



Request for Proposals

Omaha Airport Authority

Baggage Handling System Operation and Maintenance at Eppley Airfield

April 17, 2026



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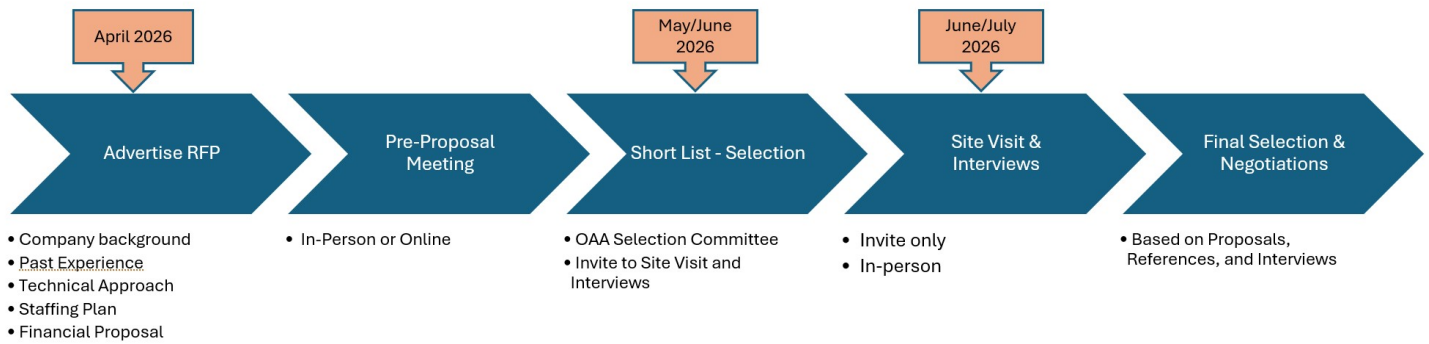
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1 NOTICE OF REQUEST FOR PROPOSAL

The Airport Authority of the City of Omaha (Omaha Airport Authority, Authority, or OAA) is inviting proposals from qualified organizations (Proposers) in response to this Request for Proposal (RFP) for the Operations and Maintenance (O&M) services of the new inbound and outbound in-line baggage handling system (BHS) at Eppley Airfield (OMA or Airport).

The Authority is in the process of implementing a Terminal Modernization Program (TMP) that includes the expansion and redevelopment of the existing terminal, including a new in-line baggage handling system. With the implementation of the TMP, it is the Authority’s intention to award an O&M Services Agreement to the Proposer that possesses the capabilities and experience to successfully operate and maintain the BHS.

The RFP process is outlined below. Proposals will be evaluated and the most qualified Proposers may be invited to participate in site visit(s) and/or interview(s).



BHS O&M Services Selection Process

2 BACKGROUND

Located four miles from downtown Omaha, Nebraska, Eppley Airfield is a medium-hub airport that served over 5.2 million passengers in 2025. The Airport is operated by the Authority.

Seven commercial carriers currently offer service from the Airport, including Alaska Airlines, Allegiant Air, American Airlines, Delta Air Lines, Frontier Airlines, Southwest Airlines, and United Airlines. These carriers currently offer approximately 70 departures per day to 35 non-stop destinations.

Terminal Modernization Program and Baggage Handling System

In response to continued growth, the Authority has approved the Terminal Modernization Program (TMP) which includes modernization, renovation, and expansion of the existing terminal. A new, modern terminal positions Eppley Airfield to support passengers for decades to come.

The TMP encompasses a complete renovation of the existing terminal along with construction of a new Central Pavilion and a unified 22-gate concourse. The TMP will meet the needs of today’s travelers, while providing flexibility to grow and expand to accommodate up to eight million annual passengers. The baggage handling system includes six inbound make-up units, five outbound make-up units, four take-away belts at the ticket counters, a Checked Baggage Inspection System (CBIS), and a Checked Baggage Resolution Area (CBRA).

OAA Mission Vision and Values

The Authority’s mission, vision, and values are the foundation for the Authority’s expectations for Proposers. Alignment by the Proposers in upholding these values is critical to successful operations and management of the BHS at Eppley Airfield.

Mission
To provide premier customer service and airport facilities through operational excellence
Vision
To be the Best Airport in the Midwest
Values
Cleanliness
Convenience
Customer Service
Efficiency
Employee Development
Operational Excellence
Professionalism
Safety
Security

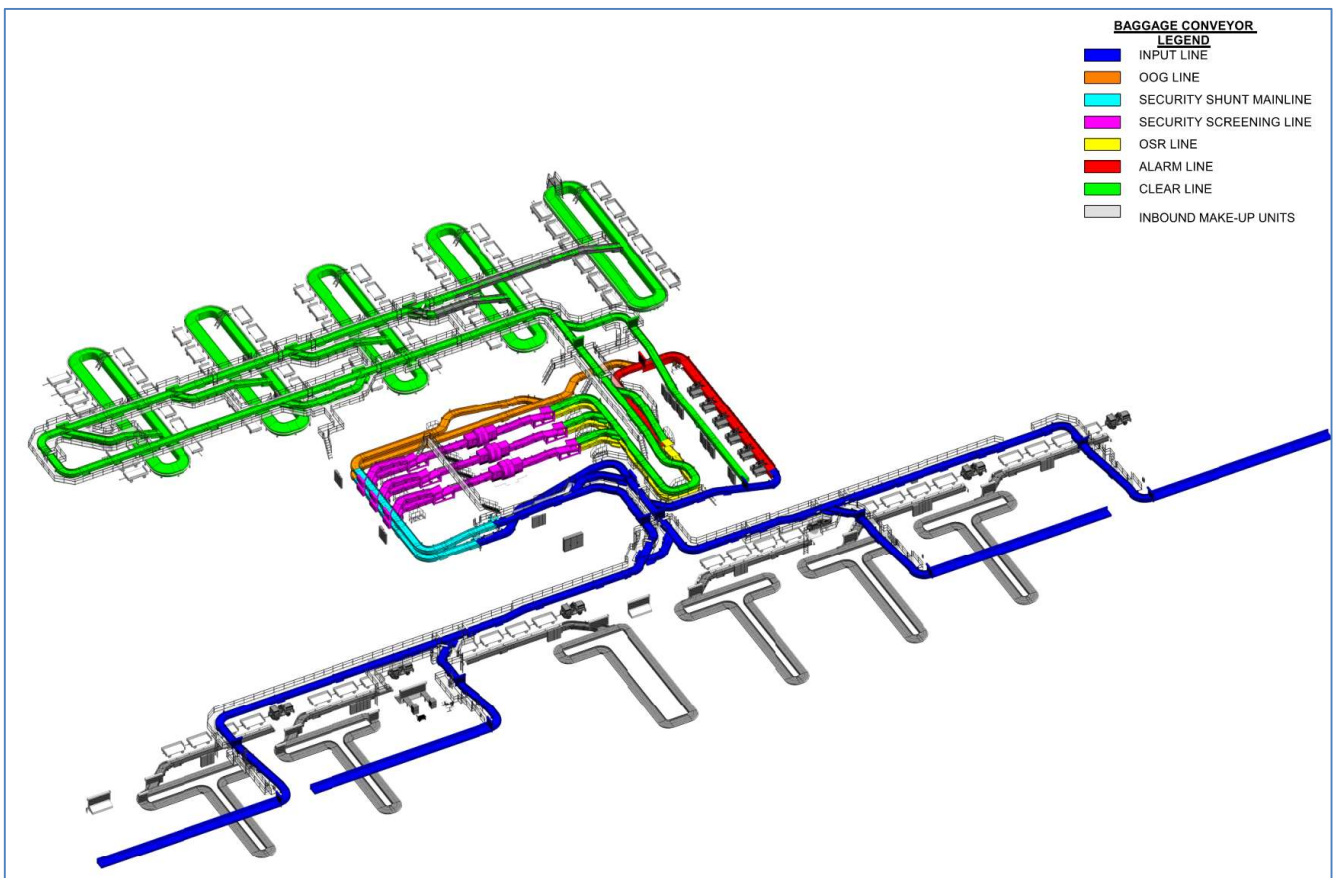
Omaha Airport Authority’s Mission, Vision, Values

3 DESCRIPTION OF BHS O&M SERVICES OPPORTUNITY

BHS O&M Services Description and Scope of Work

The following are general requirements that the O&M Company (OMC) must provide for the BHS O&M Services Agreement.

The Base Bid scope of the agreement will include the comprehensive O&M services for the entire BHS system, excluding the inbound make-up units, with an Alternate Bid for the comprehensive O&M services for the inbound make-up units. Below is a basic diagram of the BHS being installed at OMA.



OMA Baggage Handling System Diagram

Scope of Work Summary

Detailed performance requirements and scope of work are described in the Draft BHS O&M Services Agreement in Appendix C. Proposers should demonstrate through their Proposal that they meet or exceed the requirements provided in this RFP, which generally include the following:

- Participation in the initial Operational Readiness, Activation and Transition (ORAT), testing, and commissioning of the BHS as part of the TMP.
- Comprehensive BHS operations and maintenance services.
- System operation to achieve maximum designed throughput rates, sortation accuracy, tracking accuracy, read rates, and system availability.
- Preventative and regular maintenance in accordance with original equipment manufacturer (OEM) specifications.
- Response to repair and/or replace non-warranty system components.
- Response to address bag jams and other issues affecting the operation of the system.
- Record keeping in the Authority's computerized maintenance management system (CMMS).
- System performance monitoring, configurable dashboards, compliance reports, and workforce analytics.
- Maintain inventory of recommended OEM spare parts.
- Contingency operations to assure the continuity of operations at all times.
- Strict compliance with Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and Authority badging and security requirements.
- Coordination with control systems contractor.
- Support the Authority's IT and facilities teams in annual disaster recovery testing and simulation of systems.
- Support the Authority in cyber vulnerability scans of the BHS.

NOT INCLUDED IN SCOPE: Reference Section P. O&M Excluded Services, of the Appendix C. Draft BHS O&M Services Agreement.

4 CONDITIONS OF THE SOLICITATION

BHS O&M Services RFP Selection Procedure

The RFP selection process is outlined below. A virtual Pre-Proposal Conference for Industry will be conducted via Microsoft Teams, 7-10 days after the Authority issues the formal Request for Proposals (RFP). Only Proposers that demonstrate they meet the stated minimum qualifications are eligible to submit a proposal. Proposals shall be submitted in strict accordance with **Section 5, Proposal Format and Organization**.

The Authority will convene a selection committee to select the most qualified Proposers based on the following Evaluation Criteria. One or more of the most qualified Proposers may be invited by the Authority to a site visit and an in-person interview at OMA to discuss their Proposal and demonstrate their capabilities. If the Authority deems it appropriate, one or more Proposers may be requested to present a best and final Proposal.

The Authority expressly reserves the right to accept or reject any and all Proposals, to waive irregularities, and to negotiate additional or different terms with the Selected Proposer. Proposers must clearly demonstrate that they have the experience, organization and operational capabilities required to successfully operate and maintain the BHS at OMA.

Solicitation Timeline

The Authority intends to generally follow the solicitation timeline shown below. The Authority reserves the right to extend or change any of the dates shown at its sole discretion.

Task	Prospective Date(s)
Request for Proposal Issued	April 17, 2026
Pre-Proposal Conference for Industry	April 28, 2026
Deadline for Questions, Clarifications, and Interpretations	May 8, 2026
Proposals Due	May 21, 2026
OAA Shortlist Selection of Proposers for Interviews	May/June 2026
Interviews and Site Visit for most qualified Proposers	June/July 2026
TSA certification attendance by O&M provider	November 2026 thru January 2027
Pre-activation (ORAT, Commissioning, Etc.)	4 th quarter 2026
Activation of BHS	As early as December 2026

Evaluation Criteria

Proposals will be evaluated for compliance with RFP requirements and evaluated in accordance with the evaluation criteria listed below. The listed evaluation criteria are not of equal value or decision weight.

- Responsive: A Proposer who responds to all material requirements of any solicitation will be deemed responsive.

- Responsible: A Proposer who has integrity, reliability, and relevant past projects/references performed will be deemed responsible.
- Minimum Level of Experience: Proposers shall have at least five (5) years of experience over the last ten (10) years in providing complete operations and maintenance at various levels of services to BHS operations that are similar in size, type, scope, magnitude, and complexity to this solicitation.
- Proposer's Background: Extent to which the Proposer meets the minimum requirements and provides clear background information.
- Proposer's Past Experience:
 - Recent experience per the RFP requirements may be rated more favorably.
 - Relevant experience operating and maintaining similar size and complexity projects at medium-hub U.S. airports (or larger).
 - References: Listed references may be checked and assessed as part of the evaluation process.
- Technical Approach:
 - Project Understanding narrative and Work Plan demonstrates the Proposer's understanding and capacity to execute the requirements of the scope of work.
 - Example Inspection & Preventative Maintenance Plan demonstrates the Proposer is experienced and knowledgeable.
 - Example Quality Control Plan demonstrates the Proposer has experience running a successful QC program.
- Staffing Plan:
 - Key Personnel Resumes will be evaluated on their experience with similar size/scope systems.
 - Site Lead resume will be evaluated on their experience with similar size/scope systems.
 - Proposers will be evaluated on how well their staffing plan demonstrates their understanding of the scope of work and their ability to staff the project in an effective and efficient manner.
- Financial Proposal: The financial proposal will be evaluated for completeness and compliance with the requirements in the scope of work. Pricing is a significant factor, but selection will not be made solely based on price.

Final Selection: Evaluations conducted during proposal review and any requested interviews or demonstrations will be considered in the final selection of the Proposer with whom the Authority will enter into a BHS O&M Services Agreement. The Authority is not required to accept the Proposal setting forth the lowest fee to the Authority. Proposals will be evaluated to determine the most advantageous Proposal based on a variety of factors. All Proposers will be notified in writing of their status in the selection process.

Pre-Proposal Conference

All BHS Industry Partners are invited to participate in a Pre-Proposal Conference at Eppley Airfield or virtually on Microsoft Teams. The purpose of this meeting is for the Authority to review the requirements and objectives of the BHS O&M Services RFP, provide an overview of the future terminal and BHS design, and respond to questions.

Attendance at the conference requires submission of **Appendix F – Pre-Proposal Conference Form**. Upon receipt of the completed form, the Authority will issue an Outlook email invitation to the designated participant containing the Microsoft Teams meeting information.

Submit the **Appendix F** form to: BHSRFP@FlyOMA.com

Any changes in the requirements of this RFP as a result of questions will be made by addendum to the RFP. All questions submitted and their answers will be included in an addendum to the RFP and posted on the Authority's website.

Site Visit and Interview for Invited Proposers

The most qualified Proposers will be formally invited to participate in a **mandatory, in-person site visit and interview** at OMA. Scheduling and agenda details of the site visit and interview will be coordinated directly with the selected Proposers following completion of the initial evaluation and selection process.

The purpose of the site visit and interview is to conduct targeted, Proposer-specific interviews with the most qualified Proposers and allow proposers to present and demonstrate their capabilities. The meeting will also include an opportunity to address Proposer questions and a tour of the TMP and BHS construction areas. Proposers should wear personal protective equipment (PPE) appropriate for an active construction environment.

Minimum Qualifications

To be considered for the BHS O&M Services Agreement, Proposers must meet the following minimum requirements to fulfill the BHS O&M Services Agreement requirements and to sustain the operation throughout the Agreement term. It will be in the Authority's sole discretion to evaluate a Proposer's qualifications.

- Proposers shall have at least five (5) years of experience over the last ten (10) years providing comprehensive BHS O&M services for systems that are similar in size, type, scope, magnitude, and complexity to the new BHS being installed at OMA.
- A Proposer, or an entity comprising Proposer, such as a joint venture partner or sub-contractor, that submits a Proposal must be in good standing with the Authority.
- If Proposer is a newly-formed subsidiary of another entity, the parent company of the proposing entity shall be responsible for the subsidiary and any agreement to be awarded, and must meet the

minimum qualifications and experience requirements in this section and present evidence of that experience in the Proposal.

- If Proposer is a partnership or joint venture formed for the purpose of responding to this RFP, a single partner owning at least fifty-one percent (51.0%) of the partnership or joint venture that will be responsible for the operation of the BHS O&M Services Agreement to be awarded must meet the minimum qualifications and experience requirements in this section and present evidence of that experience in the Proposal.

Proposals not meeting the submittal requirements set forth in this RFP may be considered non-responsive and may be excluded from consideration in the selection process in the sole discretion of the Authority.

Consideration

To have a Proposal considered by the Authority, Proposers must provide all information required under the terms of this RFP. Proposers should review the following instructions carefully prior to preparing and submitting a Proposal.

Any agreement arising out of Proposals submitted hereunder (including any negotiations that follow) shall not be binding on the Authority, its officers, employees, or agents unless and until it is approved by the Authority, and then duly executed by the CEO or his designee in accordance with all applicable laws.

The Authority reserves the right to postpone the Proposal submittal due date or to withdraw and/or amend this RFP, or portions of this RFP, at any time prior to the date and time specified for receipt of Proposals.

Late Proposals

Proposals received after the due date and time will not be considered. Proposers must select a method of delivery that ensures Proposals will be delivered to the correct location by the due date and time.

Examination of Proposal Materials

The submission of a Proposal shall be deemed a representation and certification by the Proposer that it has investigated all aspects of the RFP and O&M Services Agreement to be awarded (see **Appendix C** for draft BHS O&M Services Agreement), that it is aware of the applicable facts pertaining to the RFP process, its procedures, and requirements, and that it has read and understood the RFP and draft BHS O&M Services Agreement. No request for modification to the Proposal shall be considered after its submission on grounds that the Proposer was not fully informed as to any fact or condition.

By the submission of a Proposal, the Proposer authorizes the Authority to verify any information provided during the RFP process, to contact references listed by the Proposer, to contact any other persons known by the Authority to have contracted with the Proposer, and to make any inquiry deemed appropriate by the Authority concerning the representations, capabilities, experience, and qualifications of the Proposer.

Irregularities

A Proposal will be considered irregular and may be rejected if it is improperly executed or fails to satisfy the submittal requirements set forth herein. Notwithstanding the foregoing, the Authority reserves the right, in its sole discretion, to waive any informalities or irregularities in a Proposal, except that:

- The Authority will not consider any Proposal that does not conform in all material respects to the terms of this RFP, including an express commitment by the Proposer to execute the BHS O&M Services Agreement in substantially the same form as that included with the RFP.

The Authority reserves the right to request clarification of and/or independently verify information submitted in any Proposal, to require additional information from any Proposer, or to reject any or all Proposals for any reason and to re-advertise or postpone the RFP process for the BHS O&M Services Agreement.

Public Nature of Proposal Material

All correspondence with the Authority, including Proposals in response to this RFP, will become the exclusive property of the Authority and will become public records under the Nebraska Public Records Act. All documents the Proposer sends to the Authority will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement. Therefore, any Proposal that contains language purporting to render all or significant portions of the Proposal “confidential,” “trade secret,” or “proprietary,” or that fails to provide the exemption information required as described below, will be considered a public record in its entirety. The Proposer shall not mark the entire Proposal as “confidential.”

The Authority will not disclose any part of any Proposal before it announces an agreement on the grounds that there is substantial public interest in not disclosing Proposals during the evaluation process. After the announcement of an agreement, all Proposals received in response to this RFP will be subject to public disclosure. If the Proposer believes there are portions of the Proposal that are exempt from disclosure under the Nebraska Public Records Act, the Proposer must mark it as such and state the specific provisions in the Nebraska Public Records Act that provides the exemption, as well as the factual basis for claiming exemption. For example, if the Proposer submits trade secret information, the Proposer must plainly mark the information as “trade secret” or “proprietary.” The Authority will provide the Proposer who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

Execution

Proposals shall be executed in the name of the entity proposing to perform under the BHS O&M Services Agreement. The Proposal shall bear the signature of an officer authorized to sign for the entity and the printed or typewritten name of the signing officer and office held. Evidence of the authority of the signer must be attached to the submitted Proposal. In the event of a partnership or a joint venture Proposal, authorized representatives of each participant must sign the Proposal. In the event the Proposer is a newly formed entity or a partnership or joint venture that includes one or more newly formed entities, the parent company(ies) of the Proposer must sign the Proposal and agree to sign the BHS O&M Services Agreement, if awarded.

5 PROPOSAL FORMAT AND ORGANIZATION

Instructions for Submitting Proposal

Receipt of Proposals

- **Submission Deadline:** Electronic Proposals will be received until **2:00 p.m. Central Time on May 21, 2026**. Any Proposal received after the Proposal due date and time may be returned unopened. The Authority reserves the right to postpone the due date for Proposal submission.
- No Proposal may be withdrawn after it has been submitted to the Authority unless the Proposer so requests in writing and the request is received by the CEO or his designee before the due date for Proposals.
- Submission of a Proposal under this RFP shall constitute an agreement by the Proposer that the Proposal will remain a valid offer subject to acceptance for two hundred and ten (210) days after the due date for the submission of Proposals.

Submission Information

To facilitate the review and evaluation of all proposals, the Authority requires that Proposals be submitted in the format outlined below, including all information listed in the following RFP Sections.

Proposers shall only submit an electronic portable document format (PDF) copy of the proposal in accordance with the following details:

- **File Naming Convention:** PDF file should be named as follows: CompanyName_BHSProposal_Date.pdf
- **Basic Format:** Proposals must be typewritten on 8 ½" x 11" paper with a minimum font size of 11 for narrative text. Pages must be in portrait format with tabs identifying all required sections (do not include information to be evaluated directly on the tabs). Drawings, renderings, schedules, and plans may be printed on ledger size (11" x 17") pages. Proposals must not exceed page limits where dictated in this RFP (excluding tabs and other pages as noted in this RFP). Pages that exceed the page limits will not be reviewed or evaluated. Proposal forms and exhibits, IPMP and QC plans (both defined below), and resumes do not count toward the page limit.
- **Single, searchable, PDF File:** The electronic copy of the Proposal must have all sections combined into a single electronic file that is a word-searchable PDF file, no larger than 300 MB, and must have each of the tabbed sections noted in the PDF file. No other forms of proposal will be considered.
- **File Transfer via File Cloud:** The PDF file must be transferred to the Authority using the OAA File Cloud link below. To request verification of receipt, please email: BHSRFP@FlyOMA.com
 - o https://filecloud.flyoma.com/url/BHS_OMC_Proposals

Proposers are solely responsible for any costs incurred in the submission of a Proposal or in completing any necessary studies or designs for the preparation of a Proposal.

Each section of the Proposal must have a clearly labeled tab and be presented in the order set forth below.

RFP Section 1 – Cover Letter and Proposal Checklist

1.1 Cover Letter (maximum 2 pages)

The cover letter shall, at a minimum, include the following information:

- Name in which the Proposer would enter into the BHS O&M Services Agreement.
- Proposer’s company name, contact name, principal address, corporate website address, federal tax ID number, telephone number, and email address.
- Entities comprising the Proposer, if more than one, including any Disadvantaged Business Enterprises (DBEs), if applicable.
- Statement that the Proposer shall execute a BHS O&M Services Agreement in substantially the same form as that included with the RFP, amended only by additions thereto as expressly requested in this RFP, proposed by Proposer, and approved by the Authority.
- Documentation that the Proposer has registered with the Nebraska Secretary of State and a statement that upon receipt of a notice of intent to award from the Authority that Proposer shall apply for and obtain a business license with the Nebraska Secretary of State.
- Other general information that the Proposer desires to include as an introduction to the Proposal.
- The Proposer shall acknowledge that it will comply with all terms and conditions set forth in the RFP and BHS O&M Services Agreement, unless otherwise agreed in writing by the Authority. The letter must be signed by an individual authorized to enter the company into the BHS O&M Services Agreement with the Authority.

1.2 Proposal Checklist

Attach the Proposal Checklist included in **Appendix A** after the cover letter.

RFP Section 2 – Proposer’s Background and Relevant Experience

2.1 Proposing Organization and Background (maximum 1 page)

- Provide a description of the Proposer’s organization and structure (i.e., corporation, LLC, partnership, joint venture, or sole proprietorship).
- A brief history of the company(ies). Note any changes in company name(s) and ownership structure(s) and any other names under which the company(ies) has done business. Describe current operations as they exist today including, at a minimum, the number of locations where the company does business, and number of past and current BHS O&M services contracts or agreements that the company(ies) has performed.

2.2 Relevant Experience

The Proposer’s background and experience should include the following information:

- **Relevant Experience (maximum 5 pages).** Provide up to five (5) examples of recent and relevant experience with airport BHS O&M services started within the last ten (10) years (**maximum 1 page per example**).
 - o Include the following information for each example: airport name, location, and size (large or medium hub as defined by the FAA); dates of contract start/finish (if applicable); summary of contracted services provided; and a description of the BHS (scope, size, age, manufacturer, etc.).
 - o For each of the five examples, provide an airport reference contact information. The person provided as a reference should have knowledge of the Proposer's experience, operational proficiency, customer service capabilities, and performance (one reference per example contract).
- The name, location and date of any of the Proposer's services agreements or contracts that have been terminated, either voluntarily or involuntarily, within the past ten (10) years. Provide an explanation of the reason(s) for termination and a contact name, email address, and telephone number for the airport point of contact. If there are none, include a statement saying so.
- A list of any contracts or services agreements awarded to the Proposer (including any entity comprising Proposer, any affiliate of Proposer, or any company of Proposer doing business under a different name) that was not fulfilled and/or accepted and the reason(s) for the lack of fulfillment or non-acceptance. If there are none, include a statement saying so.
- Conflict of Interest and No Violation of Communications Prohibition: The Proposer must either acknowledge and list all potential conflicts of interest it would have if awarded the BHS O&M Services Agreement or attest to no conflicts of interest. Additionally, the Proposer must attest that it has not conducted any communications in violation of the Communications Prohibition. Proposers shall complete and submit the form in Appendix D to satisfy this requirement.
- Legal Actions: The Proposer, and each separate legal entity comprising the Proposer, if applicable, (including any affiliate of Proposer, or any company of Proposer doing business under a different name) must provide a list and a brief description of all material legal actions, together with any fines and penalties, for the past ten (10) years in which: (a) any division, subsidiary, or parent company of the Proposer, or of each separate legal entity comprising the Proposer, or (b) any member, partner, or controlling shareholder of the Proposer, has been, is currently, or is anticipated to be, involved in litigation or any of the activities as detailed below:
 - o a debtor in bankruptcy;
 - o a defendant in a legal action for deficient performance under a contract, in violation of a statute or related to service reliability;
 - o in an administrative action for deficient performance on a project, in violation of a statute or related to service reliability;
 - o a defendant in any criminal action;
 - o a named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract, in violation of a statute or related to service reliability;
 - o a principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract, in violation of a statute or related to service reliability;

- o a defendant in a governmental inquiry or action regarding the accuracy of prepared financial statements or disclosure documents; or
- o a plaintiff in any lawsuit
- **Controlling Interest:** A list of any affiliate of Proposer engaged in similar business activities and any entity with a direct or controlling interest in the Proposer, and any subsidiary entity in which the Proposer has a controlling interest and any affiliates thereof.

RFP Section 3 – Technical Approach

Proposer shall submit the following information in sufficient detail to clearly define their technical approach to executing the requirements of the BHS O&M Services Agreement in accordance with the attached draft agreement (**maximum 5 pages, excluding example IPMP and QC Plans**).

Include a description of approach, methodology, and work plan including but not limited to:

- **Project Understanding.** The Proposer shall demonstrate its understanding of the scope of services to be provided based on past experience, the attached draft agreement, and critical issues that impact the successful operation of an in-line BHS. The purpose of this requirement is to ensure that the Proposer has a complete and accurate understanding of how to operate and maintain inbound and outbound BHS systems.
- **Example Inspection & Preventative Maintenance Plan (IPMP)** which defines the tasks (e.g., inspection, test, replacement) and intervals (e.g. daily, weekly, monthly, quarterly, annually) for each type of equipment (e.g. conveyor, turn, diverter, motor control panel) and general tasks (e.g. end of day walkthrough, reporting, cleaning).
- **Example Quality Control (QC) Plan** demonstrating the Proposer’s experience managing quality control programs for projects of similar scope.

RFP Section 4 – Staffing Plan

The Proposer shall submit a detailed staffing plan to include the following (**maximum 5 pages, excluding key personnel resumes**):

- **Key Personnel Resumes (limit to 1 page per person);** include Site Lead at a minimum. Site Lead should have a minimum of two (2) years’ experience over the last five (years) as a BHS lead.
- **Proposed Management Structure,** including a detailed organizational chart that identifies key personnel, staff schedules, assignments, and standard duties/responsibilities/requirements for BHS O&M positions.
- **Experience and Certification Requirements** by job categories requested in this RFP. Job categories and wage rates should be clearly listed in the RFP Section 5 required financial proposal template.
- **Number of Staff** by job category recommended by the Proposer to perform all services described in the Agreement, which may be different than the required staffing from the Airport. The Airport may elect to utilize the Proposer’s recommended staffing plan to generate financial and/or operating efficiencies.

- **A Transition Plan** to on-board new staff and introduce them to the Authority’s BHS.
- **Recruitment, Training, and Retention Plan** necessary to ensure unskilled and skilled labor and local management availability for preventative maintenance and repairs.

RFP Section 5 – Financial Proposal

Financial Proposal Narrative (maximum 1 page). Proposers may submit a one-page narrative describing their financial proposal in addition to the Cost Template Proposal form described below. Financial Proposals shall be based on a three (3) year base agreement, with two (2) option years.

Base Bid. The proposals shall include the required cost template proposal form in **Appendix B** for the base bid scope of the entire BHS O&M services excluding the O&M of the inbound make-up units.

Alternate Bid. The proposals shall include the required cost template proposal form in **Appendix B** for the alternate bid for the BHS O&M services for the inbound make-up units.

Cost Template Proposal Form (maximum 1 page). Proposers shall submit a complete and detailed cost breakdown and pricing structure using the templates in **Appendix B**. Included are the following items:

- **Yearly labor costs** to include a cost breakdown by position with hourly rates or yearly salary.
- **Other annual costs.** Any other annual costs for which the OMC intends to invoice as separate items.
- **Initial start-up costs.** Include any additional one-time costs associated with initial setup, including staffing, materials, equipment, tools, training, etc.
 - o **Monthly pre-activation labor.** As this is a new BHS for the Authority, the O&M Contractor will be required to participate in the final commissioning phases of the construction project, including TSA certification testing of the outbound system, and the design builder’s ORAT process. Currently, the duration of these processes is unknown; therefore, provide a monthly cost for the Contractor’s representative(s) to have key personnel attend in person, before system activation.
- **Annual management fee/profit.**

RFP Section 6 – Proposal Guarantee

Included with the proposal shall be a Proposal guarantee in the form of a surety bond or a cashier’s or certified check, money order, or an irrevocable letter of credit (by a bank rated “B” or better by A. M. Best Rating Services, Fitch Ratings, Moody’s Investors Service, or S&P Global Ratings) made payable to the Omaha Airport Authority in an amount equal to one hundred thousand dollars (\$100,000). If the Proposal guarantee is in the form of a surety bond, the bond shall be issued by a surety company authorized to do business in the State of Nebraska and rated as at least an A or A+. Monetary Proposal Guarantees shall be deposited into a bank account held by the Authority and any interest earned thereon shall be accrued to the Authority.

The Proposal guarantee required hereunder shall warrant that the Proposal will not be withdrawn prior to the Proposal Expiration Date, except as provided herein, and that, if the Proposer is a Selected Proposer, Proposer shall within five (5) business days of receipt of a BHS O&M Services Agreement from the Authority, execute

and deliver to the Authority the signed BHS O&M Services Agreement in substantially the same form attached to this RFP subject only to additions specific to the Proposal along with the proof of insurance required under the BHS O&M Services Agreement. In the event Proposer breaches such warranty, Proposer shall be liable to the Authority in the amount of its Proposal guarantee as liquidated damages and its Proposal shall, at the option of the Authority, be rejected.

The Authority shall have the right, in its sole discretion, to extend the time by which the Selected Proposer shall deliver the signed BHS O&M Services Agreement and proof of insurance to the Authority.

Proposal guarantees will be returned without interest to the unsuccessful Proposers within thirty (30) days following execution of a BHS O&M Services Agreement between the Authority and the Selected Proposer. The Proposal guarantee of the Selected Proposer shall not be released until after the executed BHS O&M Services Agreement has been delivered to the Authority along with the proof of insurance required under the BHS O&M Services Agreement.

RFP Section 7 – Acknowledgement of Addenda

The Proposer must complete and submit a fully executed copy of **Appendix E**, Addenda Acknowledgement Form, to confirm the receipt of any and all addenda issued for this RFP. It is the responsibility of the Proposer to ensure that all addenda have been received and receipt of each has been acknowledged. It is also the Proposer's responsibility to ensure that all required documents have been received, reviewed, and incorporated into its response. Failure to submit acknowledgment of each addendum issued may result in the Proposer being deemed nonresponsive. Failure of any Proposer to review any addendum will not relieve them from any obligation contained therein.

RFP Section 8 – Certification and Execution

Complete the Proposal Certification Form attached as **Appendix G** to the RFP.

6 SOLICITATION PROVISIONS

Conditions of BHS O&M Services Agreement Award

The Authority reserves the right to accept or reject any item or group(s) of items in a Proposal. The Authority also reserves the right to waive any informality or irregularity in any Proposal. Additionally, the Authority may, for any reason, decide not to enter into an agreement as a result of this RFP or to cancel the RFP. The Authority shall neither be obligated to respond to any Proposal submitted, nor be legally bound in any manner by submission of a Proposal.

The Authority is not required to accept the Proposal setting forth the lowest fee to the Authority. Proposals will be evaluated to determine the most advantageous Proposal based on a variety of factors.

The Authority may request best and final offers. The Authority may enter into negotiations with one or more Proposers. The Authority may enter into a BHS O&M Services Agreement based on the Proposals received, without discussions; therefore, each Proposal shall contain the Proposer's best financial offer.

Form of Agreement

A sample document setting out terms and conditions of the proposed BHS O&M Services Agreement is attached as **Appendix C**.

Terms and Conditions of BHS O&M Services Agreement

Upon conclusion of the RFP process, Authority staff will make a recommendation to the Board of Directors of the Omaha Airport Authority regarding the selection, based on the evaluation of the Proposals. The Authority reserves the right to enter into negotiations with one or more Proposer(s). All Proposals shall remain in effect and subject to selection by the Authority until the Proposal Expiration Date. The selected Proposer shall enter into a BHS O&M Services Agreement with the Authority in substantial conformity to the draft BHS O&M Services Agreement included with the RFP, amended only by Authority approved details regarding the technical approach, staffing plan, and financial proposal as expressly set forth in the Proposer's Proposal as submitted or as thereafter negotiated by the Authority prior to the award of the BHS O&M Services Agreement. The draft BHS O&M Services Agreement included with this RFP package outlines the Authority's standard terms and conditions that will comprise the agreement between the Authority and the Selected Proposer.

The Selected Proposer shall fully execute and deliver to the Authority a signed BHS O&M Services Agreement within five (5) business days after receipt of a Notice of Award and final BHS O&M Services Agreement unless this time frame is extended in the sole discretion of the Authority. Should the Selected Proposer fail to execute and deliver the BHS O&M Services Agreement within five (5) business days, the Authority may cancel the BHS O&M Services Agreement award and if such failure occurs as a result of Proposer's bad faith or its failing to comply with the representations in its Proposal, said Proposer's Proposal guarantee shall be forfeited as liquidated damages, and the Proposal shall be deemed rejected.

The BHS O&M Services Agreement will require the Proposer to adhere to the terms of its Proposal, representations submitted in the Proposer's response to the RFP, and to act in accordance with all applicable laws and regulations.

The Authority reserves the right to negotiate changes with the Proposer.

Additional Information for Proposers

- The Selected Proposer shall comply with the insurance and indemnification requirements specified in the draft O&M Services Agreement in **Appendix C** and submit evidence of insurance at the time the executed O&M Services Agreement is delivered to the Authority.
- After Airport staff have received a signed O&M Services Agreement from the Selected Proposer, the O&M Services Agreement will be presented to the Authority Board for consideration. The O&M Services Agreement shall not be effective until it is approved by the Authority Board and signed by the CEO or his designee.

7 COMMUNICATIONS

General Communications

The following provides general communication requirements for this RFP.

Procurement Contact

Any communication regarding matters of process or procedure from a potential Proposer must be referred to the Procurement Contact for this solicitation: Jimmy Harding. All communications with the Procurement Contact must be in writing via email at BHSRFP@FlyOMA.com. If any technical difficulties are experienced when attempting to reach the Procurement Contact via this email address, please call (402) 661-8000 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, and request to speak with Jimmy Harding.

Clarifications and Interpretations

No oral interpretation or clarification of the RFP will be made to any Proposer. If discrepancies or omissions are found, or there is doubt as to the intended meaning of any part of the RFP, a written request for clarification or interpretation must be submitted by email to the Procurement Contact at BHSRFP@FlyOMA.com with "Request for Clarification – BHS O&M RFP" in the subject line by May 8, 2026, at 5:00 p.m. Central Time. No other requests for clarification or interpretation of the RFP will be accepted from any Proposer after that date and time except those regarding matters of process or procedure.

RFP Modifications, Clarifications, and Updates

Any modifications, clarifications, or other updates to this RFP will be issued in an addendum. Any addenda will be posted on the Airport website. It is the Proposer's responsibility to ensure that all required documents have been received, reviewed, and incorporated into their Proposal. Failure of any Proposers to review any addendum will not relieve them from any obligation contained therein. Proposers must acknowledge receipt of all addenda by completing and inserting the Addenda Acknowledgement Form in **Appendix E** of this RFP in their proposal.

Communications Prohibition

The Authority has established a communication prohibition for this RFP. The prohibition will be imposed beginning with the public release of this RFP and will end upon the execution of a BHS O&M Services Agreement to the Selected Proposer. Any violation of the communication restrictions described herein will render voidable the offending Proposer's proposal, and if applicable, its awarded BHS O&M Services Agreement. Proposers must certify adherence to these communication restrictions using the form in Exhibit D of this RFP.

Communication Prohibition Details

The Communication Prohibition prevents any Proposer or partners, which includes vendors, service providers, bidders, lobbyists, and consultants and their representatives, from contacting any of the following individuals and companies regarding this solicitation throughout the procurement process:

- Authority staff and legal counsel, except for communications with the Authority Procurement Contact, which must be provided in written form to BHSRFP@FlyOMA.com
- Members of the Authority Board of Directors
- Consultants retained by the Authority, unless otherwise permitted in writing by the Authority

Exceptions

Unless specifically provided otherwise, the Communications Prohibition does not apply to:

- Oral communications at the Pre-Proposal Conference
- Oral communications during any site visit or interview

8 APPENDIX

APPENDIX A – PROPOSAL CHECKLIST

- Proposal Checklist
- Remaining Sections of Written Proposal, including the following sections in this order:
 - RFP Section 1: Cover Letter & Proposal Checklist
 - RFP Section 2: Proposer’s Background and Relevant Experience
 - RFP Section 3: Technical Approach
 - RFP Section 4: Staffing Plan
 - RFP Section 5: Financial Proposal
 - RFP Section 6: Proposal Guarantee
 - RFP Section 7: Acknowledgement of Addenda
 - RFP Section 8: Certification and Execution

APPENDIX B – COST TEMPLATE PROPOSAL FORMS

SEE SEPARATE EXCEL FILE

Cost Template Proposal Form - Base Bid (Full BHS, Excluding Inbound Make-up Units)

Instructions: Please complete this worksheet by ONLY filling in the YELLOW highlighted areas with your data. Please note, the management fee (or profit) by year is to be filled out in section 4.

#1. Labor Costs: (First twelve months of fully staffed service)						
	Position Title	No. Positions	Annual Salary	Hourly Wage	Annual Labor Hours	Annual Labor Cost w/Burden
1					2080	\$ -
2					2080	\$ -
3					2080	\$ -
4					2080	\$ -
5					2080	\$ -
6					2080	\$ -
7					2080	\$ -
8					2080	\$ -

* Burden % should include all staff taxes, insurance, fringes, other indirect labor costs

Total Labor Costs (First 12 months of fully staffed service)		\$ -
Total Labor Costs - Year 2	increase %	\$ -
Total Labor Costs - Year 3	increase %	\$ -
Total Labor Costs - Option Year 4	increase %	\$ -
Total Labor Costs - Option Year 5	increase %	\$ -

#2. Other Annual Costs for Service

Tools, Equipment, Materials and Expendables	\$ -	<i>this cost is fixed</i>
Office Services, Supplies & Consumables, Bonds	\$ -	
Recruiting/Training/Travel/Parking/Phones/Radios/Uniforms	\$ -	
CMMS Support	\$ -	<i>this cost is fixed</i>
Other	\$ -	
Total Annual Other Costs		\$0.00

#3. Start-up Costs (One-time)

Monthly pre-activation labor for ORAT, Commissioning, and Testing Participation	\$ -	
Tools, Equipment, Materials and Expendables	\$ -	
Office Services, Supplies & Consumables, Bonds	\$ -	
Tools and Equipment - Initial Purchase	\$ -	<i>this cost is fixed</i>
Recruiting/Training/Travel/Parking/Phones/Radios/Uniforms	\$ -	
CMMS Deployment	\$ -	
Other	\$ -	
Total Start-up Costs	\$0.00	

#4. Annual Management Fee/Profit

Year 1	\$ -
Year 2	\$ -
Year 3	\$ -
Option Year 4	\$ -
Option Year 5	\$ -

#5. Totals

Start-up Costs (#3)	\$ -
Year 1 (#1, #2, & #4)	\$ -
Year 2 (#1, #2, & #4)	\$ -
Year 3 (#1, #2, & #4)	\$ -
Total Three Year Costs - Including start-up costs	\$ -
Year 4 (if Contract Extended)	\$ -
Year 5 (if Contract Extended)	\$ -
Total Contract Value	\$ -

Cost Template Proposal Form - Alternate Bid for Inbound Make-up Units

Instructions: Please complete this worksheet by ONLY filling in the YELLOW highlighted areas with your data. Please note, the management fee (or profit) by year is to be filled out in section 4.

#1. Labor Costs: (First twelve months of fully staffed service)						
	Position Title	No. Positions	Annual Salary	Hourly Wage	Annual Labor Hours	Annual Labor Cost w/Burden
1					2080	\$ -
2					2080	\$ -
3					2080	\$ -
4					2080	\$ -
5					2080	\$ -
6					2080	\$ -
7					2080	\$ -
8					2080	\$ -

* Burden % should include all staff taxes, insurance, fringes, other indirect labor costs

Total Labor Costs (First 12 months of fully staffed service)			\$ -
Total Labor Costs - Year 2	increase %		\$ -
Total Labor Costs - Year 3	increase %		\$ -
Total Labor Costs - Option Year 4	increase %		\$ -
Total Labor Costs - Option Year 5	increase %		\$ -

#2. Other Annual Costs for Service

Tools, Equipment, Materials and Expendables	\$ -		<i>this cost is fixed</i>
Office Services, Supplies & Consumables, Bonds	\$ -		
Recruiting/Training/Travel/Parking/Phones/Radios/Uniforms	\$ -		
CMMS Support	\$ -		<i>this cost is fixed</i>
Other	\$ -		
Total Annual Other Costs			\$0.00

#3. Start-up Costs (One-time)

Monthly pre-activation labor for ORAT, Commissioning, and Testing Participation	\$ -		
Tools, Equipment, Materials and Expendables	\$ -		
Office Services, Supplies & Consumables, Bonds	\$ -		
Tools and Equipment - Initial Purchase	\$ -		<i>this cost is fixed</i>
Recruiting/Training/Travel/Parking/Phones/Radios/Uniforms	\$ -		
CMMS Deployment	\$ -		
Other	\$ -		
Total Start-up Costs			\$0.00

#4. Annual Management Fee/Profit

Year 1			\$ -
Year 2			\$ -
Year 3			\$ -
Option Year 4			\$ -
Option Year 5			\$ -

#5. Totals

Start-up Costs (#3)			\$ -
Year 1 (#1, #2, & #4)			\$ -
Year 2 (#1, #2, & #4)			\$ -
Year 3 (#1, #2, & #4)			\$ -
Total Three Year Costs - Including start-up costs			\$ -
Year 4 (if Contract Extended)			\$ -
Year 5 (if Contract Extended)			\$ -
Total Contract Value			\$ -

APPENDIX C – DRAFT BHS O&M SERVICES AGREEMENT

SEE SEPARATE FILE WITH DRAFT AGREEMENT

APPENDIX D – DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CERTIFICATION OF COMPLIANCE WITH COMMUNICATIONS PROHIBITION FORM

In accordance with the submittal requirements for RFP Section 2.2, the Proposer hereby indicates that it has, to the best of its knowledge and belief:

- Determined that no potential conflict of interest exists.
- Determined a potential conflict of interest exists as follows:

1. Describe in detail the nature of any potential conflict of interest. *Attach additional sheets as necessary.*

2. Describe in detail the measures proposed to mitigate the potential conflict of interest. *Attach additional sheets as necessary.*

Additionally, Proposer hereby certifies that it has, to the best of its knowledge and belief, complied with the Communications Prohibition stated in this RFP.

Signature

Title

Printed Name

Date

If a potential conflict of interest or communications violation has been identified, please provide the name and phone number of a contact person with Proposer authorized to discuss this Disclosure of Potential Conflict of Interest and Certification of Compliance with Communications Prohibition Form with Authority personnel.

Printed Name

Phone

APPENDIX E – ADDENDA ACKNOWLEDGEMENT FORM

RFP No.: _____

Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum. No. _____ Dated: _____

Addendum. No. _____ Dated: _____

Addendum. No. _____ Dated: _____

Addendum. No. _____ Dated: _____

Addendum. No. _____ Dated: _____

Addendum. No. _____ Dated: _____

Addendum. No. _____ Dated: _____

Addendum. No. _____ Dated: _____

No Addendum issued for this RFP

Proposer’s Name: _____

Authorized Representative’s Name: _____

Title: _____

Date: _____

Authorized Signature: _____

APPENDIX F – PRE-PROPOSAL CONFERENCE REGISTRATION FORM

The Authority's virtual BHS O&M Services RFP's Pre-Proposal Conference will be held both in person and virtually by Microsoft Teams. Please note whether you will attend in person or virtually, and the number in your party.

Company Name: _____

Company Contact: _____

Telephone Number: _____

Email Address: _____

Please check the following if you plan to submit a Proposal ____

Select One: ____ Prime Contractor ____ Partner ____ Sub-Contractor ____ Product or Service Provider

Select One: ____ In Person **or** ____ Virtually on Teams: **Number in party** ____

Names of Pre-Proposal Conference Attendees:

Please email your completed form to: BHSRFP@FlyOMA.com

APPENDIX G – PROPOSAL CERTIFICATION FORM

Company Information	
Company name	
Company address	
Company telephone (office and cell)	
Email address	
Contact person and title	
Person authorized to legally contract on behalf of the Proposer (with title)	
Website URL	
State of incorporation or legal establishment	
Date on which Proposer was incorporated or otherwise established	

Proposing Company Background

1. Has the Proposer been continuously involved in Baggage Handling System operations since its inception?
 Yes No

If No, please explain:

2. Has the Proposer been a party to litigation or claims related to fee payment or contract performance?

Yes No

If Yes, please explain:

3. Has any baggage handling system operations and maintenance contract of the Proposer or any affiliates ever been terminated prior to the expiration of the term? Yes No

If Yes, please explain:

Accuracy of Representations and Authorization

1. By signing below, the proposing company represents that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and requirements, that it has read and understood the RFP and understands the Proposal it submits in response to the RFP will be treated as public record as detailed in the RFP.

2. By signing below, the Proposer authorizes the Authority to engage in any background check and to make any inquiry deemed appropriate by the Authority concerning the financial capabilities, experience, or qualifications of the proposing company.

3. The undersigned acknowledges and represents that all statements, answers, and representations made in this Proposal Certification and in its Proposal submitted in response to the RFP are true and accurate.

4. The undersigned represents that s/he is a duly authorized representative of the Proposer and has the authorization of the Proposer to submit this Proposal in response to the Authority's RFP and is authorized to execute this Proposal Certification.

Company Name

Phone Number

Authorized Representative Signature

Email

Authorized Representative Name (print)

Date

Authorized Representative Title

APPENDIX H – MECHANICAL LAYOUT

SEE SEPARATE FILE

APPENDIX I – MOTOR MANIFEST

SEE SEPARATE FILE