



Request for Proposals

**Airport Operation & Management Services
#16-28**

**Issued: March 24, 2016
Due Date: 1:30 P.M., April 14, 2016**

To whom it may concern:

The City of Sikeston is seeking proposals from interested, experienced and qualified operators/service providers with demonstrated expertise to perform comprehensive operation, management and maintenance of the Sikeston Memorial Airport (SIK). This publicly-owned facility is located in the city limits of Sikeston, Missouri.

Questions regarding this request for proposal should be directed to Jonathan Douglass, City Manager, City of Sikeston at 573-471-2512 or jdouglass@sikeston.org.

Sealed proposals will be accepted by the Office of City Clerk, 105 E. Center St., Sikeston, MO 63801, will accept proposals for these services until 1:30 P.M., April 14, 2016.

Sincerely,

Jonathan Douglass, City Manager
City of Sikeston

Enclosures

**Request for Proposal
Airport Operation & Management Services**

GENERAL RULES AND CONDITIONS

- I. Responses to this request must carry the signature of the vendor. By signing, the respondent acknowledges his full knowledge of, and agreement with the general specifications, conditions and requirements of this request.
- II Any act or acts of misrepresentation, collusion or offers of kickback by a vendor will be a basis for disqualification of any proposal submitted. In the event the City enters into an agreement or contract with a vendor who is found to have misrepresented material facts, participated in collusion or offerings of kickbacks, and such conduct is discovered after the execution of an agreement or contract, the City may cancel the agreement or contract without incurring liability, penalty or damages.
- III All inquiries, whether written or oral, shall be submitted within the time limitations specified in the request. All information provided by the City shall be by Request for Proposal and written addenda thereto, which shall be subscribed by Jonathan Douglass, City Manager, City of Sikeston or his designee. No other information, provided by others, shall be anything more than informal information and shall not be binding upon the City, nor shall it furnish a basis for legal action by any vendor or prospective vendor against the City.
- IV Responses received later than the time and date specified in the request will not be considered. Amendments to, or withdrawals of proposals received later than the time and date specified as the bid opening will not be operative.
- V The City of Sikeston reserves the right to accept or reject any and all responses as deemed, in its sole discretion, to be in the best interest of the City. The City reserves the right to reject any proposal if the vendor is delinquent in the payment of any taxes, fees or licenses owed to the City. In the event a vendor is delinquent in any payment to the City, the City may offset the delinquent amount due against sums owed the vendor.
- VI The City of Sikeston may make such investigation as deemed necessary to determine the ability of the vendor to discharge the agreement or contract. The vendor shall furnish the City with all such information and data as may be required for that purpose. The City reserves the right to reject any bid or proposal if the vendor fails to satisfactorily convince the City that he is properly qualified to carry out the obligations of the agreement or contract, and to satisfactorily complete the work called for herein.

- VII The City of Sikeston is exempt from all federal and state excise, sales and use taxes.
- VIII The services provided must comply with all applicable laws of the Federal Government and the State of Missouri.
- IX The successful vendor must be fully licensed and bonded, as may be required, by the City of Sikeston and State of Missouri.
- X The City may withhold acceptance of, or reject any services, which, upon examination, is found not to meet the specifications' requirements.
- XI Proposals must be submitted in writing, and include executed non-kickback and non-collusion agreements on the forms provided with this request for proposal. **Failure to submit these fully executed agreements will result in the rejection of the vendor's proposal.**

GENERAL INFORMATION

The City of Sikeston, Missouri is seeking proposals from experienced and qualified operators/service providers with demonstrated expertise for the operation of the Sikeston Memorial Airport through a contractual agreement with the city. The contractual operations include all general maintenance activities, operational expenses, fixed based operations, customer services, and development of new services at the airport. The City is obligated to operate the airport in accordance with various FAA standards. The successful proposer will be required to operate the airport, on behalf of the city, in accordance with federal and state obligations.

SCOPE OF SERVICES:

1. The successful proposer shall provide, at a minimum, the following services, all performed reasonably, safely and legally in compliance with federal, state and local regulations:
 - a. Keep, maintain and furnish upon request any necessary records required by the FAA and MoDOT.
 - b. Employ sufficient qualified personnel in the operation of the airport.
 - c. Provide sufficient staffing to operate the airport for aviation access 24 hours a day and have a least one staff person available at the airport seven days a week 8 A.M. to 5 P.M. exclusive of Thanksgiving Day, Christmas Day, and New Year's Day.
 - d. Maintain authorized representatives on-call for all hours when the airport is not staffed for service or emergency situations at the airport. A representative must be able to respond to the airport within 60 minutes of notification.

- e. Maintain certification and operation of AWOS.
- f. Provide aircraft ground guidance and ramp service, including sale and into-plane delivery of aviation fuels.
 - 1) The contractor shall provide fueling services at the airport utilizing city-owned tanks, pumps, and equipment with self-serve Avgas being available 24 hours per day, seven days per week, and full-service jet fuel and Avgas being available between 8:00 A.M. – 5:00 P.M. seven days per week, and by prior arrangement at other times. Respondent will contract for delivery of fuel into city tanks. Respondent should propose a revenue sharing agreement for fuel revenues. Alternatively, the respondent may propose another arrangement for providing fueling services.
- g. Provide apron servicing and assistance to both based and transient aircraft.
- h. Issue all Notices to Airman in accordance with current FAA regulations.
- i. Monitor Unicom transceiver during normal hours of operation.
- j. Manage leases of T-Hangar and main hangar space, including collection of lease payments. Changes in lease rates must be pre-approved by the City, but these lease revenues may be retained by the vendor.
- k. Inspect, on a weekly basis, airport lighting systems and notify the City of needed repairs.
- l. Maintain the terminal building, main hangar and t-hangars in clean and sanitary conditions;
- m. Maintain (water and weed) landscaping around terminal building;
- n. Provide snow removal on the sidewalks adjacent to the terminal building;
- o. Provide labor, equipment, and fuel to mow all grass areas on the airport (approximately 120 acres):
 - i. Approved grass/weed sterilants shall be used in cracks, edges, and around buildings;
 - ii. The area within the fence surrounding the AWOS system shall be maintained with no grass;
 - iii. Grass shall be mowed when in excess of 3 inches height within 100 feet of the terminal building and parking lot area;
 - iv. Grass shall be mowed when in excess of 5 inches height within 10 feet of lighting systems, within 25 feet of runway and taxiway, and within 100 feet of the AWOS system;
 - v. Grass in all other areas shall be mowed whenever grass exceeds average height of 8 inches.
- p. Provide general hospitality and welcoming to the airport.
- q. Provide a courtesy car for use by transient pilots.

- r. Provide an accurate accounting of all revenues and expenditures relating to the operation of the airport and FBO operations under this contract, and provide quarterly financial reports to the city regarding such revenues and expenditures.
 - s. Provide quarterly reports detailing the number of fixed aircraft, gallons of fuel sold (all types) and revenues and expenses related to fuel sales.
2. The vendor may provide services including, but not limited to, aircraft maintenance, instruction, plane rentals, and charter flights with appropriately licensed individuals conducting those services.
 3. All business services shall be provided by the vendor at the airport on a nonexclusive basis.

LEASES AND RENTS

As part of the Airport Operation and Management contract, the City will lease to the vendor the following property:

1. Hangar #1 (approximately 16,800 square feet);
2. Office space within newly constructed (opening in 2016) General Aviation Terminal Building;
3. T-Hangars (approximately 7,065 square feet);
4. Sufficient ground space for aircraft fueling systems, if needed.

CITY PROVIDED SERVICES

The City will provide the following services at the airport:

1. Snow and ice removal on the apron, taxiway, runway and terminal parking lot;
2. Electric, water, sewer and trash services to the leased facilities at no cost to the Airport Manager;
3. Public phone, cable TV, and wi-fi internet access within the terminal building. The airport operator will be responsible for all costs associated with the installation and operation of their business telephone, television and data services.

INSURANCE

The vendor shall obtain and maintain continuously in effect at all times during the term of this Agreement, at vendor's sole expense, the following insurance:

1. **Comprehensive General Liability Insurance**, protecting the City against any and all liability arising by reason of vendor's conduct incident to the use of the Premises, or resulting from any accident occurring on or about the roads, driveways or other public places, including runways and taxiways, used by the vendor at the Airport, caused by or arising out of any wrongful act or omission of the vendor, in the minimum amount of \$2,000,000; \$100,000 per person, \$1,000,000 each occurrence, \$500,000 property damage.

2. **Hangar Keepers' Insurance**, in an amount equal to the greatest aggregate value of aircraft stored in any single leased structure, the limits of which will be reviewed and mutually agreed upon by both parties each year of this agreement.
3. **Product Liability Insurance** in the minimum amount of \$1,000,000.
4. **Fire and Extended Coverage Insurance** on all fixed improvements erected by the vendor on or in the premises to the full insurable value thereof.
5. **Workers Compensation Insurance** on all employees.

TERMS OF AGREEMENT

The initial term of the agreement will be for one year with the option to renew, subject to negotiations and mutual interest, for additional periods.

QUALIFICATIONS

REFERENCES

The Proposer must furnish in its proposal the name, address, contact person and telephone number of references who can attest to the quality of relevant work on projects or services completed by the vendor in the past five years.

ABILITY TO DO BUSINESS

The proposer must have the ability to do business, including any required licenses, in the City of Sikeston, State of Missouri, and the United States of America during the term of the contract.

MISCELLANEOUS

1. All costs in preparing the proposal are the responsibility of the proposer.
2. The name (or names) of those authorized to negotiate a contract on behalf of the proposer shall be provided.

SUBMITTAL REQUIREMENTS – EVALUATION OF PROPOSALS

PROPOSAL PREPARATION

Proposer must submit a proposal which demonstrates and provides evidence that the proposer has the capabilities, professional expertise, and experience to provide the necessary services as described in this RFP. The proposer shall ensure that all information required here is submitted with this proposal. All information provided should be verifiable by documentation that may be requested by the city. Failure to provide all information, inaccuracy or misstatement may be sufficient to cause for rejection of the proposal or rescission of any award.

SITE VISIT

An optional site visit may be arranged by contacting the City Manager.

SUBMISSION OF QUESTIONS

Proposers may submit any questions or requests for additional information regarding the project in a written format to Jonathan Douglass, City Manager, City of Sikeston at jdouglass@sikeston.org.

SUBMISSION OF PROPOSALS

The Proposal must be prepared in the manner and detail specified herein, enclosed in a sealed envelope or package, identified as follows “RFP-28, Airport Operation & Management Services for the City of Sikeston, Missouri,” mailed or delivered so as to be received by the Office of City Clerk not later than 1:30 PM, Central Daylight Savings Time, on April 14, 2016.

SUBMISSION REQUIREMENTS

The Proposer shall submit one (1) original and three (3) identical copies, and one (1) identical electronic copy in PDF format as a single file on a compact disc (CD) or flash drive of the Proposal as well as all other information required by this RFP, including forms attached.

Proposal submission responses must, in any event, contain the following information and be organized into separate sections using the format described below in order to provide each firm an equal opportunity for consideration.

1. GENERAL INFORMATION:

- a. Letter of intent.
- b. Names and Qualifications of Corporate/Company officers/owners.
- c. Company address/locations and other appropriate contact information.
- d. A full description of the proposer’s entity (corporation, partnership, etc.) and identification of all parties including a disclosure of all person or entities having a beneficial interest in the proposal.
- e. If the Proposer is a corporation or limited liability corporation, submit a letter of good standing from the Missouri Secretary of State.
- f. Provide resumes of the on-site manager and other key personnel.

2. EXPERIENCE:

- a. A brief history of the company.
- b. Description of the firm’s prior experience related to airport operations.
- c. Resumes and or description of experience of each key member.

3. OPERATIONS PLAN:

Attach a narrative description of the proposer’s scope of operations setting forth each business activity proposed for the Sikeston Memorial Airport in accordance with the statement of needs/scope of services, and the means and methods employed to operate the airport and FBO in order to provide high quality service to general aviation patrons and the general public. The proposer shall outline specific services in addition to those

outlined within the request for proposals that would be provided to the aviation community as part of the fixed base operations at Sikeston Memorial Airport.

4. EXCEPTIONS

Please list any exceptions or deviation from the scope of services and qualifications as outlined within this request for proposal.

5. PAYMENT FOR SERVICES

Please indicate the monthly fee that would be charged for providing the services as outlined in the proposal to the City of Sikeston. This fee would be in addition to the total revenues generated from leases, fuel sales, and other income producing activities at the Airport.

6. SIGN PROPOSAL

Proposals shall be signed by the authorized representative of the proposer.

7. EXECUTE NON-KICKBACK AND NON-COLLUSION AFFIDAVIT AND NOTARIZE

Proposals must include an executed, notarized Non-kickback and Non-collusion affidavit (attached).

EVALUATION OF PROPOSALS

The following criteria will be used to evaluate proposals:

- Demonstrated understanding of the project;
- Demonstrated ability and experience;
- Quality and completeness of the proposal; and
- Proposed fees.

The City Council will award the contract upon consideration of the Professional Services Committee's recommendation.

- *Bidder's signature MUST appear on this form and accompany the vendor's proposal. Signature of bidder indicates he/she understands and will comply with the terms and conditions set forth within.*

This form must be notarized and returned with vendor's proposal.

**CITY OF SIKESTON
Non-Kickback and Non-Collusion Affidavit**

I, being of lawful age and a duly authorized agent for _____
_____, regarding the attached bid, proposal, or contract with the City of Sikeston, Missouri for
_____, do hereby swear/affirm that this affidavit is true
and correct.

Furthermore, I swear/affirm that neither I, nor the firm, company or corporation, or any other employer for whom I am an authorized agent in this matter, has been a party to any collusion, among bidders or other competitors in restraint of freedom of competition by causing or contributing to cause anyone to refrain from bidding, or by being a party to any agreement or understanding among or between any persons, firms, or corporations to bid at a fixed or determinable price.

Furthermore, I swear/affirm that neither I, nor the firm, company or corporation, or any other employer for whom I am an authorized agent have been a party to any collusion with any city official or employee of the City of Sikeston as to quantity, quality, or price in this prospective bid, contract or proposal; or any other terms of said undertaking; nor have I or we been a party to any discussion between other competitors and any official of the City of Sikeston concerning the exchange of money or other things of value for special consideration in the letting of this bid, proposal or contract.

I do hereby swear/affirm that the work, contractual undertaking, services or materials as described by this invoice or other billing claim has been delivered, completed, or supplied in accordance with the specifications, orders, bids, requests, or contract furnished and executed by the City of Sikeston, Missouri for the above mentioned bid. Furthermore, no consideration, either directly or indirectly, has or will be made to any elected official, officer or employee of the City of Sikeston or any other person, firm or corporation to obtain payment of the claim or to procure the contract or purchase order pursuant to which this claim is made.

Bidder's Signature

Printed Name

Title

