

# Request for Quote (RFQ) Security Camera Installation

**April 24, 2026**

**St. Louis Regional Airport Authority  
8 Terminal Drive  
East Alton, IL 62024**

## Introduction

This document is a Request for Quote (“RFQ”) for the purchase and installation of additional security cameras located at St. Louis Regional Airport.

The St. Louis Regional Airport Authority (“Authority”) is seeking quotes from qualified vendors (“Vendor”) with experience in camera installation and camera technology. The selected Vendor will coordinate with St. Louis Regional Airport Authority to develop an installation plan for permanent security cameras to be installed at various points on airport property.

This RFQ is intended to create a fair and reasonable method for obtaining responses from interested Vendors. By issuing this RFQ, the Authority is not obligated to enter into an agreement with any of the interested Vendors. The Authority reserves the right to accept or reject any or all proposals submitted and to waive any and/or all irregularities pertaining to the submission of proposals. Prevailing wage must be included in any provided quotes along with itemized breakdown of services. Selected vendor must be licensed to perform work and provide proof of insurance. All questions can be directed to Denine Anderson, Airport Security Coordinator, at the contact information below. Site visits can be coordinated in advance through the contact information below.

Please submit one (1) hard copy and/or one (1) electronic copy, no later than 4 p.m. on Friday, May 15, 2026 to:

St. Louis Regional Airport  
8 Terminal Drive  
East Alton, IL 62024

Attn: Denine Anderson  
618-259-2531  
[danderson@stlouisregional.com](mailto:danderson@stlouisregional.com)

## Airport Background

The St. Louis Regional Airport Authority, owner and operator of the St. Louis Regional Airport (hereinafter referred to as the “Authority” or the “Airport”) is a large, general aviation reliever airport that operates 24-hours daily and is capable of serving aircraft up to and including Boeing 747 aircraft. The Airport is conveniently located less than a mile from Interstate 255 and State Highway 111 in East Alton/Bethalto, Illinois. The Airport hosted more than 26,000 operations (takeoffs and landings) in calendar year 2022, with operations expected to grow.

The Authority owns approximately 2,300 acres that is home to over 100 general aviation aircraft, 124 T-Hangars, several larger executive hangars, non-aviation business tenants, and a major aircraft maintenance, repair and overhaul facility serving US and international customers.

The Airport serves a diverse group of users, including customers and employees from Fortune 500 companies, the U.S. military, Airport-based businesses, corporate aviation, a wide variety of other business-oriented and private general aviation activities, and the surrounding business and residential communities.

The Airport Authority’s regional economic impact was measured at \$480 million in 2020 and the Authority is actively involved in economic development activities to attract new businesses and increase the amount of high paying jobs on site. 682 people are employed by tenants based at the airport at an average annual pay of \$111,000, however only 11 full-time individuals are employees of St. Louis Regional Airport Authority.

## Scope of Services

St. Louis Regional Airport will look for the Vendor to provide an itemized quote to include:

- Installation and setup of hardware for security cameras
- Integration of new camera(s) with existing Avigilon camera system
- Removal of existing camera(s) (where applicable) and possession of cameras turned over to Airport
- Warranty for any installed equipment or camera(s)
- Training for staff, as needed
- Any and all necessary licensing and software to ensure the cameras will work with existing software

Reference Attachment C for details on the scope of work. Each camera and installation shall be priced separately to allow for selection of any or all of the cameras to be installed.

## Submission Requirements

1. Name, size, and description of Vendor
2. Location of main office
3. Qualifications and previous experience in similar projects
4. Experience of Vendor
5. Proposed products used with installation
6. Proposed timeline
7. Integration plan for new camera(s) into existing camera system

8. Warranty on products and installation
9. Proposed fees (itemized)
10. Prevailing Wage (Attachment A)
11. W-9 (Attachment B)
12. Company Insurance Certificate
13. Additional comments believed to be relevant

## Selection Process

Proposals will be reviewed by the Authority for completeness. Evaluation will be based on the following criteria (in no specific order):

1. Qualifications, expertise, knowledge, and location of the Vendor
2. Evaluation of previous projects
3. Cost for services
4. Ability to meet timelines
5. Completeness of application

After completing a review of all submissions, the Authority may elect to inquire about further information from any or all of the Respondents. The Authority may conduct reference checks as well as inquiry into the validity of any submissions. Follow-up interviews may be scheduled as needed through the evaluation process to collect additional information for the evaluation process.

## Timeline

**April 24, 2026** – RFP is active

**May 15, 2026, 4pm** – Deadline for RFP submission

Pending any follow-up interviews, questioning, or unforeseen circumstances, effort to have a Vendor selected by end of May 2026.

## Attachments

Attachment A – Prevailing Wage Notice

Attachment B – W-9

Attachment C – Scope of Work

Attachment A

**PREVAILING WAGE ACT NOTICE & ACKNOWLEDGEMENT**

**TO: \_\_\_\_\_ (Name of Contractor)**

**FROM: ST. LOUIS REGIONAL AIRPORT**

**DATE: \_\_\_\_\_**

**You are notified pursuant to 820 ILCS 130/4 that you will be responsible for compliance with the Illinois Prevailing Wage Act (820 ILCS 130) and you must also require that all of your subcontractors comply with said Act. You are also responsible for compliance with all other employment, wage, hour, safety and any other state or federal requirements applicable to the work you are performing.**

**Your signature below acknowledges receipt of this notice and your responsibility to comply with the Illinois Prevailing Wage Act to the extent that it is determined to be applicable to work performed by you for the St. Louis Regional Airport.**

\_\_\_\_\_  
**CONTRACTOR'S SIGNATURE**

\_\_\_\_\_  
**COMPANY NAME (PRINTED)**

**DATE: \_\_\_\_\_**



By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

## Attachment C

1. Purchase of 1 new Avigilon camera with 180 degree viewing capability to be installed at a location replacing an existing camera.
2. Installation of an existing PTZ camera, removed from a previous installation and to be provided by the Airport, at a location replacing an existing camera.
3. Installation of 2 new Avigilon Bullet cameras at a location replacing 2 existing cameras.
4. Purchase of 1 new Avigilon camera with 360 degree viewing capability to be installed at a location replacing an existing camera.
5. Installation of an existing PTZ camera, removed from a previous installation and to be provided by the Airport, at a new location which will require power, wireless signal, and mounting hardware to be provided.