

**WHITESIDE COUNTY AIRPORT
REQUEST FOR PROPOSAL**

The Whiteside County Airport is requesting proposals to fill the County Airport's needs as outlined below. Please read this entire package and submit your proposal in accordance with these instructions. Proposals improperly prepared and submitted may be rejected.

DESCRIPTION OF PROJECT: The Whiteside County Airport is requesting proposals for Airport Manager Services and a Fixed-Base Operator(FBO) to provide multiple aeronautical services.

GENERAL SPECIFICATIONS:

SEND PROPOSALS TO: County Administrators office, Rm 102
Whiteside County Courthouse
200 East Knox Street
Morrison, IL 61270-2819

CONTAINER: Sealed Envelope

CONTAINER IDENTIFICATION: Lower Left-Hand Corner
"Proposal for Airport FBO/Manager"

SUBMIT: Signed Original and 1 Copy

PROJECT CONTACT: Joel Horn
County Administrator
(815) 772-5100 8:30 am - 4:30 pm

DATES:

ISSUE DATE: Friday, July 14th, 2017

DUE DATE & TIME: Monday, August 14th, 2017 at 12:00 pm
County Administrators office, Rm 102
Whiteside County Courthouse, Morrison, IL

OPENING: Monday, August 14th, 2017 at 1:00 pm
Room 108
Whiteside County Courthouse, Morrison, IL

Provisions: Whiteside County Airport retains the right to reject any or all proposals, to waive technicalities, and accept the proposal which they believe to be the most advantageous to the airport.

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WHITESIDE COUNTY AIRPORT
ADVERTISEMENT FOR PROPOSAL

The Whiteside County Airport hereby requests written proposals for Airport Manager Services and a Fixed-Base Operator(FBO) to provide multiple aeronautical services.

Information may be obtained via the internet at www.whiteside.org , or by contacting the County Administrators office, Rm 102, Whiteside County Courthouse, 200 East Knox Street, Morrison, IL between the hours of 8:30 am and 4:30 pm Monday through Friday (excluding legal holidays).

For further information, please contact: County Administrators office, Rm 102
Whiteside County Courthouse
200 East Knox Street
Morrison, IL 61270-2819
(815) 772-5100

DUE DATE & TIME: Monday, August 14th, 2017 at 12:00 pm
County Administrators office, Rm 102
Whiteside County Courthouse, Morrison, IL

Publish On: Saturday, July 15th, 2017.
Certificate of Publication required.

Send Invoice and Certificate of Publication to: County Administrators office, Rm 102
Whiteside County Courthouse
200 East Knox Street
Morrison, IL 61270-2819

AIRPORT MANAGER SERVICES

1. Subject to the direction of the Board, the Manager is hereby given full power and authority by the Board to supervise and oversee any and all aeronautical activities at the Airport, including both flight and ground activities, and including enforcement of the "Rules and Regulations" and the "Leasing Standards" currently in effect or hereafter adopted and interpreted by said Board, the State of Illinois, or the United States of America.
2. The Manager shall be thoroughly familiar with all Federal Aviation Regulations applicable to operation of the Airport including Parts 139 and 153 and he shall be primarily responsible for implementation of such regulations and all Airport Certification Specifications and inspections.
3. The Manager shall take any and all actions necessary to protect the property of the Whiteside County Airport.
4. It is understood that the Manager shall have the right and duty to close the Airport to air traffic if he deems that an emergency exists which makes such action necessary and that under such circumstances he will properly mark the facility giving prescribed warning to aircraft in flight of the closed condition.
5. The Manager shall make periodic inspections of all Whiteside County Airport property and premises including those leased to tenants to insure that the tenants are adhering to the terms of leases and requirements of insurance carriers of the Board.
6. The Manager shall regularly inspect all runways, taxiways, and ramp areas with reference to matters affecting safety of operations, including the need for repair and maintenance thereof. The Manager shall regularly check and inspect all runway approach and transition slopes to ascertain that they are free from obstructions.
7. The Manager shall perform regular checks for damage and shall repair or replace bulbs and otherwise supervise repairs or maintenance of all runway, taxiway, ramp lighting, the rotating beacon, approach lights, wind sock and lights and obstruction lights.
8. The Manager shall be responsible for Fire Safety. The Manager shall perform regular inspections of and maintain fire extinguishers and other fire equipment in conjunction with the Rock Falls, Illinois Fire Department.
9. The Manager shall be responsible for supervising and instructing all employees hired, all contractors, sub-contractors and all other persons working on the Airport premises to insure aviation safety in the performance of all types of Airport construction and maintenance, grass mowing or snow removal operations on the Whiteside County Airport. The Manager shall be responsible for all aviation safety and shall coordinate construction with engineers, FAA, IDA and other entities involved to insure safe operations.
10. The Manager shall be responsible for supervision of the leasing of Airport properties including the T-Hangar spaces and shall maintain accurate hangar rent receipt books. The Manager shall be responsible for enforcement of Airport rules and regulations and leasing standards as such rules may apply to all Airport tenants and all persons providing aeronautical services to the public, to insure that such rules and leasing standards are maintained and the Board receives its proper fees and rentals.

11. The Manager shall perform all Airport mowing and grass cutting and shall perform all snow plowing to insure that runways, taxiways, aprons and access roads are cleaned in a safe, thorough, timely and expeditious fashion. Mowing and snow removal shall be performed according to the standards and directions set by the Airport Management Committee. It is expected that the Manager shall perform all routine maintenance services on buildings of the Airport such as adjusting door heights and oiling doors as part of the routine maintenance.
12. The Manager shall perform all regular and routine maintenance of equipment and tenant hangars owned by the Board and shall maintain maintenance logs and checklists as the Airport Management Committee may require. The Manager shall attend the monthly Board meetings and shall make recommendations to the Airport Board for extraordinary repairs or maintenance he cannot perform and for replacement or addition of equipment.
13. The Manager shall direct all extraordinary Airport maintenance and construction the Manager cannot perform himself such as repair of plumbing, sewers, electrical circuits, fencing construction, buildings, lighting, heating systems, etc., and the Manager may authorize such repairs in accordance with the directions and purchase limitations provided by the Airport Board or specifically delegated to the Airport Management Committee from time to time. The Manager shall follow all bidding procedures and other policies established by the Board or otherwise set by statute.
14. The Manager shall represent the Board at construction meetings, meetings with FAA, Illinois Department of Transportation personnel and other Airport related meetings at such times and places as the Board may request.
15. The Manager shall be responsible for the protection of the equipment of the Airport and for maintaining and keeping current an equipment inventory. The Manager shall work in cooperation with the agents and employees of any airline service, if applicable, to afford the public the best possible air freight and passenger services; the Manager shall also maintain property and equipment maintenance log books.
16. The Manager shall develop short and long range goals for the Airport and present them to the Board at least annually. The Airport Manager understands and agrees that the Board shall evaluate his performance from time to time on the basis of performance of all of Airport Manager's obligations under this contract.
17. Other services as directed by the Board.
18. It shall be the duty and responsibility of the Airport Manager to control and maintain order on said Airport and keep it in a clean and orderly condition and in good repair, normal wear and tear, acts of God, and accidental damage excepted.
19. A contract for services shall be executed by the President following its approval by the Airport Board at a regularly scheduled or special Board meeting following proper public notification. Contracts resulting from this Request for Proposal may be subject to extensions by mutual agreement, as may be approved by the Airport Board, per the terms and conditions resulting from this Proposal.

FIXED-BASE OPERATOR SERVICES

1. Operator shall establish and offer the following multiple services during the lease term:

- Air Frame and/or Power Plant Repair
- Aircraft Rental
- Flight Training
- Aircraft Fuel and Lubricant Dispensing

Minimum Operating Hours as follows:

Hours of Operation - 8:00 a.m. - 4:00 p.m. - seven days per week
(Closed New Year's, Christmas and Thanksgiving Day).

Maintaining fuel services - 8:00 a.m. - 4:00 p.m.

Operation of the Unicom - 8:00 a.m. - 4:00 p.m.

2. Operator shall supply emergency fueling service after the normal operating hours required of fixed-base operators as provided in the Airport Leasing Standards, such service to be provided at the request of aircraft operators requesting such fueling services, without additional charges being required for such services except the Operator may charge up to \$100.00 for fueling service after the hours of service provided in this paragraph and may require a minimum purchase of not less than twenty five (25) gallons for such emergency fueling service.
3. Operator shall operate, during normal business hours, the UNICOM service as directed and required by the Board.
4. Operator covenants and agrees to maintain Building C and Terminal Building in a neat and clean condition, including the restrooms.
5. Operator shall provide access to available services at all times to all military aircraft of the United States, and that of its allies and the State of Illinois.
6. Operator shall require at least one of its managers, executive officers, or responsible agents (whatever title he may have) to maintain a residence within a ten (10) mile radius of the Airport.
7. The Operator shall ensure safe and efficient aircraft operations on the Airport.
8. Operator shall maintain the fuel pumps in good repair. No improvements or Board-owned equipment can be removed from the demised premises without the express permission of the Board.
9. Employment of the appropriate number of properly trained and/or certified personnel to provide satisfactory FBO service.
10. Maintenance and servicing of courtesy car.
11. A contract for services shall be executed by the President following its approval by the Airport Board at a regularly scheduled or special Board meeting following proper public notification. Contracts resulting from this Request for Proposal may be subject to extensions by mutual agreement, as may be approved by the Airport Board, per the terms and conditions resulting from this Proposal.

QUALIFICATIONS

1. To be eligible for consideration for the RFP, the Bidder must meet the following minimum qualifications:
 - a. A minimum of five (3) years prior experience in the FBO business or an aviation commercial enterprise, or substantial equivalent.
 - b. Financial capability to operate the FBO.
2. Term of Agreement - Successful bidder must submit options for a one year and three year agreement.
3. General Obligations - The successful Bidder must be an active legal entity, licensed to do business in the State of Illinois, within thirty (30) days of approval of the agreement by the Airport.
4. Bidder must be bonded. Winning bidder will be required to submit to a background check.

INSTRUCTIONS TO VENDORS

1. RESPONSIBILITIES:

- a. It is the responsibility of the Vendor to thoroughly examine and familiarize themselves with all aspects of the proposed project, including Deadlines, Site Locations and Any Special Requirements.

2. INTERPRETATIONS:

- a. No oral interpretations made to any vendor will be binding.
- b. Requests for interpretations or changes must be made in writing to the County Administrators office seven (7) or more working days prior to the published deadline date.

3. INSPECTION OF SITE:

- a. Property viewing by will be held July 27th at 10 am.

4. GENERAL INFORMATION

- a. Names and qualifications of corporate/company officers/owners.
- b. Company address/location(s) and other appropriate contact information.
- c. A brief history of the company.
- d. A full description of the Bidder's entity (corporation, partnership, etc.) and identification of all parties including a disclosure of all persons or entities having a beneficial interest in the proposal.

5. BUSINESS PLAN

- a. Operations Plan: Attach a description of the Bidder's scope of operations, setting forth each business activity proposed, and the means to be employed to operate the FBO in order to provide high quality service to general aviation patrons and the general public. Include proposed fees and charges for providing the services provided.
- b. Management Structure and Operating Personnel Schedule: Attach a description of the Bidder's proposed management hierarchy and operating personnel schedule and salary structure of each. Proposed job titles and descriptions should be included.
- c. Marketing Program: Attach a description of the marketing program Bidder would propose to use in attracting new general aviation activity to the FBO.
- d. Other: Include a description of any alternative revenue streams or additional customers services not included in this RFP that the Bidder proposes (and will be negotiated with the Airport Board).

6. OTHER INFORMATION

- a. Bidder may provide other relevant information to support their qualifications to provide the services described herein.
 - b. Bidder should describe anticipated capital investment to be made in the FBO facility upon execution of the lease, if any.
7. REFERENCES- Provide contact information for three individuals that have had experience with the Bidder's company.
8. COMPLIANCE WITH PREVAILING WAGE ACT: All contracts for the construction of Public Works are subject to the Illinois Prevailing Wage Act(820 ILCS 130/1-12). The awarded bidder agrees to submit a U.S. Department of Labor's payroll/wage form with each submission for reimbursement.
9. METHOD OF SUBMISSION:
- a. There shall be a single submission for each proposal remitted. Alternatives may be submitted, but must be in the form of a separate proposal.
 - b. Proposals must include one signed original and one copy.
 - c. Proposal documents shall be enclosed in a sealed envelope. The envelope shall be labeled clearly "Proposal for the Airport FBO/Manager" in the lower left hand corner.
 - d. Multiple Proposals from a single vendor may be enclosed in a single envelope.
 - e. Whiteside County Airport retains the right to reject any or all proposals, to waive technicalities, and accept the airport which they believe to be the most advantageous to the County Airport.

ADDENDUMS

Liability and Indemnification

1. The Whiteside County Airport Board and Whiteside County Board will be shown as additional insureds, including waiver of Subrogation. Such coverage shall be primary and non-contributory.
 - a. Commercial General Liability including Products/Completed Operations and personal and advertising injury.
 - i. Each Occurrence: \$1,000,000
 - ii. Aggregate: \$2,000,000
 - b. Commercial Umbrella Liability Coverage with a \$4,000,000 limit. However, limits may be adjusted depending upon the size and scope of the agreement. If the above insurance is written on a claims made form, it shall continue for three years following termination of the agreement and shall provide for a retroactive date of placement prior to or coinciding with the effective date of the agreement.
2. Commercial Automobile Liability for Owned, Non-Owned, and Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence(including usage on airport premises).
3. Workers' Compensation: as required under Illinois Law including owners or partners who are active in the business. For Leased Workers, the County shall be named as an Alternate Employer. A Waiver of Subrogation is required.
4. Hangarkeeper's Legal Liability Insurance:
 - i. Each Occurrence: \$250,000
 - ii. Aggregate: \$500,000