

# REQUEST FOR PROPOSALS

## PUBLIC ADDRESS SYSTEM



## SUSQUEHANNA AREA REGIONAL AIRPORT AUTHORITY

1 TERMINAL DRIVE, SUITE 300  
MIDDLETOWN, PA 17057

ISSUE DATE: September 10, 2021

DUE DATE: October 15, 2021

## **SECTION 1.00 - INVITATION**

## **SECTION 2.00 – GENERAL INFORMATION**

- 2.01 Definitions
- 2.02 Introduction
- 2.03 Background
- 2.04 RFP Coordinator
- 2.05 RFP Schedule
- 2.06 Questions Regarding the RFP
- 2.07 RFP Amendments
- 2.08 Submissions
- 2.09 Terms and Conditions

## **SECTION 3.00 – SCOPE**

- 3.01 Overview
- 3.02 General Scope
- 3.03 Project Execution
- 3.04 Testing
- 3.05 Training
- 3.06 Warranty and Maintenance

## **SECTION 4.00 – PA SYSTEM REQUIREMENTS**

- 4.01 System Requirements
- 4.02 Performance Requirements
- 4.03 Estimated Quantities

## **SECTION 5.00 – RESPONDENT AND SUBMISSION REQUIREMENTS**

- 5.01 Respondent Requirements
- 5.02 Submission Requirements
- 5.03 Submissions
- 5.04 SBE/DBE
- 5.05 Communications

## **SECTION 6.00 – POST SUBMITTAL EVENTS**

- 6.01 Evaluation of Submissions
- 6.02 Evaluation Criteria
- 6.03 Evaluation Process

ATTACHMENT 1 – RFP Acknowledgement Form  
ATTACHMENT 2 – SARAA Insurance Requirements

EXHIBIT 1 – Basic Floorplans  
EXHIBIT 2 – Current System Photos

## SECTION 1.00 – INVITATION

### REQUEST FOR PROPOSAL

### PUBLIC ADDRESS SYSTEM

The Susquehanna Area Regional Airport Authority (SARAA), owner and operator of the Harrisburg International Airport (HIA), is seeking proposals from qualified firms wishing to provide the design and installation of Public Address (PA) system at Harrisburg International Airport.

This RFP is only available electronically; paper copies will not be available. Interested parties may download the Request for Qualifications from the HIA website: <http://www.flyhia.com>. The document is titled “RFP – HIA PA System”.

**Three (3)** copies of sealed responses must be submitted to SARAA, Attn: Kevin Bryner, 1 Terminal Drive, Suite 300, Middletown, PA 17057 labeled “RFP FOR HARRISBURG INTERNATIONAL AIRPORT PA SYSTEM”. SARAA reserves the right to accept, reject or make requests for new submissions at its sole discretion. All submissions must be received in the office at Harrisburg International Airport, 1 Terminal Drive, Suite 300, Middletown, PA 17057 prior to 4:00 p.m. on October 15, 2021.

## SECTION 2.00 – GENERAL INFORMATION

### 2.01 DEFINITIONS

The following terms and definitions will apply throughout this Request for Submission

“Airport” or “HIA”	refers to or means the Harrisburg International Airport
“Agreement”	refers to the agreement executed with the successful Respondent to provide the services solicited pursuant to this RFP
“Authority”	refers to the Susquehanna Area Regional Airport Authority, owner and operator of Harrisburg International Airport
“DBE”	refers to or means Disadvantaged Business Enterprise
“Integrator”	refers to or means the contractor responsible for providing the services requested in this RFP
“PA”	refers to or means Public Address
“Respondent(s)”	refers to any company or organization submitting for the services requested in this RFP
“RFP”	refers to or means the Request for Proposal
“Submission”	refers to or means a document submitted by Respondent(s) to be considered for the Agreement; the overall submission shall include Respondents’ required information (Section 5.01) including Attachment 1.

## **2.02 INTRODUCTION**

The Susquehanna Area Regional Airport Authority (“Authority”), owner and operator of the Harrisburg International Airport in Middletown, Pennsylvania, seeks proposals from qualified firms wishing to provide the design and installation of a Public Address (PA) system at Harrisburg International Airport (the “Airport” or “HIA”). The enclosed documents provide instructions, background information, and the required forms from which Respondents are to develop their formal submissions to the Airport. There is no expressed or implied obligation in these documents for SARAA to reimburse responding organizations for any expenses incurred in preparing Submissions in response to this RFP.

## **2.03 BACKGROUND**

The Susquehanna Area Regional Airport Authority (SARAA) is the owner and operator of Harrisburg International Airport. Annually, HIA serves about 1.4 million passengers and in 2019, the Airport averaged 3,600 domestic and 210 international passengers arriving and departing on a daily basis.

Currently HIA is comprised of a main terminal that includes 12 gates with passenger loading bridges and security screening. A 2,500-space multilevel parking garage is connected to the terminal via one skywalk.

## **2.04 RFP COORDINATOR**

Upon release of this RFP, all communications concerning this request should be directed to the RFP Coordinator listed below. Any oral communications will be considered unofficial and nonbinding to the Authority. The respondent should rely only on written statements issued by the RFP Coordinator.

Kevin Bryner, Deputy Director, Information Technology  
Susquehanna Area Regional Airport Authority  
1 Terminal Drive, Suite 300  
Middletown, PA 17057  
Email: KBryner@SARAA.org

## 2.05 RFP SCHEDULE

The Authority anticipates the following schedule, which is subject to change

Date	Time	Event
September 10, 2021		Issuance of RFP
September 24, 2016	4 p.m. EST	Deadline for Submission of Written Questions to SARAA
September 29, 2021		SARAA Releases Responses to Questions
October 15, 2021	4 p.m. EST	Submissions Due to SARAA
October 29, 2021		Evaluation of RFP with Ranking and Selection
November 8-12, 2021		Finalist Presentations / Interviews (as determined by SARAA)
December 1, 2021		Recommendation to SARAA Board for Contract Award

## 2.06 QUESTIONS REGARDING THE RFP

Requests for clarification or additional information must be made in writing to the RFP Coordinator prior to the date specified in the RFP Schedule. Responses to all requests will be available on the Airport's website on the Release date. The RFP Coordinator will be unable to respond to requests for additional information or clarification received after 4:00 p.m. EST on September 24, 2021.

## 2.07 RFP AMENDMENTS

All amendments to this RFP will be posted to the Airport's website ([www.FlyHIA.com](http://www.FlyHIA.com)). If deemed necessary by the Authority, respondents will be given an opportunity to modify their submission in the specific areas that are affected by the modification.

## 2.08 SUBMISSIONS

Each respondent must provide three (3) copies of their submission. In addition, one electronic copy of the submission and any supporting documentation (Microsoft Word or PDF) must be submitted on USB flash drive. The complete package must be submitted in a sealed envelope, clearly identified as "RFP FOR HARRISBURG INTERNATIONAL AIRPORT PA SYSTEM." The submissions may be mailed or delivered to:

Susquehanna Area Regional Airport Authority  
Attn: Kevin Bryner  
1 Terminal Drive, Suite 300  
Middletown, PA 17057

Respondents accept all risk of late delivery of mailed submissions regardless of fault. Facsimile and other electronically transmitted submissions will not be considered. All submissions and accompanying documentation become the property of the Authority and will not be returned.

## **2.09 TERMS AND CONDITIONS**

A. The Authority reserves the right to issue amendments to the RFP at any time. The Authority also reserves the right to cancel or reissue the RFP, to reject any or all submissions, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. The Authority reserves the right to request clarification of information from any respondent or to request supplemental material deemed necessary to assist in the evaluation of the submission. This RFP does not obligate the Authority to make any award or enter any agreement as the result of any Submissions.

B. The Authority will not reimburse any respondent for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.

C. Respondents shall thoroughly examine and be familiar with this RFP. The failure or omission of any respondent to receive or examine this document shall in no way relieve any respondent of obligations with respect to this submission or any subsequent Agreement.

## SECTION 3.00 – SCOPE

### **3.01 OVERVIEW**

Harrisburg International Airport is interested in replacing its current PA system, comprised of IED, Crown, and JBL equipment, to enhance its performance and improve its reliability. The Respondent shall provide design, system implementation, maintenance, and service of the new PA system. The Respondent shall be responsible for supplying all software, hardware and installation services defined within this document.

### **3.02 GENERAL SCOPE**

Below are specific items required in submittals as well as responsibilities of Respondent while completing the project.

1. Replacement of existing PA system headend, including servers, software, amplifiers, and any other necessary hardware required for a complete and fully functioning PA system headend.
  - a. PA system controllers/DSPs/other essential headend hardware
  - b. Server(s) located in existing PA cabinet or in HIA's virtual VMware server environment. Virtual servers are preferred.
  - c. PA system software and software installation/configuration
2. Test and verify location, functionality and delivered audio quality including delivered sound pressure levels and qualitative assessment of all paging zones and speakers prior to installation, providing a pre-construction report including zone locations with functionality of speakers within each zone, and sub-proposal to resolve any functionality issues discovered.
  - a. Repair/replace speakers as necessary
  - b. Repair/replace cabling as necessary
3. Replace existing Ambient Noise Sensors and integrate with new headend, working with the Airport to make sure all zones deliver the appropriate level of sound, including paging, messaging, and background music.
4. Modify existing or establish new paging zones to provide more granular paging options
5. Replace all existing paging stations and add additional stations requested in this document.

6. Provide onsite training of new PA system software and hardware and include documentation that can be distributed to users of the system so minimal training is required.
7. Test all components of new PA system for functionality and Airport acceptability before cutover.
8. Transition of the existing PA system. Cutting over of system components and paging zones must be coordinated with Airport staff and should occur during off-peak hours to ensure flight operations are not impacted, unless specified by Airport representative.
  - a. Provide on-site technicians to assist with technical issues that may arise immediately following the cut-over, as well as to assist with user operational training where needed.
9. Provide as-built drawings and system specs of new PA system.
  - a. Drawings must be in both .PDF and .DWG format

### **3.03 PROJECT EXECUTION**

1. Respondent will provide a project coordinator for the duration of the project execution with the capability to be on-site as required.
2. A project kickoff meeting shall be held after notice to proceed. Respondent will review its project plan, project schedule, communications plan, and problem escalation procedures, and introduce relevant staff.
3. Throughout project execution, work will be done during a combination of normal business hours and off-peak hours. Certain portions of the project can only be done after hours to prevent interruption of airport operations.
4. Throughout project execution, bi-weekly status review meetings shall be held to report on scope, schedule, resources, and quality and risk mitigation.

### **3.04 TESTING**

Following initial implementation of the new PA system a validation test will be conducted to ensure all components are accessible and working properly. Testing should ensure:

1. All system interfaces are working properly
2. All devices are accessible and working properly

3. Basic functions of all applications are working properly.
4. Testing must validate the minimum functional and performance requirements as detailed.

SARAA representatives should be given the opportunity to participate in any or all tests. Testing will be conducted at specific points in the implementation process as defined between SARAA and the Respondent. For each test, the Respondent shall prepare a test report document that shall certify successful completion of that test for acceptance by SARAA.

Any discrepancies or problems discovered during these tests shall be corrected by the Respondent at no additional cost to the project. The system or service shall be re-tested to validate that the problem or defect has been resolved.

### **3.05 TRAINING**

All proposals shall include the cost of delivery of training materials and what PA system training will be provided. HIA will work with the Respondent to identify suitable onsite locations available for training or available remote training material required.

System Administration and Monitoring Training shall cover all PA system administration and monitoring functions; provide an overview of the complete system structure including hardware, software, and networks; and describe all functions and applications needed to perform system administration.

The Respondent shall fully instruct HIA designated staff and airline personnel in the operation, administration and maintenance of all products, equipment, and systems and be conducted by experienced personnel. Training shall be accomplished in a classroom setting (recognizing local safety, distancing, and personal protective equipment conditions) augmented by individual or remote instruction, as necessary. The Respondent shall provide all training aids necessary and shall keep a log of all personnel receiving and completing training for each system and note the type of training received.

All training shall be completed a minimum of one week prior to system cut over. Training schedule is subject to HIA's approval and shall have sufficient flexibility to accommodate Airport operations and shift operations. Training shall be scheduled such that HIA and other relevant personnel can participate.

### **3.06 WARRANTY AND MAINTENANCE**

The submission will include a proposal for maintenance and support addressing:

1. Requirements for remote troubleshooting of minor and major PA system malfunctions

2. Time (after calling for assistance) for technician to be on-site to resolve Tier 2 (minor) and Tier 3 (major) technical issues
3. Availability of Respondent's staff during the warranty period to address any post cutover issues
4. Availability and cost estimate for additional professional services available for enhancements and training
5. Regularly scheduled maintenance of hardware and software

The Respondent shall provide minimum three years of warranty and maintenance service on all parts, software, and labor installed as a part of the scope. The three-year Warranty Period shall start upon the "Date of Final System Acceptance" of the entire PA system. The date upon which the Airport received beneficial use of any or all portions of the PA system shall not trigger the Warranty Period for any portion of the PA system. Any hardware or software standard manufacturer warranties exceeding the three-year period shall extend to HIA.

Warranty includes all products supplied as part of Respondent's solution, including all product upgrades and new releases produced during the warranty period and their installation at no additional cost. For system fixes addressing trouble tickets, no additional costs will be incurred by HIA for the Respondent restoring the PA system to normal operations. Warranty service and repair work shall be performed by personnel who have been trained, certified by the Respondent to work on their installed products and experienced in the operation and maintenance of the installed system.

A list of all patches and updates, with PA Integrator recommendations, shall be submitted to HIA for review and approval prior to production installation. All updates must be tested and approved prior to installation. To avoid interruptions in service, all successfully tested patches must be scheduled for installation in coordination with the Airport's IT department.

Critical and security patches shall be deployed as recommended by the PA equipment manufacturer. However, patches which are required to protect the systems from an imminent risk shall be reviewed and deployed as soon as possible. The Respondent shall provide HIA with a quarterly (more frequently if critical to operations) list of recommended updates, patches, and their criticality. All patches and updates which are not considered critical or security related shall be reviewed and applied to the system as soon as possible, but no later than 90 days after release. The application of critical or security related patches will be prioritized above all other updates.

## SECTION 4.00 – PA SYSTEM REQUIREMENTS

### **4.01 SYSTEM REQUIREMENTS**

Below are some requirements HIA has for its new system. The Airport plans to work closely with the chosen Respondent to prioritize the items in this list and possibly add or remove some items to design a system that best fits its needs.

1. Must match or exceed current specifications and functionality of existing IED system
2. IP-based components including, but not limited to, microphone stations, amplifiers, and speakers
3. Live voiced messages attempting to be delivered to a zone currently delivering another message will be automatically recorded and placed in queue to be delivered once the paging zone becomes available
4. Distribution to existing 70/100v JBL speakers
5. Paging zone selection
6. Recorded live voice pages
7. Scheduled playback of TSA and HIA pre-recorded messages as well as easy management of these messages
8. Delivery of background music, including interfacing with third-party music providers
9. Allow HIA staff to easily manage message creation, storage, and playback
10. Remote paging via application, campus telephone and/or dial-in telephone
11. Allow HIA staff to control individual and multiple zones on-demand. This includes volume control, muting, etc.
12. Capable of interfacing with HIA's Infax FIDS to provide visual paging
13. Designed to run in a 24/7, enterprise environment
14. Ambient noise sensing with dynamic volume control

#### 4.02 PERFORMANCE REQUIREMENTS

Below are performance requirements to which the new PA system must meet.

1. Delivered audio frequency response of 80Hz to 12KHz +/- 3dB
2. Speech transmission index (STI) minimum 0.65 throughout the entire terminal and MMTF
3. Delivered audio corrected for ambient noise level +10dB
4. Total latency for live messaging will be less than 10 milliseconds

#### 4.03 CURRENT AND NEW SYSTEM CONFIGURATION DETAILS

The Airport's current system is a combination of IED, Crown and JBL equipment. The new PA system must support the ESTIMATED quantities\* below and allow for future expansion if needed.

ITEM	CURRENT	NEW
<b>Amplifiers</b>	28 x 2-channel	?
<b>Mic Stations</b>	15	24
<b>Zones</b>	35-40	40-45
<b>Speakers (Terminal + MMTF)</b>	607	607

\* These are estimated counts only and final quantities may vary upon final review and design of PA system

## SECTION 5.00 – RESPONDENT AND SUBMISSION REQUIREMENTS

### **5.01 RESPONDENT REQUIREMENTS**

Respondents should have the following minimum qualifications

1. Have designed and deployed a minimum of three PA systems of similar or larger scope within the past five years at a US Airport
2. Have a minimum of five years of experience in the installation of large-scale networked audio paging systems. The Respondent must be a factory authorized certified integrator of the manufacturer.
3. The manufacturer of the audio and visual system components shall have been in business for a minimum of 10 years. The manufacturer shall have an ISO9001 Certification.

### **5.02 SUBMISSION REQUIREMENTS**

Submissions should be limited to twenty (20) pages or less and provide a straight-forward, concise description of respondent capabilities to satisfy the requirements of this request. Emphasis should be placed on completeness and clarity of content. All submission responses must be in the following format:

1. Cover Letter / Executive Summary
2. Table of Contents
3. Company Background and Qualifications
4. Scope and Methodology
5. References
6. Sealed Cost Proposal
7. Attachments
8. Proof of Insurance
9. RFP Acknowledgment Forum

Respondent's submission shall include the following items in in the following sequence:

#### **1. COVER LETTER/EXECUTIVE SUMMARY**

Summarize the firm's background and staff qualifications and expertise.

#### **2. TABLE OF CONTENTS**

The contents of the submission shall be included in an index at the beginning of the submission and should include all contents and attachments.

#### **3. COMPANY BACKGROUND AND QUALIFICATIONS**

This section should include the full name and principal address of the company, as well as the distance of your nearest office to SARAA. Provide a brief overview of the general background

and services provided by your firm, including size of organization, description of organization structure, and number of years in business, and experience in serving airports and other public entities.

Identify key staff in your company and affiliates including sub-contractors that will fulfill the contract requirements. Provide their job descriptions and other detailed qualification information. Include the proposed role and estimated amount of time to be spent on this portion for each person.

**4. SCOPE AND METHODOLOGY**

Provide in detail how your firm would add value to this process. Set forth a work plan, including the methodology and processes to be followed to perform the services as identified in Section 3.00. Also outline a project timeline from award of contract to final completion

**5. REFERENCES**

Provide a minimum of three (3) client references, including at least one (1) of similar sized, which the respondent has served over the past two years and/or is currently serving. Provide a contact person, telephone number, and email address for each reference customer.

**6. SEALED COST PROPOSAL \***

Provide an all-inclusive, not to exceed cost estimate for the project. Please ITEMIZE ALL costs using the pricing table examples below.

\* Please make sure this section is SEALED AND SEPARATE from the rest of the proposal.

Hardware and Unit Costs (Controllers, Amplifiers, Paging Stations, Speakers, etc.)

Description	Quantity	Unit Price	Total
<b>Total hardware and component costs</b>			

Software and Licensing Costs (OS & DB licensing, system software, etc.)

Description	Quantity	Unit Price	Total
<b>Total software and licensing costs</b>			

Non-Recurring Costs (Testing, Cable/Speaker Replacement, Training, etc.)

Description	Quantity	Unit Price	Total
<b>Total non-recurring costs</b>			

Warranty and Service Costs (Hardware, Software, Professional Services, etc.)

Description	Year 1	Year 2	Year 3	Total
<b>Total warranty and service costs</b>				

**7. ATTACHMENTS**

Additional information that the respondent believes is critical to the Authority’s assessment of the submission should be included in this section. Respondents are encouraged to include samples or case studies of previous work in this section.

**8. PROOF OF INSURANCE**

Submit a letter from insurance provider stating provider’s commitment to ensure the Respondent for the types of coverage and at the levels specified in *Attachment 2* if awarded a contract in response to this RFP. Respondent shall also submit a copy of their current insurance certificate.

**9. ACKNOWLEDGEMENT FORM**

All submissions must include a completed copy of the RFP Acknowledgement Form found in *Attachment 1*.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE SUBMISSION REQUIREMENTS MAY RESULT IN THE RESPONDENT’S SUBMISSION BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

**5.02 SUBMISSIONS**

- A. Respondent shall submit three (3) copies of the Submission and one (1) USB flash drive in Adobe PDF format of the Submission in a sealed package, clearly marked on the front of the package “RFP FOR HARRISBURG INTERNATIONAL AIRPORT PA SYSTEM”.

- B. All Submissions must be received by the Airport no later than 4:00 PM Eastern Time on October 15, 2021, at the address below. Submissions received prior to the above time and date may be modified provided such modifications are sealed and received by the Airport prior to the deadline of submissions. Any Submission or modification received after this time shall not be considered, and will be returned, unopened to the Respondent. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

Mailing Address:

Kevin Bryner  
Deputy Director, Information Technology  
Harrisburg International Airport  
1 Terminal Drive, Suite 300  
Middletown, PA 17057

- C. All submissions become the property of the Harrisburg International Airport upon receipt and will not be returned. Any information deemed to be confidential by the Respondent should be clearly noted on the page(s) where confidential information is contained. However, SARAA cannot guarantee that it will not be compelled to disclose all or part of any information submitted pursuant to applicable law, including without limitation the Pennsylvania Right to Know Law.
- D. Site visits will be available upon request but are not required.
- E. Any cost or expense incurred by the Respondent that is associated with the preparation of the Submission, the Pre-Submittal conference, if any is held, or during any phase of the selection process, shall be borne solely by the Respondent.

### **5.03 SBE/DBE**

The Authority is committed to promoting the development of small business enterprises (SBE) and disadvantaged business enterprises (DBE) in this area. All SBE and DBE are encouraged to participate in the RFP process and the Authority agrees to comply with all applicable federal, state, and local laws, including the Civil Rights Act of 1964 as amended.

#### **5.04 COMMUNICATION**

All communications pertaining to this RFP, or the process should be directed to:

Kevin Bryner  
Deputy Director, Information Technology  
Harrisburg International Airport  
1 Terminal Drive, Suite 300  
Middletown, PA 17057

Email: [kbryner@saraa.org](mailto:kbryner@saraa.org)

Inquiries shall be limited to the contents of and submissions for this RFP. All responses to inquiries will be posted in the form of an Addendum to the RFP on the Airport's website ([www.FlyHIA.com](http://www.FlyHIA.com)).

## SECTION 6.00 – POST SUBMITTAL EVENTS

### 6.01 EVALUATION OF SUBMISSIONS

Each timely Submission will be evaluated to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated will include the items listed below. The selection committee may select all, some, or none of the Respondents for interviews. SARAA may also request additional information from Respondents at any time prior to the final approval of a selected Respondent. SARAA reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the SARAA Board of Directors.

### 6.02 EVALUATION CRITERIA

<b>Criterion</b>	<b>Percentage</b>	<b>Evaluation</b>
<i>Technical Response</i>	30%	Project approach, methods, designs, systems proposed, compliance with technical specifications
<i>Qualifications &amp; Experience</i>	40%	Demonstrated ability in the industry, references, past performance, key personnel, organization/management, warranty, delivery
<i>Pricing</i>	25%	Cost of the project as described in the sealed cost proposal
<i>Disadvantaged Business Enterprise</i>	5%	

### 6.03 EVALUATION PROCESS

Once all submissions are received, the evaluation process will include a number of steps to determine the preferred Respondent. Those steps are described below.

1. **Ranking and Selection** – Based upon the information supplied, and after applying the selection criteria developed, the selection committee will rank the Respondents in order of preference and begin negotiating final contract terms with the first-ranked Respondent. If unsuccessful in negotiating mutually acceptable terms with the first-ranked Respondent, the selection committee may move to the second-ranked service provider and repeat such process until mutually acceptable terms are reached with a Respondent, or the selection committee determines that it would be in SARAA's best interest to either terminate or recommence the process.

2. **Interviews** – Following receipt of proposals, the selection committee may engage in interviews with each Respondent that timely submits a proposal. The selection committee may, in its discretion, omit interviews and rely solely on the submitted materials.
3. **Approval** –If a Respondent is selected, the Respondent will be recommended for approval by the SARAA Board. If approved, a contract will be awarded on the terms negotiated.

**Susquehanna Area Regional Airport Authority  
Public Address System  
RFP Acknowledgement Form**

Recipients of the Authority's Request for Proposals for Public Address System should complete this form and return as directed below to ensure the Authority has the recipient's correct contact information.

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Return completed RFP Acknowledgement Form to:

SARAA

Attn: Kevin Bryner

1 Terminal Drive, Suite 300

Middletown, Pennsylvania 17057

## ATTACHMENT 2

### SARAA INSURANCE REQUIREMENTS

Contractor, at Contractor's sole cost and expense, shall maintain and keep in effect throughout the term of the Agreement:

(a) Insurance on an occurrence basis against claims for personal injury (including death) and property damage arising from occurrences on, in or about the Airport, with broad form contractual liability coverage, under a policy or policies of comprehensive general liability insurance or commercial general liability insurance, with limits of not less than \$5,000,000 per occurrence and \$5,000,000 annual aggregate for the acts and omissions of Contractor, its subcontractors and their respective employees, officers, partners, agents or invitees. Without limitation of the foregoing, within thirty (30) days after SARAA's request, Contractor shall have such annual aggregate increased to such amount as SARAA may reasonably request by reason of occurrences during any policy year.

(b) Contractor shall obtain and continuously maintain in full force and effect worker's compensation and employer's liability insurance with statutory benefits, voluntary compensation coverage and employer's liability limits of not less than Two Hundred Thousand and 00/100ths Dollars (\$200,000.00) each accident, Two Hundred Thousand and 00/100ths Dollars (\$200,000.00) each employee for disease, and One Million and 00/100ths Dollars (\$1,000,000.00) policy limit for disease.

(c) Contractor shall purchase and maintain during the life of this contract such Comprehensive Automobile Liability Insurance including Employer's Non-Ownership Liability and Hired Car Liability insurance to protect him and any Subcontractors performing Work covered by this Contract from claims for damages, whether supporting operations by him or anyone directly or indirectly employed by either of them.

Minimum combined single limit for both bodily injury and property damage:

\$1,000,000 Bodily Injury (per person)  
\$3,000,000 Bodily Injury (per accident)  
\$3,000,000 Property Damage

(d) The policies of insurance described above, shall name SARAA (and such other parties as SARAA may from time to time specify) as additional named insured(s) as their interests may appear. The policies of the insurance described in (a) shall contain a severability of interests endorsement, and shall state that they are primary over any insurance carried by SARAA or such other parties; however, in lieu of including SARAA and other parties specified by SARAA as named insureds in Contractor's liability insurance policy, Contractor may include them in such policy as additional insureds if Contractor also provides SARAA and any other parties specified by SARAA with a separate policy of insurance having the limits specified in (a) and in which they

are the only named insureds, in which case Contractor's policy and such separate policy shall each state that they are primary over any insurance carried by SARAA or such other parties.

(e) Each insurance policy under this Agreement shall provide that it shall not be cancelable without at least thirty (30) days' prior written notice to SARAA and each policy shall be issued by an insurer with a general policy holder's rating of not less than "A-" in the most currently available Best's Key Rating Guide, licensed to do business in the Commonwealth of Pennsylvania. Forthwith upon the execution of this Agreement, each policy (or a duplicate original thereof) shall be delivered by Contractor to SARAA. At least thirty (30) days before any policy shall expire, Contractor shall deliver to SARAA a replacement policy meeting the foregoing requirements, and at least ten (10) days prior to the date that the premium on any policy shall become due and payable, Contractor shall cause SARAA to be furnished with satisfactory evidence of its payment. Each policy shall have attached thereto an endorsement to the effect that no act or omission of Contractor shall affect the obligation of the insurer to pay the full amount of any loss sustained. Each policy shall be in such form as SARAA may from time to time reasonably require.

(f) If Contractor shall fail, refuse or neglect to obtain such insurance or maintain it, or to furnish SARAA with satisfactory evidence that it has done so and satisfactory evidence of payment of the premium of any policy, within the time required as set forth above, SARAA shall have the right, at SARAA's option and without regard to any opportunity to cure provided for elsewhere in this Agreement, to purchase such insurance and to pay the premiums thereon or to pay the premiums on insurance which Contractor should have paid for. All such payments made by SARAA shall be recoverable by SARAA from Contractor on demand.

(g) If Contractor fails to provide and keep in force insurance as aforesaid, SARAA shall not be limited in the proof of any damages which SARAA may claim against Contractor to the amount of the insurance premium or premiums not paid or incurred and which would have been payable upon such insurance, but SARAA shall also be entitled to recover as damages for such breach the uninsured amount of any loss, to the extent of any deficiency in the insurance required by the provisions of this Agreement, and damages, expenses of suit and costs, including without limitation reasonable cancellation fees, suffered or incurred during any period when Contractor shall have failed to provide or keep in force insurance as aforesaid.

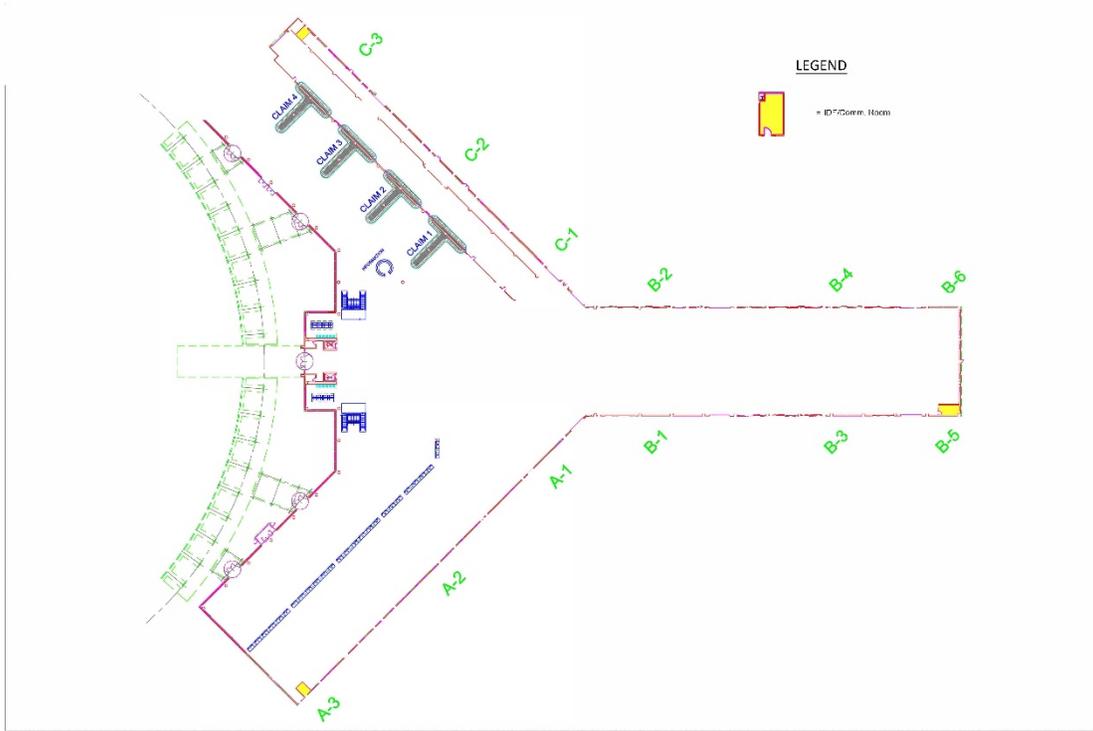
(h) Contractor may carry any insurance required by this Paragraph under a blanket policy for the risks and in the amounts required pursuant to this Paragraph, provided that all requirements of this Paragraph shall be complied with in respect of such policy and that such policy shall provide that the coverage thereunder for the Airport and occurrences in, or about the Airport shall not be diminished by occurrences elsewhere.

(i) The Contractor agrees that SARAA shall not be liable for and hereby releases SARAA from (i) any injury to the Contractor's business or any loss of income therefrom or for damage to any machinery or equipment or other property of the Contractor, or the Contractor's officers, partners, employees, agents, or invitees; (ii) the loss of or damage to any property of

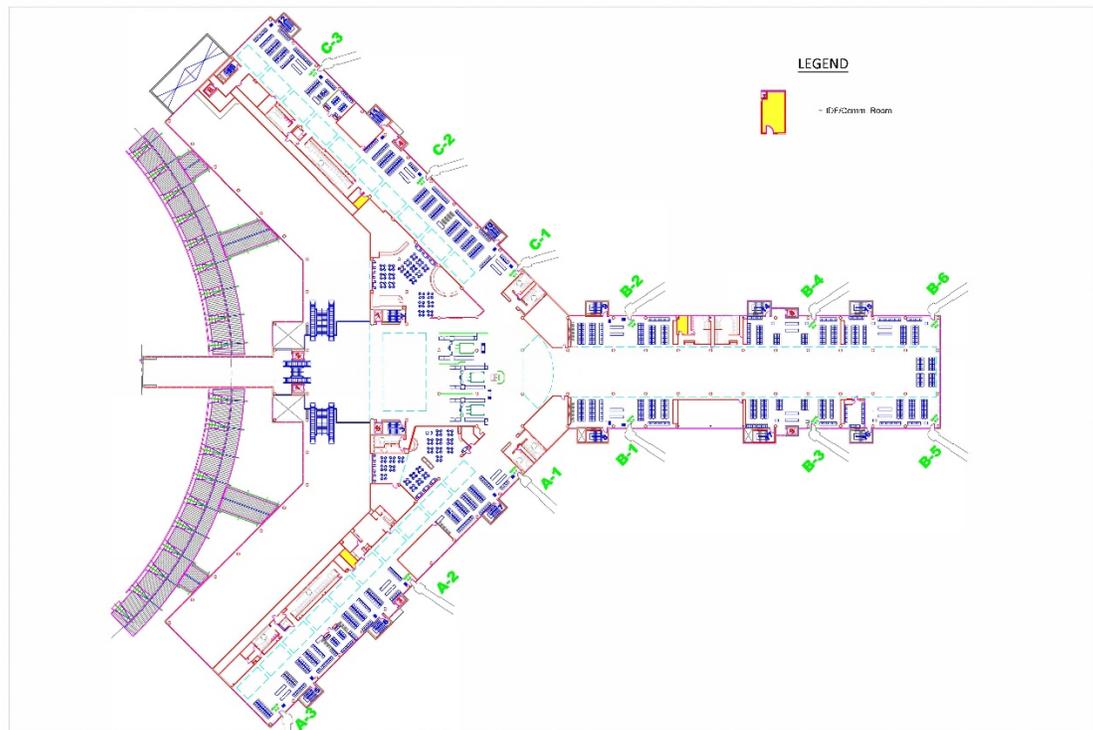
the Contractor by theft or otherwise; or (iii) any injury or damage to property resulting from fire, steam, electricity, gas, water, rain or snow, or from the breakage, leakage, obstruction or other defects of pipes, sprinklers, wires, appliances, plumbing, air conditioning or HVAC systems or lighting fixtures, or from any other case whatsoever (whether similar or dissimilar to those above specified), whether the said damage or injury results from conditions arising at the Airport, or from other sources or places, except to the extent directly caused by the SARAA's gross negligence or intentional misconduct.

# EXHIBIT 1

## Floor 1



## Floor 2



## EXHIBIT 2

Head-End



Head-End with Amplifiers



Paging Station

