

**REQUEST FOR PROPOSALS – ILS MAINTENANCE
SERVICES**

West Michigan Airport Authority
December 11, 2025

The West Michigan Airport Authority (“WMAA” or “Authority”) is seeking Bids for Airport Instrument Landing System Maintenance Services (“ILS Maintenance”) located at 60 Geurink Boulevard, Holland, Michigan 49423.

I. SCOPE OF WORK

The Authority is seeking proposals for ILS Maintenance, which will include the following services (“Services” or “Work”):

1. Perform periodic maintenance in accordance with existing and subsequently modified FAA requirements on the Localizer, MALSR System, DME, and GlideSlope;
2. Provide recommendations to the WMAA based on Contractor’s maintenance Services for any additional maintenance as shall be required;
3. Recommend outside resources to the WMAA for any problems Contractor is unable to resolve; and
4. Provide “non-routine” maintenance (other than periodic maintenance to be performed as outlined above) with prior approval of the WMAA.

II. PROJECT EXPECTATIONS & REPORTS

Contractor will submit to the WMAA on a monthly basis an itemization of Services performed and hours of each Service performed. The WMAA shall have the right to require additional documentation and/or delineation of Services at the time of such billing.

III. WMAA RESPONSIBILITIES

The WMAA shall have the following responsibilities:

1. Maintain structural (buildings, poles, HVAC, etc.) systems for the Instrument Landing System;
2. Provide calibrated test equipment and calibration at WMAA’s expense;

3. Pay Contractor for parts at Contractor's cost without markup from the vendor provided that upon the WMAA's prior approval large expense items of \$500.00 or more shall be invoiced directly by the supplier to the WMAA; and
4. Retain outside sources for any problems Contractor is unable to resolve at the WMAA's consent & discretion.

IV. STANDARD OF CARE

Contractor shall exercise the same degree of care, skill and diligence in the performance of its Services provided hereunder as is ordinarily provided by a professional maintenance technician under similar circumstances and Contractor shall, at no cost to the WMAA, re-perform Services which fail to satisfy the foregoing standard of care, or obtain such Services at no additional cost, to the WMAA.

V. TERM

The term of the agreement will be for three (3) years following the full execution of the final agreement between the WMAA and the Contractor (the "Contract").

VI. INDEMNIFICATION

The Contractor will agree to defend, indemnify, and save harmless the West Michigan Airport Authority, its officers, agents, and employees, from any and all claims and liabilities that may result from the Contractor's Work. This covenant of indemnification shall include reasonable attorney's fees and costs incurred by the West Michigan Airport Authority, its officers, agents, and employees in defense of such claim or liability.

VII. INSURANCE

The Contractor is to maintain the following insurance:

The Contractor shall agree to indemnify and save harmless the WMAA,

including its officers, agents and employees, from any and all liabilities that may result from the Contractor's work as proposed herein. This covenant of indemnification shall include any reasonable attorney fees and costs incurred in defense of any actions, claims or liability by the WMAA. The Contractor shall maintain general liability insurance, automobile liability insurance, excess/umbrella liability, employer liability insurance, and workers compensation insurance on all employees who work or perform services under the proposed purchase order or contract. The general liability insurance, automobile liability, and excess/umbrella liability insurance required herein shall name the WMAA, its officers, agents and employees as additionally insured, and shall be in the form of a comprehensive, general and automobile bodily injury and property damage policy and shall provide that the WMAA receive not less than thirty (30) days prior written notice in the event of cancellation or change in terms thereof. Said policy shall be for the following minimum limits:

Comprehensive General Liability insurance in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same limit for each person, with a combined aggregate per occurrence of not less than \$1,000,000, property damage insurance in an amount not less than \$1,000,000, business auto liability insurance in an amount not less than \$500,000, and an excess/umbrella liability policy for no less than \$1,000,000 each occurrence and \$1,000,000 aggregate.

Evidence of an approved insurance policy shall be submitted by the successful bidder and approved by the WMAA prior to commencement of the work as here in proposed. All insurance policies shall provide for waiver of subrogation against the WMAA.

VIII. QUALIFICATIONS

Contractor must have demonstrable experience performing work as described above in an airport or similarly secure setting.

IX. WARRANTY

The Contractor shall warrant that the Work performed under the Contract conforms to the Contract requirements and is free of any defect in equipment, material, workmanship, furnished or performed by the Contractor or any subcontractor or supplier of the Contractor. This warranty shall continue for a period of one (1) year from the final acceptance of the Work. If

the Authority takes possession of any part of the Work before final acceptance, this warranty shall continue for a period one (1) year from the date the Authority takes possession. However, this will not relieve the Contractor from corrective items required by the final acceptance of the Work. The Contractor shall remedy at the Contractor's expense any failure to conform, or any defect. In addition, the Contractor shall remedy at the Contractor's expense any damage to the Authority's real or personal property when that damage is the result of: (1) The Contractor's failure to conform to Contract requirements; or (2) Any defect of equipment, material, workmanship, or design furnished by the Contractor or any subcontractor or supplier of the Contractor. The Contractor shall restore any work damaged in fulfilling the terms and conditions of this clause. The Contractor's warranty with respect to Work repaired or replaced will run for one year from the date of repair or replacement. The Authority will notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage. If the Contractor fails to remedy any failure, defect, or damage within a reasonable time after receipt of notice, the Authority shall have the right to replace, repair, or otherwise remedy the failure, defect, or damage, at the Contractor's expense, including reasonable attorney's fees and costs incurred to enforce the warranty. This warranty shall not limit the Authority's rights with respect to latent defects, gross mistakes, or fraud.

X. MATERIALS TO BE USED

All materials used must comply with relevant standards.

XI. CONTRACTOR BID

Sum of Services outlined under
"Scope of Work" for 12 months.....

Fee for non-routine Work including
round trip travel from Contractor's
location to the West Michigan Regional Airport.....

Signature of Bidder_____

Proposals are due by 11am. on January 5, 2026 and must be submitted electronically via this website: <https://www.bidnetdirect.com/mitn/cityofholland/>”

Bids must include the name of the Contractor, business address, contact information for the person responsible for regular communications with the WMAA staff, and proposed fees for the Services.

XII. AWARD OF BID

The Contract will be awarded to the lowest, responsible, and qualified bidder. Selection of the Contractor will be made at the complete discretion of the WMAA.

The WMAA reserves the right to accept or reject any or all bids, in whole or part, or rebid if it is in the best interest of the Authority. The Authority also retains the right to waive any informalities/irregularities in the bids, as well as the right to split the award or bid between two or more bidders.

Further information can be obtained from the Airport Manager Matthew Neyens, m.neyens@wmraa.org