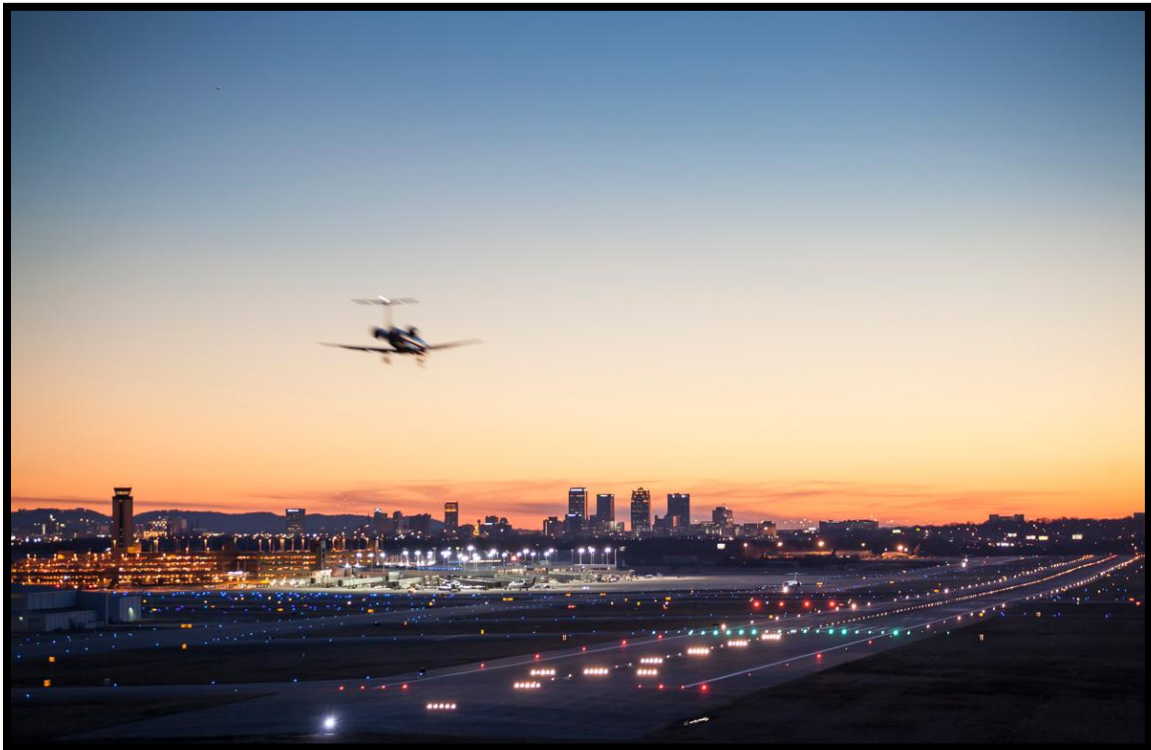


# **Request for Quote New Lighting Controls System**



**Birmingham Airport Authority  
October 2025**

# **I. The Opportunity**

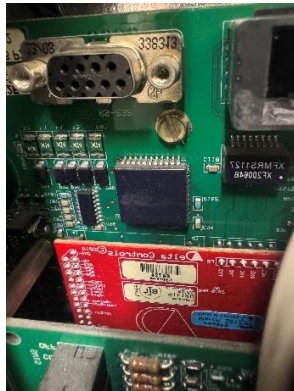
## **Purpose:**

The Birmingham Airport Authority (the “Authority”) is requesting quotes for a Lighting Control System for the terminal and parking deck.

The purpose of this document (the “Request for Quotes” or “RFQ”) is to provide interested vendors with the overview of the opportunity, as well as instructions on how to respond. A prospective (“Proponent”) shall submit its quote (“Quote” or Quote Package”) in conformity with the procedures and requirements set in this Request for Quotes.

## **Scope of Work**

1. Provide a lighting control system for the terminal and parking deck. It will need to be Android and IOS accessible as well as password protected. Currently we have in the terminal is ORCA view 3.32 computer software with GE A series lighting software with GE controllers in each of our lighting panels. See photos. For the new system we would like the following but not limited to:
  - a. Programmable system for dates and times
  - b. Daylight sensors- Approximately 26
  - c. External power packs with 0-10v dimming and emergency mode for load control- Approximately 482
  - d. 12v power supplies for restroom sensors- Approximately 10
  - e. 12v power supplies for switch inputs- Approximately 42
  - f. At minimum Supply 10- YEAR WARRANTY ON MATERIAL (We are open to different options depending on cost)
  - g. Wireless override switches with a 30-minute override program- Approximately 47
  - h. Remote access to the system for approved personnel
  - i. Onsite and offsite assistance during and after installation
  - j. Training for operation of the system on and off site
  - k. Sensors for restrooms- Approximately 72
  - l. Full commissioning when system is installed
  - m. Reuse our existing lighting panels (Can add relay panels if needed)
  - n. Entire system to the terminal and including our parking deck to be all linked together wirelessly.



## II. Procedures and Requirements

### Pre-Submittal Inquires

Inquiries relative to this RFQ are only to be submitted in writing via e-mail to [khazelwood@flybhm.com](mailto:khazelwood@flybhm.com), no later than the date for "Written Inquiries Accepted Through" set forth in Exhibit 1 Request for quote schedule of the RFQ, which date is ten (10) business days prior to the close of this RFQ (the "**Quote Due Date**"). Failure to follow this procedure may result in the Proponent being disqualified from participating in this RFQ process.

The Authority representative(s) will attempt to answer all written questions received in advance of the Written Inquiries Accepted Through date.

The Authority will provide a summary of all questions and answers communicated in writing and any changes to the requirements of the Request for Quotes in an addendum to the RFQ. Any such addendum will be incorporated as part of the RFQ and will be posted online on the Airport website located at [www.flybhm.com](http://www.flybhm.com).

## General Terms and Conditions

1. The Authority reserves the right to:

- a. Add, delete and/or negotiate with a Proponent, an agreement containing different and/or additional items or terms without reference to other Proponents or Quotes.
- b. Disqualify a Proponent in the event that, in the sole discretion of the Authority, its Quote does not contain sufficient information to permit a thorough analysis.
- c. Verify the validity of the information supplied by a Proponent and reject any Quote where the contents appear to be incorrect or inaccurate in the Authority's sole determination.
- d. Accept Quotes in whole or in part.
- e. In its sole discretion, cancel this RFQ without award or compensation to any Proponent, its officers, directors, employees or agents.
- f. Reject any and all Quotes.
- g. Accept the Quote(s) which, the Authority, in its sole discretion, deems the most advantageous to the Authority; and
- h. Request any other information it requires to evaluate the submissions, and, in the event of a Proponent's failure to provide such information, reject such Proponent's Quote.

2. All financial information must be presented in U.S. dollars.

3. The cost of preparing the Quote or providing additional information is the sole responsibility of the Proponent. The Authority will not be responsible for or pay or reimburse any fees or expenses to any Proponents or their agents.

4. The Proponent assumes all responsibility for complying with all applicable laws and regulations. Further, the Proponent is responsible for obtaining all permits required by law or local authorities to allow it to provide the EUVs to the Authority.

5. All Quotes become the property of the Authority and will not be returned to Proponents unless a written request to withdraw, signed by an authorized signatory of the Proponent, is received prior to the Quote Due Date.

## Request for Quotes Schedule

The schedule for the preparation and evaluation of Quotes is provided in the following Exhibit I:

### Exhibit I. Request for Quotes Schedule

|                                        |                                   |
|----------------------------------------|-----------------------------------|
| Request for Quotes Documents Available | October 24, 2025                  |
| Written Inquiries Accepted Through     | October 30, 2025                  |
| Quote Due Date                         | <b>November 7, 2025, 2 PM CST</b> |
| Target Award Date                      | November 2025                     |

Quotes are due no later than **2:00 p.m. Central Time on November 7, 2025**, at which time all Quotes shall be recorded. Quotes will not be accepted after this date and time for any reason.

Quotes submitted by facsimile will not be accepted.

Quotes are to be sent via email to Karen Hazelwood

Email address: [khazelwood@flybhm.com](mailto:khazelwood@flybhm.com)

The Authority reserves the right to extend the Quote Due Date and the RFQ Schedule. All changes or clarifications to the schedule will be distributed to all registered Proponents in the form of addenda.

### III. Submittal Requirements:

Each Proponent shall submit Quotation Package via email to: [khazelwood@flybhm.com](mailto:khazelwood@flybhm.com).

Provide a detailed description of how your proposed software solution meets with the Authority's goals for each component of the Scope of Work and provide:

1. Examples of training manuals
2. Explanation of any requirements the solution cannot satisfy
3. Description of optional modules and/or services
4. Sample License Agreement
5. Sample Annual Maintenance Agreement and cost
6. Cost of Software

## **Selection Process/Criteria**

### **Each Quote will be evaluated based on the following criteria:**

Proposals will be evaluated based on the proposer's ability to best meet the performance requirements of this RFQ as determined by the Authority. This section provides a description of the evaluation criteria that will be used to evaluate the proposals. To be deemed responsive, it is important for each proposer to provide appropriate detail to demonstrate satisfaction with each criterion and compliance with the performance provisions outlined in this RFQ. A proposer's proposal will be the primary source of information used in the evaluation process. Proposals must contain information specifically related to the proposed services and requested herein. Failure to submit any information requested may result in the elimination of the proposal from further evaluation.

Proposals will be assessed to determine the most comprehensive, competitive and best value solution for the Authority based on, but not limited to, the criteria below. The Authority reserves the right to modify the evaluation criteria or waive portions thereof. Proposals will be evaluated on the following criteria:

- A. Solution capabilities
- B. Qualifications and experience of the company providing similar services for similar projects
- C. Implementation schedule
- D. Fee schedule
- E. Proposal responsiveness, readability, and overall relevance of proposal package.

## **EXHIBIT B - INSURANCE REQUIREMENTS**

Company shall procure, at its expense, and keep in full force and effect at all times during the term of this Agreement, the types and amounts of insurance specified below: "BAA Company Insurance Requirements" which is attached hereto and incorporated by reference herein.

The specified insurance shall include and insure Birmingham Airport Authority, City of Birmingham, Alabama and their respective directors, council members, agents and employees, including, with limits, the OAR and the Engineer and the other named consultants, their officers, agents and employees as additional insured's (with the exception of Worker's Compensation and Professional Liability), against the areas of risk associated with the Services as described in this RFP with respect to Contractor's operations, acts or omissions in the performance of this Agreement, its operations, use and occupancy of the Airport, and other related functions performed by or on behalf of Contractor in, on or about Airport, which the Contractor may be legally liable, whether such operations be by the Contractor, or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose act any of them may be liable.

A copy of the Contractor's current insurance certificate, verifying the Contractor's insurance coverage, must be submitted upon execution of the Agreement and prior to commencement of the Work. The minimum required insurance coverage is not intended to, and shall not in any manner, limit or reduce liabilities and obligations assumed by the Contractor, its agents, employees, or any subcontractor. Contractor shall furnish the insurance coverages outlined in Exhibit A: "BAA Contractor Insurance Requirements" either through existing policies or by virtue of a specific project policy, with deductible limits acceptable to the Authority.

Certificates of Insurance shall be filed with the Owner prior to commencement of the Work on a Certificate of Insurance form, or Certificates, policies, or endorsements acceptable to the Owner. If such insurance coverages are required to remain in force after Final Payment, an additional certificate evidencing continuation of such coverage shall be submitted with the final Application for Payment by the Contractor. Information concerning reduction or cancellation of coverage shall be immediately furnished by the Contractor to the Owner.

All such insurance shall be primary and non-contributing with any other insurance held by Authority where liability arises out of or results from the acts or omissions of Contractor, its agents, employees, officers, assigns or any person or entity acting for or on behalf of Contractor. Such policies shall also include a Waiver of Subrogation and provide the Owner at least thirty (30) days prior written notice of any cancellation or non-renewal thereof. Such policies may provide for reasonable deductibles and/or retentions acceptable to the Authority based upon the nature of Contractor's operations and the type of insurance involved.

Coverages, whether written on an occurrence or claims made basis, shall be maintained without interruption from date of commencement of the Work until date of Final Payment and termination of any coverage required to be maintained after Final Payment. If such insurance coverages are required to remain in force after Final Payment, an additional certificate evidencing continuation of such coverage shall be submitted with the final Application for Payment by the Contractor. If the Contractor's coverage is written on a claims-made basis, the

Contractor shall also provide tail coverage to include claims made after the completion of the Work for the Completed Operations coverage for the required statute of repose.

Each specified insurance policy (other than Worker's Compensation and Employers' Liability and fire and extended coverages) shall contain a Severability of Interest (Cross Liability) clause which states, "It is agreed that the insurance afforded by this policy shall apply separately to each insured against whom a claim is made or suit is brought except with respect to the limits of the company's liability," and a Contractual Endorsement which shall state, "Such insurance as is afforded by this policy shall also apply to liability assumed by the insured under insured's Agreement with the Authority."

At least ten (10) days prior to the expiration date of the above policies, documentation showing that the insurance coverage has been renewed or extended shall be filed with Authority. If such coverage is canceled or reduced, Contractor shall, within fifteen (15) days of such cancellation or reduction of coverage, file with Authority evidence that the required insurance has been reinstated or provided through another insurance company or companies. In the event Contractor fails to furnish Authority with evidence of insurance and maintain the insurance as required, Authority upon ten (10) days prior written notice to comply, may, but shall not be required to, procure such insurance at the cost and expense of Contractor, and Contractor agrees to promptly reimburse Authority for the cost thereof. Payment shall be made within thirty (30) days of invoice date.

Company shall provide proof of all required insurance and related requirements to Authority either by production of: the actual insurance policy(ies); or a Certificate of Insurance in a form acceptable to the Authority. The documents evidencing all required coverage's shall be filed with Authority prior to Contractor performing Services or occupying the Airport. The documents shall contain (i) the applicable policy number, (ii) the inclusive dates of policy coverage's, (iii) the insurance carrier's name, address and telephone number, (iv) shall bear an original signature of an authorized representative of said carrier, and (v) shall provide that such insurance shall not be subject to cancellation, reduction in coverage, or nonrenewal except after written notice by certified mail, return receipt requested, to the Authority at least thirty (30) days prior to the effective date thereof. Information concerning reduction or cancellation of coverage shall be immediately furnished by the Contractor to Owner. Owner reserves the right to have submitted to it, upon request, all pertinent information about the agent, broker, and carrier providing such insurance.

Authority and Contractor agree that the insurance policy limits specified herein shall be reviewed for adequacy annually throughout the term of this Agreement by the Authority who may, thereafter, require Contractor, on thirty (30) days prior written notice, to adjust the amounts of insurance coverage to whatever reasonable amount said Authority deems to be adequate. All insurance policies shall be written in a company or companies lawfully authorized to do business in Alabama and are required to have minimum A.M. Best financial rating of A minus, 8 (A-, VIII).

If Contractor has Subcontractor performing any work, the Subcontractor is subject to the same insurance requirements outlined in this section and on Exhibit A: BAA Contractor's Insurance Requirements.



Contractor is also advised of the statutory immunity of negligence applicable to the owner and its directors, which is contained in Article 2, Chapter 3 of Title 4 Section 4-30-50 of the Code of Alabama, 1975.

Indemnification: The Contractor hereby agrees to indemnify, defend and hold Owner, its agents, employees and designees ("Indemnities") harmless from all losses, claims, liabilities, injuries, damages and expenses, including attorney's fees, that the Indemnities may incur by reason of any injury or damage sustained to any person or property (including, but not limited to, any one or more of the Indemnities) arising out of or resulting from, in whole or part, the negligent performance, or lack of performance, by Contractor of its duties and obligations under or pursuant to this Agreement and Amendments.

## BAA COMPANY INSURANCE REQUIREMENTS

### COMPANY PROVIDED INSURANCE FOR NON-AIRSIDE PROJECT COVERAGE

| <u>Type of Coverage</u>      | <u>Minimum Limits</u>                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Worker's Compensation</b> | Statutory                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Employee's Liability</b>  | \$1,000,000 Each Accident<br>\$1,000,000 Disease – Policy Limit<br>\$1,000,000 per Employee                                                                                                                                                                                                                                                                                         |
| <b>Requirements:</b>         | 1. Voluntary Compensation Endorsement<br>2. Waiver of Subrogation                                                                                                                                                                                                                                                                                                                   |
| <b>General Liability</b>     | \$1,000,000 each occurrence<br>\$2,000,000 General Aggregate<br>\$2,000,000 Completed Operations/Products Aggregate<br>\$2,000,000 Personal Injury<br>\$5,000 Medical Payments                                                                                                                                                                                                      |
| <b>Requirements:</b>         | 1. XCU Perils Coverage<br>2. Completed Operations Extended 3 Years<br>3. Broad Form Property Damage<br>4. Fellow Employee Coverage<br>5. Primary & Non-Contributory<br>6. Waiver of Subrogation<br>7. 30 Days' Notice of Cancellation to Certificate Holder<br>8. CG2010 and CG2037 Endorsements<br>9. Contractual Liability applicable to Contractor's indemnification obligations |
| <b>Business Automobile</b>   | \$2,000,000 per occurrence combined limit for bodily injury liability and property damage                                                                                                                                                                                                                                                                                           |
| <b>Requirements:</b>         | 1. Covers owned, non-owned and hired autos<br>2. Primary & Non-Contributory<br>3. Waiver of Subrogation<br>4. 30 Days' Notice of Cancellation to Certificate Holder                                                                                                                                                                                                                 |
| <b>Umbrella</b>              | \$5,000,000                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Builder's Risk Policy</b> | Amount of Project                                                                                                                                                                                                                                                                                                                                                                   |
|                              | 1. <b>Requirement:</b> Contractor provide coverage for Contractor's equipment on the job site and all construction material and equipment which is schedule for the Work but has not been delivered to the Job Site<br>2. Coverage shall insure interest of Owner and Contractor<br>3. Provide Replacement Cost                                                                     |

4. Event of Loss, proceeds of any claim shall be paid to the Owner who shall apportion the proceeds between the Owner and the Contractor as their interest may appear
5. Coverage includes flood and earth movement
6. Per Project Aggregate

**Pollution Policy**  
**Professional Liability**

\$1,000,000 (*Depending on project*)  
\$1,000,000 (*Depending on project*)

**END OF REQUEST FOR QUOTES**