



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

www.sedgwickcounty.org/purchasing

REQUEST FOR PROPOSAL
RFP #15-0100
TWIN COMMANDER AIRCRAFT MODEL 690A MAINTENANCE CONTRACT

October 5, 2015

Sedgwick County, Kansas (hereinafter referred to as "County") desires to contract with a FAA approved repair station, fully equipped and qualified to do maintenance on a Rockwell Twin Commander aircraft for Fleet Management and the Sheriff Office. It is anticipated that an official contract and/or purchase order will be issued after Board of County Commission approval of the recommended proposal. It should be noted, however, that the County cannot guarantee the purchase of the product/services described herein.

Carefully review this Request for Proposal, it provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original and one (1) electronic copy (CD or USB drive) of the entire document with any supplementary materials to:

Kristen McGovern
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CST, November 3, 2015. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award. The time stamp clock in the Purchasing Department will determine the time of receipt.

Proposal responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m., CDT on the due date. No information other than the respondent's name will be disclosed at bid opening.

QUESTIONS and CLARIFICATIONS

All requests for clarifications of the RFP process and document content should be directed to Kristen McGovern at Kristen.McGovern@sedgwick.gov. All questions must be submitted in writing by 5:00 p.m. CDT, October 22, 2015. Answers will be provided in written form as an addendum and will be posted on the County website at www.sedgwickcounty.org/purchasing by October 27, 2015. **Vendors are responsible for checking the web site and acknowledging any addendums on their response form.**

Kristen McGovern
Senior Purchasing Agent

1. ABOUT THIS DOCUMENT

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the County is seeking a solution, as described on the cover page and in the following Background Information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

The nature of this work is for a public entity and will require the expenditure of public funds and/or use of public facilities, therefore the successful proposer will understand that portions (potentially all) of their proposal may become public record at any time after receipt of proposals. Proposal responses, purchase orders and final contracts are subject to public disclosure after award. All confidential or proprietary information should be clearly denoted in proposal responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.

2. GENERAL & BACKGROUND INFORMATION

Sedgwick County, located in south-central Kansas, is the most populous of Kansas' 105 counties with a population estimated at more than 503,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g., public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Currently, Sedgwick County Sheriff Office operates a 1975 Twin Commander Aircraft model 690A.

3. OBJECTIVES

In accordance with the specifications outlined here, it is the intent to receive proposals to provide pricing on the following:

1. Establish contract pricing on 150 hour maintenance inspections
2. Availability of aircraft for the County to use while work is being performed, which current pilots are qualified to fly.
3. Maintenance on engines, airframe and avionics.

4. MINIMUM QUALIFICATIONS

The successful proposer must:

1. Have experience with the equipment, technical ability, personnel and facilities to properly complete, coordinate and administer the contract, if awarded.
2. Have proven ability to provide high quality service(s) and/or product(s) within the specifications, mandatory requirements, miscellaneous instructions and conditions as outlined in this and future related documents.
3. Provide product/services following all applicable federal, state, and local laws, regulations, and ordinances.

5. MANDATORY REQUIREMENTS

The County desires the best services available. The following requirements are provided to assist vendors in understanding the objectives of the County and submitting a thorough response.

1. Vendor must be a FAA approved repair station, fully equipped and qualified to do maintenance on Rockwell International Aircraft and Garret TPE Engines.
2. Must have full access to all pertinent FAA regulations, service manuals, airworthiness directives, and service bulletins, applicable to this aircraft and engines.
3. All work must be performed by licensed A & P mechanics who have a combination of: (a) Attendance at a factory approved maintenance course on the Twin Commander and (b) within the preceding five years, had a minimum of three years active experience working on Twin Commander Series aircraft and Garret TPE engines.
4. The vendor must be able to provide sufficient manpower so as to complete necessary work in a timely manner.
5. Vendor shall have access to parts and supplies to perform all proposed work with minimum down time. Parts shall be PMA certified and conform to the requirements specified in the Twin Commander and Garret TPE maintenance manuals.
6. Must provide airframe parts warranty.
7. Must provide and clarify any applicable FAR compliance requirements.
8. Must be certified/licensed for the types of services specified and proposed, and be able to provide copies of all applicable certifications or licenses to perform the services of this Agreement.
9. Shall have provided services similar to those specified herein for a minimum of five (5) years.
10. Must have the capacity to acquire all required permits and/or insurances.
11. Must provide appropriate supervision and quality control procedures.

6. SCOPE OF WORK

Fleet Management and the Sheriff 's Office has provided a list of known maintenance required on the aircraft, but not limited to, due to unforeseen requirements, which will result in the repairs of the highest quality possible to meet the requirements, and needs of field personnel and the citizens they serve. Please note any additional repairs that are needed but are not listed.

6A. Aircraft Hourly Inspection and Maintenance

1. Schedule and perform all minimum manufacturer required and specified inspections, maintenance, and repairs within five working days per FAA (Federal Aviation Regulations).
2. Provide all labor, material, equipment, supplies, and parts needed to provide manufacturer required routine maintenance, inspection, overhaul, replacement, or upgrading of existing equipment and avionics.
3. Perform all unscheduled maintenance and repairs within 48 hours of notification.
4. If the aircraft is in need of repair and is not able to fly, vendor should have the ability to provide a mechanic/technician to travel to the location of the aircraft and repair the aircraft.
5. Provide information (certifications, licenses, etc.) on those individuals who may be assigned to work on aircraft.
6. Provide a list of all of the firm's clients that own a comparable aircraft and indicate the length of service of each account.
7. Provide a copy of the firm's FAA License and any certificates issued by the aircraft's manufacturer that the firm possesses.
8. Describe the hourly rates that will be charged. Include emergency and overtime rates, airframe labor, avionics labor and engine labor if different.
9. Provide a copy of the manufacturer's published price list and percentage of discount the firm will offer the County for parts. **Please include example with Proposal.**
10. Describe how the County will be charged for work completed.
11. Provide single point of contact for duration of the contract.
12. Provide any other information that the County should consider in evaluating the proposal.

6B. Optional: Aircraft Lease

1. Provide aircraft, on rental basis, during proposed maintenance. Preference would be a Commander 690A model or newer, which County pilots are qualified to fly.
2. Provide pricing for the following:
 - a. Per flight hour dry rate
 - b. Hanger fees
 - c. Fuel
 - d. Insurance
 - e. Pro rated portion of 150 hour inspection
3. Provide insurance requirements regarding the lease.

7. SELECTION CRITERIA

The selection process will be based on the responses to this Request for Proposal and any interviews required verifying the ability of each short listed proposer to provide services in accord with this document. A committee will evaluate each proposer’s response as determined by meeting the following criteria (ranked in no particular order):

- Demonstrate clearly and completely your ability and capacity to meet all Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal
- Meeting or exceeding all provider qualification/mandatory requirements and specifications as outlined herein; and
- Proposing the services described herein with the most advantageous, overall cost, and methodology to the County
- Price
- Warranty

Those submitting a proposal do so entirely at their expense. There is no expressed or implied obligation by Sedgwick County to reimburse any individual or firm for any cost incurred in preparing or submitting proposals, providing additional information when requested by Sedgwick County or for participating in any selection interviews.

County reserves the right to reject any proposal, determine any irregularities, and make final determination for award.

No negotiations, decisions, or actions will be initiated by any firm as a result of any verbal discussion with any County employee during the request for proposal process. Sedgwick County reserves the right to select the service(s) and/or provider(s), and subsequently recommend for award, the proposed services that best meets required needs, quality levels, and budget constraints.

8. TENTATIVE TIMELINE

The following dates are provided for information purposes and are subject to change without notice. Contact Brandy McCune or Angee Sisco Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	October 5, 2015
Clarification, Information and Questions submitted in writing by 5:00 p.m. CST	October 22, 2015
Addendum Issued	October 27, 2015
Sealed bids due before 1:45pm CST	November 3, 2015
Evaluation Period	Nov. 16- Dec. 2
Board of Bids and Contracts Recommendation	December 3, 2015
Board of County Commission Award	December 9, 2015

9. INSURANCE REQUIREMENTS

Worker’s Compensation:	
Applicable State Statutory Employer’s Liability	
Employer’s Liability Insurance:	\$100,000.00
Contractor’s Liability Insurance:	
Form of insurance shall be by a Commercial General Liability and include Automobile comprehensive/liability	
Bodily Injury:	

Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury:	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability-Owned, Non-owned and Hired	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	\$500,000.00
Professional Liability	\$500,000.00
Hangarkeepers Liability-Direct Primary	
	\$1,000,000.00 each aircraft
	\$1,000,000.00 each occurrence
Non-Owned Aircraft Liability	\$1,000,000.00
Non-Owned Physical Damage Coverage	\$1,000,000.00

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

10. INDEMNIFICATION

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

11. TERMINATION

The County reserves the right to cancel the contract and discontinue services with a ninety (90) day written notice as a result of the failure of the contracted provider to provide acceptable services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources. In the event of termination of this agreement as a result of a breach by contractor hereunder, the County will not be liable for any fees and may, at its sole option, award an agreement for the same services to another qualified firm with the best proposal, or call for new proposals and award an agreement for the same services to another qualified firm to provide services.

12. GENERAL CONTRACT PROVISIONS

http://www.sedgwickcounty.org/purchasing/General_Contractual_Provisions_2015.pdf

13. PROPOSAL CONDITIONS

<http://www.sedgwickcounty.org/purchasing/RfqRfq/rfpcnd.pdf>

14. PROPOSAL CONTENT

The proposal response should be organized in the following format and information sequence:

1. State full name and address of your organization and provide a brief description of your firm, including qualifications, experience, and depth of staff, quality control, and the demonstration of your ability to deliver a quality product.
2. Provide a list of four (4) past or current client references; include organization, address, date of services, scope of services/product, contact person, telephone number, and an email address.
3. Clearly address in sequential order each of the minimum qualifications listed in Section 4.
4. Clearly address in sequential order each of the mandatory requirements listed in Section 5.
5. Clearly address in sequential order each of the minimum requirements/specifications listed in the scope of work in section 6. *Proposers must clearly delineate and describe in detail any exceptions to the requirements and specifications.*
6. Provide complete warranty information.
7. Provide copy of insurance certificate.
8. Sign and return the completed Proposal Response Form that is provided on page 10.
9. List hourly rate for airframe and in-house engine maintenance.
10. List hourly rate for avionics maintenance.
11. List standard 150 hour inspection costs including parts and labor which do not include incoming squawks, service bulletins or unscheduled repairs.
12. List time required to complete 150 hour inspection.
13. List what services are done in house as opposed to out sourcing. i.e. prop overhaul, gear overhaul, starter generator overhaul, hot sections, etc.
14. Describe the parts mark up methodology and provide an example of how it will be billed. Please describe in detail the billing. Provide an example of how pricing is figured using unit cost.
15. Describe your parts inventory on common parts.
16. Describe your process, hourly rate for AOG aircraft.
17. Describe maintenance experience with Twin Commander 690A.

15. PRICING INFORMATION

Please provide pricing for all items listed in Section 6 of this RFP. Prices shall include all freight/delivery charges. Please be sure to note any additional charges that may apply.

6E. Aircraft Hourly Inspection and Maintenance**

- 1. Rate for airframe and in-house engine \$ _____
- 2. Rate for avionics \$ _____
- 3. Standard 150 hour Inspection including parts and labor* \$ _____

*Does not include squawks (crew issues and comments), service bulletins or unscheduled repairs

- 4. Time required to complete 150 hr. inspection: _____

****Note: Term of this contract would be two (2) year with two (2) one (1) year options to renew.**

6F. Optional: Aircraft Lease

Provide aircraft, on rental basis, during proposed maintenance. Preference would be a Commander 690, or Cessna 441, which County pilots are qualified to fly.

- 1. Provide pricing for the following:
 - a. Per flight hour dry rate \$ _____
 - b. Hanger fees \$ _____
 - c. Fuel \$ _____
 - d. Insurance \$ _____
 - e. Pro rated portion of 150 hour inspection \$ _____
- 2. Please provide insurance requirements regarding the lease.

PROPOSAL RESPONSE FORM
RFP #15-0100
TWIN COMMANDER AIRCRAFT MODEL 690A MAINTENANCE CONTRACT

The undersigned, on behalf of the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the Proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ E-MAIL _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

LLC _____ LLP _____ Not For Profit Corporation _____ Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority Owned Business: _____ Minority-Owned Business: _____ Certification # _____

African American _____ Asian _____ Hispanic _____ Native American _____ Other _____ Woman-Owned Business _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp.

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____