



Auburn Lewiston Municipal Airport

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ADDENDUM NO. 1
TO Auburn Lewiston Municipal Airport
Flight Line Staffing Services
Bid #LA 2024-004
DATE: May 13, 2024

This addendum supplements the bid documents as indicated below. Only these items alter the bid documents. Any verbal discussions or responses are hereby declared null and void.

Q: Please confirm that you are only looking for 2-3 fully trained and qualified personnel on a full time basis making up the 80-120 hours per week on a time and material basis?

A: The Airport anticipates scheduling with the selected vendor 80-120 hours per week, with the peak season for service demand being during the summer months. It would likely take at least two to three fully trained and qualified personnel to meet these hour requirements. It would be the requirement of the vendor to manage personnel for any time off purposes and to ensure the Airport has personnel available to schedule to meet the staffing requirements.

Q: Will these individuals report into your staff?

A: The Airport would work with the selected vendor to establish a scheduling procedure to meet Airport business needs. While on shift, the personnel would report through the Airport Director and/or the Operations Supervisor. Expectations and protocols for reporting and communication would be developed with the selected vendor.