



**Request for Quotes (RFQ)**

**Supply of 100 Luggage Carts  
@ 1200 Airport Drive, Suite 1  
South Burlington, VT 05403**

1200 Airport Drive  
South Burlington, VT 05403

Date of Issuance:  
September 2, 2022

Due Date:  
2:00 p.m. on October 12, 2022

Contacts:

Shelby Losier  
Director of Ground Transportation  
Burlington International Airport  
1200 Airport Drive  
South Burlington, VT 05403  
[slosier@btv.aero](mailto:slosier@btv.aero)

## **I. PROJECT BACKGROUND**

Burlington International Airport seeks quotes from vendors to supply and deliver 100 luggage carts to 1200 Airport Drive, South Burlington, Vermont.

## **II. SCOPE OF REQUEST**

- A. Quantity: Provide all labor, materials, and delivery to supply 100 luggage carts.
- B. Luggage Carts Must be to the Following Specifications:
  - 1. Ability for custom branding
  - 2. Spare part availability with a two week turnaround time
- C. Terms of Delivery:
  - 1. Any offer shall be irrevocable for a period of 30 days from receipt by offeree.
  - 2. The prices quoted above shall be F.O.B. Place of Delivery.
  - 3. Risk of loss upon Vendor until receipt of delivery by buyer.

## **III. RESPONSE FORMAT**

Response must include:

- 1. A cover page with the name, address, and telephone number of the participating vendor.
- 2. Quote/proposal of cost per luggage cart for 100 luggage carts, with shipping/assembly listed separately.
- 3. Description of carts, accompanied with picture examples and specification sheets.
- 4. Delivery schedule.
- 5. Completed signature page (Exhibit A)

## **IV. SUBMISSIONS**

- A. Deadline for Receipt of Quotes: Quotes must be received by Shelby Losier at [slosier@btv.aero](mailto:slosier@btv.aero) no later than 2:00 p.m. on October 12, 2022. Upon receipt and review of quotes, they will be tabulated and a response will be provided to all proposers as soon as possible. *It is the responsibility of the participating vendor to ensure that the point of contact has received a completed quote/proposal by the required deadline.*
- B. Submittal Only Accepted by E-mail: Send your Quotes in a single PDF file to Shelby Losier at [slosier@btv.aero](mailto:slosier@btv.aero) . The subject line of the e-mail should state: "Supply of 100 Luggage Carts."
- C. Questions: Questions and requests for clarification relating to this Request for Quotes may be made to by Shelby Losier at [slosier@btv.aero](mailto:slosier@btv.aero). Only e-mail communications

will be accepted. All questions and requests for clarification must be received by October 7, 2022.

## **V. SELECTION**

- A. **Evaluation:** Quotes received by the deadline will be reviewed and evaluated by BTV. Additional information may be requested prior to final selection. BTV will base the award of contract on price, quality of quote/proposal, schedule, and experience.
- B. **Communication of Selection:** Upon reviewing Quotes, BTV expects to select the vendor within two weeks of receipt of quotes, from which it will schedule the project. Participating vendors who are not selected will be notified after the project has been awarded.

## **VI. LIMITATIONS OF LIABILITY**

The City assumes no responsibility or liability for costs incurred by parties responding to this Request for Quotes, or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract.

## **VII. COSTS ASSOCIATED WITH PROPOSAL**

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity. The City will not reimburse any person or entity for any costs incurred.

## **VIII. REJECTION OF QUOTES/PROPOSALS**

The City reserves the right to reject any or all quotes/proposals, to negotiate with one or more parties, or to award the contract to the proposal the City deems will meet its best interests, even if that quote/proposal is not the lowest bid. The City reserves the right to re-advertise for additional quotes/proposals and to extend the deadline for submission of the quotes/proposals. This Request for Quotes in no way obligates the City to select a vendor or quote, or to award a contract.

## **IX. OWNERSHIP OF DOCUMENTS**

Any materials submitted to the City in response to this Request for Quotes shall become the property of the City unless another arrangement is made by written agreement between the City and the responding party. The responding party may retain copies of the original documents.

## **X. PUBLIC RECORDS**

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records the responding party considers to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, or that the responding party otherwise seeks to have the City consider as exempt must be identified clearly and specifically at the time of submission. It is not sufficient to merely state generally that a quote is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

**EXHIBIT A:**

**SIGNATURE PAGE**

The foregoing quote/proposal is hereby submitted by Vendor signed below in accordance with all terms and conditions as set forth in the Request for Quotes issued by Burlington International Airport for the supply and delivery of 100 luggage carts to 1200 Airport Drive, South Burlington, Vermont. Vendor understands and agrees to the Airport's luggage cart specifications and terms of delivery.

**VENDOR**

Name of Vendor: \_\_\_\_\_

By (Signature): \_\_\_\_\_

By (Name) \_\_\_\_\_

By (Title) \_\_\_\_\_

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

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

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

Web Address (URL): \_\_\_\_\_