services; product delivery timeline, availability of specialized personnel, contract services, reports, payment processing, and business development.

3. Related Experience - 10%

Experience in providing services similar to those requested herein; experience working with public entities; assessment by client references.

4. Reasonableness of Cost and Price - 40%

Reasonableness of the individual firm fixed prices and/or hourly rates, and competitiveness of quoted firm fixed prices with other proposals received; adequacy of the data in support of figures quoted; the basis on which prices are quoted.

B. EVALUATION PROCEDURE

All proposals received as specified will be evaluated by SORA staff following the above criteria. During the evaluation period, SORA may do any or all of the following: generate a “short list” and conduct interviews with the top Contractors; conduct on-site visits and/or tours of the Contractors’ places of business; conduct negotiations with the most qualified Contractors(s). Contractors should be aware, however, that an award may be made without Contractor visits, interviews, or further discussions or negotiations.

A. AWARD

SORA staff will select a Contractor based on the proposal that best meets the above-specified criteria and will submit a recommendation to the Coos County Airport District Board of Commissioners for their consideration of approval at their meeting on March 27, 2025.

SECTION IV:

SCOPE OF SERVICES

ELEVATOR AND ESCALATOR PREVENTATIVE MAINTENANCE AND REPAIR SERVICES

The elevator/escalator service contract will be for seven (7) hydraulic elevators and two (2) sets of parallel escalators located in several facilities owned by SORA. The services to be provided are monthly preventative inspections. The agreement is to include parts and labor and periodic safety testing to ensure the elevators and escalators meet all state and federal rules or codes in effect.

Building	Address	Services	# of floors
Southwest Oregon Regional Airport	1100 Airport Lane	3 elevators 2 sets of parallel escalators (4)	3
Bureau of Land Management	1300 Airport Lane	1 elevator	2
Air Traffic Control Tower	1150 Airport Lane	1 elevator	6
DHS-Child Welfare	1431 Airport Lane	1 elevator	2
FBO-Coos Aviation	2348 Colorado Avenue	1 elevator	2

GENERAL CONTRACTOR REQUIREMENTS:

1. Contractor shall provide all labor, tools, equipment and materials to perform the work.

2. Contractor will provide written quotes for additional work items that may be required during the term of the Contract, but are not identified within this RFP. Such additional work items shall require written approval by SORA prior to Contractor performing any work.
3. Contractor shall provide SORA with a written quote for any equipment component in need of replacement not included as part of the contract prior to ordering or replacing any components not included in cost of contract.
4. Contractor shall contact SORA representative to schedule monthly maintenance and inspections. Contractor shall also contact SORA staff upon arrival for scheduled service.
5. Upon completion of work performed, technician shall provide authorized SORA Representative with a service ticket.
6. Contractor shall provide a status report, attached to each invoice for each elevator and escalator after each maintenance visit documenting all services performed.
7. Contractor shall not make any alterations or changes to the existing mechanical equipment, circuits, circuit wiring or sequencing. Any modifications must be submitted to SORA for prior approval.
8. Contractor and technicians shall maintain current licenses with all regulatory agencies to perform elevator and escalator maintenance and repair work in the State of Oregon. A lapse of current license is grounds for termination of the contract.
9. Invoices shall include a copy of all amounts paid by Contractor for parts and materials as the basis for parts markups billed to SORA.
10. The Contractor shall, upon completion of any work, ensure that all facilities are returned to their original condition by cleaning/removing any debris or damage done during the course of the work performed.
11. Price Adjustment Lock – There will be no price adjustments for labor or commodity increases or fluctuations during the term of this contract.

GENERAL REQUIREMENTS:

The Contractor shall perform all testing to the entire equipment inventory listed herein as required by the State of Oregon or other applicable regulations. The Contractor is required to maintain all equipment included in the equipment inventory in good and safe operating condition. The Contractor shall perform all work by and under the supervision of skilled, experienced, elevator and escalator service and repair personnel directly employed and supervised by the Contractor. All personnel must appear professional, with a company uniform during passenger terminal hours of operation and conduct themselves with the highest level of professionalism. Any employees performing work under this Contract shall be first deemed satisfactory to SORA, and must remain satisfactory and in good standing. If any employee is determined not satisfactory by SORA, the Contractor will remove and replace this person with another qualified mechanic determined to be satisfactory by SORA. The Contractor will provide maintenance procedures for each unit at a minimum frequency of monthly. The Contractor shall provide all repairs, testing and any

other work required by applicable laws and State regulatory agencies. SORA will bear the cost for all State inspection licensing and/or permit fees.

Maintenance Schedule and Work Log:

The Contractor shall post a preventive maintenance schedule and a work log which will be located at location mutually agreeable by SORA and Contractor. The log shall include all entries for routine maintenance and repairs, including supervisor's surveys. Entries shall include the date work is performed, mechanic's and supervisor's name, a brief description of work completed and the approximate time required for the work. The Contractor is responsible for the maintenance of the log and maintenance schedule in each machine room, as appropriate, for inspection by SORA at any time. The conveyance Maintenance and Service log shall be the Contractor's proof of service. Failure to enter services into the log by the Contractor may result in withholding of payment for services.

The Contractor must first check in with SORA's representative when coming on-site to work, and check out upon leaving the locations. The Contractor must keep all work schedules on display in the respective elevator and escalator equipment rooms. Contractor's technicians must complete the schedule when he/she works on equipment. The schedules will be maintained throughout the year and used as a guide and checklist. Each report must contain an itemized list of work to perform and recommendations. This report may be submitted electronically to SORA's representative. Any condition found affecting the immediate safety of the passengers or elevator and escalator equipment must be immediately reported to SORA's representative. No equipment will be shut down, rendered inoperable, etc. without the notification to SORA's representative.

The Contractor must maintain an as-built record of all system modifications. This record will be delivered to SORA's representative at the end of the agreement. Final payment will be withheld until these records are received and verified by SORA. All records must be provided upon request of SORA representative.

Routine Repair Response:

The Contractor shall provide SORA's representative quotes for repairs necessary due to normal wear and tear prior to work being conducted. All repairs are to be done during normal business hours. All repairs will be done according to a schedule that is mutually agreeable to SORA and the Contractor.

Equipment Performance:

Contractor is responsible to maintain at all times the standard of efficiency, safety, capacity, and speeds of elevator and escalator as designed and installed by the manufacturer, including acceleration and retardation, speed in feet per minute, with or without full load, floor-to-floor time and door openings and closing time. The leveling of all elevators and escalators shall adhere to the standards identified by the ANSI Code. Elevator and escalators starting, acceleration, stopping and leveling will be smooth and free from jars or bumps. Full speed riding will be without swaying or vibration. Contractor is responsible to maintain a comfortable elevator and escalator ride with smooth acceleration, retardation and a soft stop. Door operation shall be quiet and positive with smooth checking at the extremes of travel.

Standard Service Schedule:

This service schedule will include monthly and annual inspection & testing, notification and coordination with the State. SORA will pay the Contractor separately for parts and additional services. Prior to providing service, costs for parts, labor and all other items shall be on a quote basis. The Contractor shall provide routine call back and repair service under the provisions of this contract.

Annual Testing/Inspections:

The Contractor is responsible for ALL testing that is required for complete compliance within the duration of this contract. All testing shall be coordinated with SORA's representative and conducted within all applicable requirements. Annual fire testing and monitoring shall be coordinated by SORA in conjunction with SORA's fire alarm services vendor. Testing of the emergency phone system in the elevator shall also be included in the testing.

Maintenance and Repairs:

Maintenance under this contract shall provide a constant, high-quality service to properly protect all elevator and escalator equipment from deterioration and to provide constant peak performance of all elevator and escalators resulting in a minimum of downtime for any portion of the system.

Maintenance services shall include monthly inspections and preventative maintenance for each elevator and escalator. Services shall also include cleaning, lubricating, adjusting the elevator and/or escalator equipment, maintaining/recording all services within the conveyance log book, and providing call-back repair service per the requirements of this RFP, and as conditions warrant, repairing or replacing all portions of the elevator and escalator equipment included per the manufacturer's standards. In performing the indicated work, provide parts recommended by the manufacturers of the equipment for replacement or repair, and use lubricants obtained from or recommended by the manufacturer of the equipment. Equivalent parts or lubricants may be used if approved in writing by SORA.

Annual Inspection Report:

After each annual inspection, the Contractor will provide a written elevator and escalator Inspection Report for each unit. The report must contain the findings of the inspection and recommendations, particularly those dealing with code deficiencies, hazards and safety, and substandard maintenance. The elevator and escalator Inspection Report must be provided to the SORA representative within ten (10) working days of the inspection. Contractor must conduct an annual safety inspection of all equipment covered under this agreement. The annual inspection shall be performed prior to the State Inspection to ensure the State Inspection is successful. A quote shall be provided prior to performing repairs required to successfully pass the State Inspection.

State Inspection:

The Contractor's technician must be present at all State Inspections. The Contractor must maintain a history of inspections performed by the State for all equipment on this RFP. Contractor shall affix a metal

test tag in machine room with the applicable test date, the requirement number(s) requiring the test and the name of the person and/or Contractor performing the required tests. The Contractor shall provide a written report and estimate for the indicated repairs on the State Inspection report within thirty (30) days of the notice by SORA. No work shall commence without prior written approval by the authorized SORA representative. Fees for re-inspection due to failure to eliminate deficiencies covered by this Contract will be at the Contractor's sole expense.

Parts and Supplies:

The Contractor shall provide a quote for all services and parts required to make any repairs prior to the work commencing. Contractor shall not invoice or purchase any parts for inspections or repairs prior to submitting a quote to SORA.

Service Inclusion:

Inspections and preventative maintenance for each elevator and escalator shall include: cleaning, examining, lubricating equipment and Fire Recall Testing, including testing coordination of alarm/monitoring components. Fire testing shall include: emergency phone line in the elevator.

1. **Motor:** Including but not limited to, auxiliary rotating systems, motor windings, rotating element, communicators, brushes and brush holders, couplings, and bearing.
2. **Machine:** Including worm gear, thrust bearings, drive sheave, sheave shaft bearings, break coil, brake lining, low oil protection and components.
3. **Controller:** All components, including all relays, contacts, solid state components resistors, condensers, transformers, leads, mechanical or electrical timing devices, chokes and filters, dispatching and power equipment.
4. **Selector:** All components including selector drive tape, cams, contacts, relays, resistors, leads, transformers and solid-state components, wire or cable, hoist away vanes, magnets inductors and all other mechanical and electrical drive components.
5. **Pump Unit:** Including fluid, jack packing, exposed cylinders and piping, valve system, motors.
6. **Governor:** Sheave, bearings, shafts, contacts and governor jaws.
7. **Hoist way Equipment:** Buffers, compensating sheave assemblies, compensating cable or chains, guide rails, counterweights safeties and guide shoes, load weighing equipment and seismic devices.
8. **Power Operated Doors:** Hoist way door interlocks or locks and contacts; hoist way door hangers and tracks, door jibs and door interlocks, cams, rollers, and auxiliary door closing devices.
9. **Elevator and Escalator Control wiring:** In hoist way and machine way including traveling cables.

10. Fixtures: Fixture contacts, push buttons, key switches and locks and lamps and sockets of button stations (car and hall), hall lanterns, position indicators (car and hall) direction indicators.

11. Access: Key(s) for the elevator and escalator machine room and/or machinery space(s) shall be kept in the elevator and/or escalator pit. The key(s) shall be properly identified, located near the pit stop switch and shall be accessible from the pit access door.

12. Safety Devices: Examine all safety devices.

13. System Testing(s): As part of the State inspections, the following tests shall be included in the maintenance contract for inspection, testing and repairs for conformance with the applicable State requirements:

- a. relief valve setting and system pressure test,
- b. cylinder,
- c. terminal speed reducing device(s),
- d. the emergency terminal speed limiting device(s),
- e. the normal terminal stopping device(s),
- f. operation of elevator and escalator under fire and other emergency conditions
- g. emergency phone system, including answering service response

- h. Examine and equalize the tension of all hoisting ropes. Renew all hoisting ropes, including governor ropes, whenever necessary to ensure maintenance of adequate safety factor as designated by the State elevator and escalator Inspector.
- i. Repair and/or replace all electrical wiring and conductors extending to the elevator and/or escalator from the inside of the machine room and outlets in the hoist ways.

14. Periodically examine and test the hydraulic system and/or governor, safeties, and buffers on the equipment as outlined/required by the latest edition of the Oregon Code of Regulations for elevators and escalators, the American National Safety Code for elevators and escalators, or the most current code adopted by the State of Oregon.

Section V:

PROPOSAL CHECKLIST

Use this checklist to ensure that all items requested have been included and include a completed form in your submission copy of the RFP.

Items Completed		Page (s)
1.	Completed Proposal Checklist	
2.	Company Information Sheet (Exhibit A)	
3.	Company Information Sheet for Sub-contractor/Sub-consultant Vendor/Supplier if applicable	
4.	RFP Addenda, if any	
5.	Contractor's Contact Person Information	
6.	W-9 Request for Taxpayer Identification Number & Certification	
7.	Price Forms – Bid Sheet(s) (Exhibit B) & Hourly Service Rates Sheet	
8.	Licenses, Permits and/or Certifications	
9.	References	
10.	Completed Statement of Certification	
11.	Non-Collusion Affidavit	

EXHIBIT "A"

ELEVATOR AND ESCALATOR PREVENTATIVE MAINTENANCE AND REPAIR SERVICES COMPANY INFORMATION SHEET

DECLARATION

I declare under penalty of perjury under the laws of the State of Oregon I have completed this Company Information Sheet and that the information contained herein is factual and accurate as of the date completed.

Completed and executed this _____ day of _____, 202_, in _____.
[Day] [Month] [City] [State]

Signature: _____

Print Name: _____

Print Title: _____

LEGAL NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

WEBSITE: _____ EMAIL: _____

TYPE OF BUSINESS (Check One):

- | | |
|--|--|
| <input type="checkbox"/> CORPORATION | <input type="checkbox"/> LIMITED LIABILITY |
| <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> JOINT VENTURE |
| <input type="checkbox"/> INDIVIDUAL | |
| <input type="checkbox"/> INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME | |
| <input type="checkbox"/> OTHER _____ | |

STATE OF INCORPORATION OR FORMATION:

PRINCIPALS / OFFICERS / PARTNERS / OWNERS OF COMPANY

List All Principals/Officers/Partners [including Joint Venture Partners, Managing Partners], as well as investors/investment companies

PLEASE ATTACH ADDITIONAL INFORMATION SHEETS IN ORDER TO PROVIDE ALL THE REQUESTED INFORMATION.

IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY – Execution of Legal Documents:

The Company has authorized and hereby designates the following individual(s) to execute legal documents on behalf of Company, including but not limited to contract documents, Proposals and related documents:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

IDENTIFICATION OF PRINCIPAL(S) / OFFICER(S) / REPRESENTATIVE(S) OF COMPANY – Representative and/or Management Capacity:

The Company has authorized and hereby designates the following individual(s) to serve in a representative and/or management capacity on behalf of Company relating to the concerned project, contract document, lease document, development document, or any other legal document or agreement, including but not limited to manager, project manager, site manager, etc.

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____



PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY IN ORDER TO PROVIDE ALL REQUESTED INFORMATION

COMPANY INFORMATION SHEET

SUBCONTRACTOR/SUBCONSULTANT/VENDOR/SUPPLIER

DECLARATION

I declare under penalty of perjury under the laws of the State of Oregon I have completed this Company Information Sheet and that the information contained herein is factual and accurate as of the date completed.

Completed and Executed on this _____ day of _____, 202_, in _____, ____.
[Day] [Month] [City, State]

Signature: _____

Print Name: _____

Print Title: _____

LEGAL NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

WEBSITE: _____ EMAIL: _____

TYPE OF BUSINESS (Check One):

- | | | | |
|--------------------------|---|--------------------------|---------------------------|
| <input type="checkbox"/> | CORPORATION | <input type="checkbox"/> | LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> | PARTNERSHIP | <input type="checkbox"/> | JOINT VENTURE |
| <input type="checkbox"/> | INDIVIDUAL | | |
| <input type="checkbox"/> | INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME | | |
| <input type="checkbox"/> | OTHER _____ | | |

STATE OF INCORPORATION OR FORMATION: _____

PRINCIPALS/OFFICERS/PARTNERS/OWNERS OF COMPANY

(List All Principals/Officers/Partners [including Joint Venture Partners, Managing Partner], as well as investors/investment companies):

PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY IN ORDER TO PROVIDE ALL REQUESTED INFORMATION.

IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY – Execution of Legal Documents:

The Company has authorized and hereby designates the following individual(s) to execute legal documents on behalf of Company, including but not limited to contract documents, Proposals and related documents:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

IDENTIFICATION OF PRINCIPAL(S) / OFFICER(S) / REPRESENTATIVE(S) OF COMPANY – Representative and/or Management Capacity:

The Company has authorized and hereby designates the following individual(s) to serve in a representative and/or management capacity on behalf of Company relating to the concerned project, contract document, lease document, development document, or any other legal document or agreement, including but not limited to manager, project manager, site manager, etc.

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____



PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY IN ORDER TO PROVIDE ALL REQUESTED INFORMATION

**Request for Taxpayer
 Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
 requester. Do not
 send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
	2	Business name/disregarded entity name, if different from above.
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)
	4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>
	5	Address (number, street, and apt. or suite no.). See instructions.
	6	City, state, and ZIP code
	7	List account number(s) here (optional)
		Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number						
<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 20%;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 30%;"></td> </tr> </table>			-		-	
		-		-		
or						
Employer identification number						
<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 55%;"></td> </tr> </table>			-			
		-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

SECTION V.

PRICE FORMS

DESCRIPTION OF WORK: **ELEVATOR AND ESCALATOR PREVENTATIVE MAINTENANCE AND REPAIR SERVICES**

CONTRACTOR'S COMPANY: _____

NAME _____

ADDRESS _____

AUTHORIZED REPRESENTATIVE: (Name) _____

(Telephone #) _____

(Email) _____

Please provide detailed Firm Fixed Prices and any other incidental or additional costs required in the spaces provided in the following Bid Sheet to complete the Scope of Work requirements. Firm Fixed Prices shall include all possible costs, including but not limited to the costs of all administration and overhead, mileage and all other administrative and ancillary costs. Firm Fixed Prices quoted by the Proposer shall also include any and all taxes, fees, charges, labor at prevailing wage, tools, equipment, delivery, and ancillary costs whatsoever involved.

Failure to provide all prices requested may result in rejection of proposal.

Contractor shall provide all labor, tools, equipment, and materials required to perform the work. SORA reserves the right to coordinate, inspect and approve all aspects of the ELEVATOR AND ESCALATOR PREVENTATIVE MAINTENANCE AND REPAIR SERVICES Project.

Payment shall be via Purchase Order within thirty (30) days of SORA's receipt of invoice and completion of work.

Invoices shall be addressed:

Coos County Airport District
1100 Airport Lane
North Bend, OR 97459

EXHIBIT “B”

ELEVATOR AND ESCALATOR PREVENTATIVE MAINTENANCE AND REPAIR SERVICES

BID SHEET

Contractors bidding this project shall be properly licensed in the State of Oregon.

The Contractor has carefully checked all figures and understands that SORA will not be responsible for any errors or omission on the part of the Contractor in making up this bid.

Having been completely familiar with all conditions affecting the cost of work at the place where the work is to be done, these specifications and other contract documents prepared and issued therefore, the Contractor hereby proposes and agrees to provide all services as outlined in the RFP as follows:

SERVICE DESCRIPTION	YEAR ONE 2025/2026	YEAR TWO 2026/2027	YEAR THREE 2027/2028

Contractor’s Hourly Service Rate Per Additional Service Requirement Section:

(If necessary, attach a separate price sheet.)

Normal Business Hours, Hourly Rate: \$	After-hours, Hourly Rate: \$
Weekend On-Call, Hourly Rate: \$	Holiday On-Call, Hourly Rate: \$
Parts/Supply Mark-up %:	Additional Costs (specify):

List All Trainings, Licenses, Certifications, etc.:

List any Subcontractors that will be providing service for this project (include company name, address, phone#, email and license #). Once the project has been awarded, the selected Contractor must provide Certificates of Insurance with the SORA listed as the additionally insured for all subcontracting work.

Are there any other additional or incidental costs which will be required by your firm in order to meet the requirements of the Scope of Work? Yes / No (circle one). If you answered "Yes", please provide detail of said additional costs:

Please indicate any elements of the Scope of Work which cannot be met by your firm.

Have you included in your proposal all requested informational items and forms? Yes/No (circle one). If you answered "No", please explain:

In signing this proposal, Contractor warrants that all certifications and documents requested herein are attached and properly completed and signed.

From time to time, SORA may issue one or more addenda to this RFP. Below, please indicate all Addenda to this RFP were received by your firm, and the date said Addenda was/were received.

Verification of Addenda Received (Completed with Addenda Number and date received, if necessary):

Addenda No:		Received On:	
Addenda No:		Received On:	

REFERENCES

Provide a minimum of three (3) customer references you have contracted with, providing the same service as requested in this RFP.

Customer Name	Contact Name/Address	Phone Number/Email	Dates of Service provided (from/through*)

**Enter "Present" if still providing the services (Example: 10/08/2023 – present)*

STATEMENT OF CERTIFICATION

The following statements are incorporated in our response to the Coos County Airport District/SORA RFP:

	STATEMENT	AGREE (INITIAL)
1.	The offer made in the proposal is firm and binding for ninety (90) days from the date the proposal is opened and recorded.	
2.	All aspects of the proposal, including cost, have been determined independently, without consultation with any other Proposer or competitor for the purpose of restricting competition.	
3.	All declarations in the proposal and attachments are true and that this shall constitute a warranty, the falsity of which will entitle the SORA to pursue any remedy by law.	
4.	Proposer agrees that all aspects of the RFP and the proposal submitted shall be binding if the proposal is selected and a Contract awarded.	
5.	Proposer agrees to provide the SORA with any other information the SORA determines is necessary for an accurate determination of the Proposer's ability to perform the services as proposed; and	
6.	Proposer, if selected will comply with all applicable rules, laws and regulations	
7.	All terms and conditions as set forth in this RFP apply to this proposal. Payment shall be: Net thirty (30) days after receipt of invoice.	

Name of Proposer:	Authorized Signature
-------------------	----------------------

PARTY SUBMITTING PROPSAL: _____

NON-COLLUSION AFFIDAVIT

The undersigned, being first duly sworn, deposes and says that he or she holds the position listed below, the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or a sham; that the proposal has not directly or indirectly induced or solicited any other interested party to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, plotted, or agreed with any interested party or anyone else to put in a sham proposal, or that anyone shall refrain from submitting a proposal; that the party submitting the proposal has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or the price from any other interested party, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other interested party, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the party submitting the proposal has not, directly or indirectly, submitted his or her proposal price, or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Signature

Typed or Printed Name

Title

Party Submitting Proposal