

CITY OF MORRISTOWN, TENNESSEE



REQUEST FOR PROPOSAL (RFP):

Morristown Regional Airport: Hangar Lease

June 27, 2018

City of Morristown

Incorporated 1855



June 27, 2018

To Whom It May Concern:

The City of Morristown is accepting proposals for the lease of a prefabricated metal hangar located at the Morristown Regional Airport. The hangar will be leased for the purpose of aircraft storage. Minimum qualifications and selection criteria along with terms and conditions are enclosed.

The deadline for proposers to submit questions regarding this Request for Proposal is noon on July 12, 2018. Questions should be remitted directly to me via e-mail at the following address: jbarnard@mymorristown.com. The answers to these questions will be posted on the City of Morristown's website at www.mymorristown.com/departments/purchasing/index.php by 5 p.m. on Friday, July 13, 2018.

Proposal must be submitted to my attention in the Finance Department by 10:00 a.m. on Tuesday, July 24, 2018 at which time they will be opened. Your interest in leasing a hangar for the storage of your aircraft at Morristown Regional Airport is appreciated.

Sincerely,

Joey Barnard, CGFM, CFE, MBA
Assistant City Administrator

Enclosures

INVITATION FOR REQUEST FOR PROPOSAL

Finance Department
100 West First North Street
Morristown, TN 37814

INTRODUCTION

The City of Morristown is requesting proposals from qualified candidates for the lease of a prefabricated metal hangar located at the Morristown Regional Airport.

Proposer shall return Request for Proposal in **SEALED** envelope to:

City of Morristown
Attn: Joey Barnard, Assistant City Administrator
100 West First North Street
Morristown, TN 37814

Public opening of the Request for Proposal will be held at the address below at the deadline date and time designated in the Invitation for Request for Proposal.

DATE ISSUED:	Wednesday, June 27, 2018
RFP TITLE:	Hangar Lease
RFP DEADLINE DATE & TIME:	Tuesday, July 24, 2018; 10:00 a.m. Eastern Time (local prevailing time)
RFP OPENING LOCATION:	Morristown City Center, Training Room, 1 st Floor
INSPECTION DATE:	Monday, July 9, 2018 at 10:00 – 12:00 p.m. Eastern Time (local prevailing time)
RFP CONTACT:	Joey Barnard, Assistant City Administrator
CONTACT PHONE:	423.585.4614
CONTACT EMAIL:	jbarnard@mymorristown.com

Signature of Authorized Representative: _____

Name of Company: _____

TERMS AND CONDITIONS

1. **REQUIREMENTS FOR SEALED PROPOSAL SUBMISSION.**
 - a. COMPLETE, UNBOUND, ORIGINAL, sealed proposal.
 - b. Complete and original request for proposal with “Proposer Initial” completed by authorized representative.
 - c. All proposals shall be submitted SEALED, envelope clearly marked with the proposal name, date, and time ON THE OUTSIDE OF THE SEALED ENVELOPE.
 - d. Copy of Firm’s IRS W-9 Form.

2. **PROPOSALS RECEIVED ON TIME.** Proposals and amendments thereto, if received by the City of Morristown’s Finance Office after the date and time specified for opening, will not be considered. It will be the responsibility of the PROPOSER to see that the proposal is received by the City of Morristown’s Finance Office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic, and verbal proposals will not be accepted. Any proposal received after the opening date and time will remain unopened and on file. The City of Morristown will not be responsible for proposals received late because of delays by a third party delivery service, i.e., U.S. Mail, UPS, Federal Express, etc.

3. **TAX EXEMPT.** The City of Morristown is a tax exempt entity. The successful vendor will be provided with an executed copy of tax exempt form.

4. **ANTI-COLLUSION.** The proposer certifies by signing this document that the proposal is made without prior understanding, agreement, or accord with any person submitting a proposal for the same services and that this proposal is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.

5. **AWARD IN WHOLE OR IN PART.** The City of Morristown reserves the right to: award by item, groups of items, or total proposal; to reject any and/or all proposals in whole or in part, and to waive any informality if it is determined to be in the best interest of City of Morristown.

6. **OPEN RECORDS ACT.** Once the proposal document is submitted to the City of Morristown and is opened, it constitutes a public record and is subject to open records requests pursuant to the Tennessee Open Records Act.

7. **PAYMENT TERMS.** The City of Morristown pays from monthly statements for services rendered. Payments are made within 15 days of the previous month’s statement being received in the City of Morristown’s Finance Office.

8. **RECEIPT DOES NOT CONSTITUTE AWARD.** Receipt of your proposal by the City of Morristown is not to be construed as an award for services.

9. **AVAILABILITY OF FUNDS.** Obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.
10. **AUTHORIZED SIGNATURE.** All proposals must be signed by an authorized, responsible officer or employee having the authority to enter into contracts. Obligations assumed by such signature must be fulfilled.
11. **NO SUBMISSION.** If you choose to not respond to this sealed proposal request, advise City of Morristown of your intent and state the reason. Failure to do so may risk removal of your name from our mailing list/e-mail list.
12. **KNOWLEDGE OF LAWS AND REGULATIONS.** The proposer agrees that all applicable Federal, State and Local laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction shall apply to the contract throughout and they will be deemed to be included in the contract the same as though written in full. The proposer shall observe and comply with all such laws, ordinances, and regulations and shall protect and indemnify the City of Morristown and its representatives against any claim or liability arising from or based on any violations of the same, whether by the proposer, the proposer's subcontractors, suppliers, or others by the proposer or the employee of any of them.
13. **DRUG-FREE WORKPLACE.** The proposer understands that the City of Morristown operates a drug-free workplace program. Any good or service provided to the City of Morristown by the proposer must comply with all State and Federal drug-free workplace laws, rules and regulations. The proposer agrees to comply by the execution of the "Proposer Initial" located at the bottom of the page.
14. **DIRECT CONTACT PROHIBITED.** Direct contact with City Departments other than the City of Morristown's Finance Office representatives on the subject of this proposal is expressly forbidden except with the foreknowledge and permission of the City of Morristown Finance's Office.
15. **NON-DISCRIMINATION.** During the performance of this contract, the proposer agrees as follows: he/she will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by federal or state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the proposer. The proposer agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
16. **RIGHT TO WITHDRAWAL.** Proposers have the right to request withdrawal of their proposals from consideration due to error by giving notice at any time before and not later than two (2) days after proposals are publicly opened.
17. **ORIGINAL PROPOSAL DOCUMENT.** The original proposal document maintained by the City of Morristown's Finance Office shall be considered the official copy document.

18. **CLOSED FOR BUSINESS.** If the City of Morristown is closed for business at the time scheduled for the proposal opening, for whatever reason, sealed proposals will be accepted and opened on the next business day of the City, at the originally scheduled hour.
19. **PROPOSAL APPROVAL BY LEGISLATIVE BODY.** The proposal awarding must be approved by the City of Morristown, City Council.
20. **REFERENCE TO BRAND NAMES.** Any reference to brand names, trade names, model numbers, catalog numbers or other descriptions peculiar to any item is made to establish a required level of quality and functional capabilities and is for reference only; it is not intended to exclude other products of that level. Please include with proposal any specifications, brochures, catalogs, etc., or other data as will provide adequate basis of determining the quality and functional capabilities of the product offered if applicable.
21. **VENDOR POOR PERFORMANCE.** The City of Morristown may cancel the contract with the vendor at any time for vendor poor performance. Cancellation shall not release the vendor from legal remedies available to the City of Morristown.
22. **FORCE MAJEURE.** The City of Morristown or proposer shall not be liable for any failure of or delay in the performance of this contract for the period that such delay or failure is due to causes beyond reasonable control, including but not limited to acts of God, labor disputes, government orders or any other force majeure event.
23. **PURCHASE ORDERS.** The City of Morristown utilizes purchase orders for ordering goods and/or services. An order may not be fulfilled without a purchase order number from the City of Morristown.
24. **ADDENDA.** In the event that it becomes necessary to revise any part of this proposal, written addenda will be issued. Any and all addenda will be numbered in sequence, dated as of the date of issue, and sent via fax or email to all prospective proposers. The proposer shall acknowledge receipt of each addendum by signing in the space provided on the issued addendum and by submitting all addenda with their proposal.
25. **PAST PERFORMANCE.** If it is determined to be in the best interest of the City of Morristown, the City reserves the right to reject any proposal based on unsatisfactory past performance.
26. **IRAN DIVESTMENT ACT.** By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each part thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to TCA 12-12-106.
27. **QUESTIONS.** All questions shall be directed to the proposal contact listed on the first page of this document unless otherwise stated. All communication shall be received by email to jbarnard@mymorristown.com.

VENDOR INFORMATION and ANTI-COLLUSION STATEMENT

Please print or type clearly. Complete each section entirely and verify for accuracy.

By signing this form the proposer agrees that he/she has not divulged to, discussed, or compared his/her RFP with other proposers and has not colluded with any other proposer or parties regarding the RFP whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service and or materials. Any such violation will result in the cancellation and/or return of material (as applicable) and the removal from the RFP list and could constitute a felony and result in a fine, imprisonment, as well as civil damages.

In compliance with this Invitation for Request for Proposal, and subject to all the conditions thereof, the undersigned offers, if this RFP is accepted, to furnish any or all of the items and/or services as described herein. The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFP, and is authorized to contract on behalf of the firm named below. This form must be signed personally by the proposer or the proposer's authorized agent. All signatures must be original and not photocopies.

COMPANY NAME:	
CONTACT PERSON:	
CONTACT PERSON TITLE:	
SIGNATURE OF AUTHORIZED REPRESENTATIVE:	
FEDERAL TAX ID # (or Social Security #, if applicable)	
STREET ADDRESS:	
STREET ADDRESS:	
CITY, STATE, ZIP:	
TELEPHONE NUMBER:	
FAX NUMBER:	
EMAIL:	
DATE:	

**By signing this form, the proposer signifies understanding and agreement with the City of Morristown's Terms and Conditions.

EXCEPTIONS

Proposer MUST sign the appropriate statement below, as applicable.

Proposer understands and agrees to all terms, conditions, requirements and specifications stated herein. **NO EXCEPTIONS ARE TAKEN.**

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	

Proposer takes exception to the following terms, conditions, requirements and specifications stated herein.

FIRM NAME:	
AUTHORIZED REPRESENTATIVE: (printed)	
AUTHORIZED REPRESENTATIVE: (signature)	
DATE:	
EXCEPTIONS TO NOTE:	

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed “Non-Responsive”, risking the rejection of their submittal.

OVERVIEW

The City of Morristown (hereinafter “City”) has a municipal airport that is operated by the Morristown Municipal Airport Commission (hereinafter “Commission”). The City and the Commission are seeking proposals from interested parties for the lease of a prefabricated metal hangar located at the Morristown Regional Airport. The hangar will NOT be utilized as a general storage facility. The hangar will be leased for the storage of aircraft and used for aviation purposes only.

GENERAL DESCRIPTION

A. Building:

The prefabricated metal hangar is securely located inside the airport’s perimeter chain-link fence. Vehicle entry to the hangar is obtained by entering through an electric gate that is controlled by keypad. An asphalt vehicle parking area is located adjacent to the hangar. The outside dimensions of the hangar measure eighty (80) feet long by sixty (60) feet wide (80x60) for a total of 4,800 square feet. Entry into the hangar area is gained via a 16’ electrically operated bi-fold door that allows for a 16’ opening with 14.5’ of height clearance. Additionally, there is an entry door that allows access into the hangar area. This area has lighting and gas heat. A kitchenette area is included within the hangar with its own entry door. The kitchenette area measures twelve (12) feet long by twelve (12) feet wide. A restroom is located on the first level. The taxi way and runway are accessible from the hangar via a taxi lane. Please see GIS map that is included herein as Exhibit A for location of hangar. The proposer will be responsible for general ground maintenance that will be detailed in the executed lease agreement.

B. Utilities:

The proposal that is selected for the lease will ultimately be responsible for establishing utility service directly with the utility service provided. The utilities servicing the hangar are as follows:

- AT&T: telecommunications and internet
- Atmos Energy: natural gas
- Charter Communications: telecommunications, cable, and internet
- City of Morristown: refuse
- Morristown Utility Systems: electrical, water, and sanitary sewer
- Morristown Fibernet: telecommunications, cable, internet

C. Term

Upon approval of the selected proposal, the Commission is seeking an initial contract period that will cover approximately three (3) years. The initial term of the lease will commence upon approval of the Commission and the City Council and will end on June 30, 2021. Thereafter, the lease may be extended for an additional three-year term. Complete details related to the term of the lease will be included in the lease contract that is executed with the selected proposer.

D. Insurance

- a. Liability Coverages – The Successful Proposer shall furnish at his/her own expense and keep in full force during the terms of this contract the following coverages which shall list the City as an additional insured:
 - Insurance covering bodily injury in the minimum sum of \$1,000,000 for each occurrence
 - Insurance covering property damage in the minimum sum of \$1,000,000 for each occurrence, \$2,000,000 aggregate.
- b. Certificates of Insurance – Upon award, the Proposer shall provide to the City complete certificates of insurance to meet the above requirements. Policies shall be endorsed to provide the City at least 30 days written notice of reduction, cancellation or intent not to renew coverages as called for above. If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the Successful Proposer must cease work on this proposal.

PROPOSAL FORMAT

The proposal shall be styled at the discretion of the submitter. However, at a minimum it must address these areas:

1. Proposed use and need for hangar including how the use will benefit the area's aviation community;
2. Expected annual fuel purchases from the Morristown Regional Airport's fixed based operator; and
3. Expected annual operations (takeoffs and landings) by aircraft type.

SELECTION CRITERIA

Proposals will be evaluated based on the evaluation criteria described below, as well as on any proposed fees for the services offered. The City and its' Municipal Airport Commission may conduct such investigations as deemed necessary to establish the responsibility and qualifications of the Proposer. The City will contract directly with the respondent that is selected.

Item:	Point Value (Maximum)
Proposed rent and estimated fuel sales	50 points
Proposals benefit to area's aviation community	25 points
Expected annual operations	15 points
Thoroughness of response	10 points
TOTAL Points Available	100 points

LEASE

The City and Commission desire to enter into a three-year contract as detailed in this document. In addition to the monthly lease payments as detailed herein, a security deposit of \$5,000 (two months' rent) will be required. Proposer shall state a **monthly** lease payment for each year defined below. The City and Commission have determined that the proposed minimum lease payment must be at least \$2,500 per month.

Proposed Monthly Rental Amount

Fiscal Year Ended June 30, 2019 _____

Fiscal Year Ended June 30, 2020 _____

Fiscal Year Ended June 30, 2021 _____

Explanation: _____

REQUEST FOR PROPOSAL SCHEDULE (all times are Eastern Standard Time)

Let out RFP	Wednesday	June 27, 2018
Inspection Date	Monday – 10:00 a.m. to 12:00 p.m.	July 9, 2018
Question cut off	Thursday – 12:00 p.m.	July 12, 2018
Posting response of all questions	Friday – 5:00 p.m.	July 13, 2018
RFP response submitted	Tuesday – 10:00 a.m.	July 24, 2018
RFP evaluated and approved by Commission	To be determined	
Recommendation to City Council for approval	Tuesday – 5:00 p.m.	August 7, 2018
Contract Begins	Wednesday	August 8, 2018

THE CITY OF MORRISTOWN, TENNESSEE
COMPANY/CONTRACTOR AFFIDAVIT FORM
Conflict of Interest Statement

THE AFFIANT STATES TO CITY OF MORRISTOWN, TENNESSEE:

I (WE) HEREBY CERTIFY THAT IF THE CONTRACT IS AWARDED TO OUR FIRM THAT NO MEMBER OR MEMBERS OF THE GOVERNING BODY, ELECTED OFFICIAL OR OFFICIALS, EMPLOYEE OR EMPLOYEES OF SAID CITY OF MORRISTOWN, TENNESSEE, OR ANY PERSON REPRESENTING OR PURPORTING TO REPRESENT CITY OF MORRISTOWN, TENNESSEE, OR ANY FAMILY MEMBER INCLUDING SPOUSE, PARENTS, CHILDREN OF SAID GROUP, HAS RECEIVED OR HAS BEEN PROMISED, DIRECTLY, OR INDIRECTLY, ANY FINANCIAL BENEFIT, BY WAY OF FEE, COMMISSION, FINDER'S FEES OR ANY OTHER FINANCIAL BENEFIT ON ACCOUNT OF THE ACT OF AWARDING AND/OR EXECUTING THE CONTRACT.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS FULL AUTHORITY TO BIND THE COMPANY AND THAT HE/SHE HAS PERSONALLY REVIEWED THE INFORMATION CONTAINED IN THIS REQUEST FOR QUALIFICATIONS (RFP), INCLUDING ALL ATTACHMENTS, ENCLOSURES, APPENDICES, ETC. AND DO HEREBY ATTEST TO THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS RFP, INCLUDING ALL ATTACHMENTS, ENCLOSURES, EXHIBITS, ETC.

THE UNDERSIGNED ACKNOWLEDGES THAT ANY MISREPRESENTATION WILL RESULT IN IMMEDIATE DISQUALIFICATION FROM ANY CONTRACT CONSIDERATION.

THE UNDERSIGNED FURTHER RECOGNIZES THAT THE CITY OF MORRISTOWN CITY COUNCIL HAS THE RIGHT TO MAKE THE CONTRACT AWARD FOR ANY REASON CONSIDERED IN THE BEST INTEREST OF CITY OF MORRISTOWN.

This certification shall be included with the RFP. Failure of this properly executed document to be included with the proposal shall render the proposal as incomplete and void.

COMPANY NAME _____

NAME (PRINT) _____ PHONE _____

TITLE _____ FAX _____

SIGNATURE _____ DATE _____

.....

(TO BE COMPLETED BY NOTARY)

STATE OF: _____

COUNTY OF: _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing for the purposes therein contained.

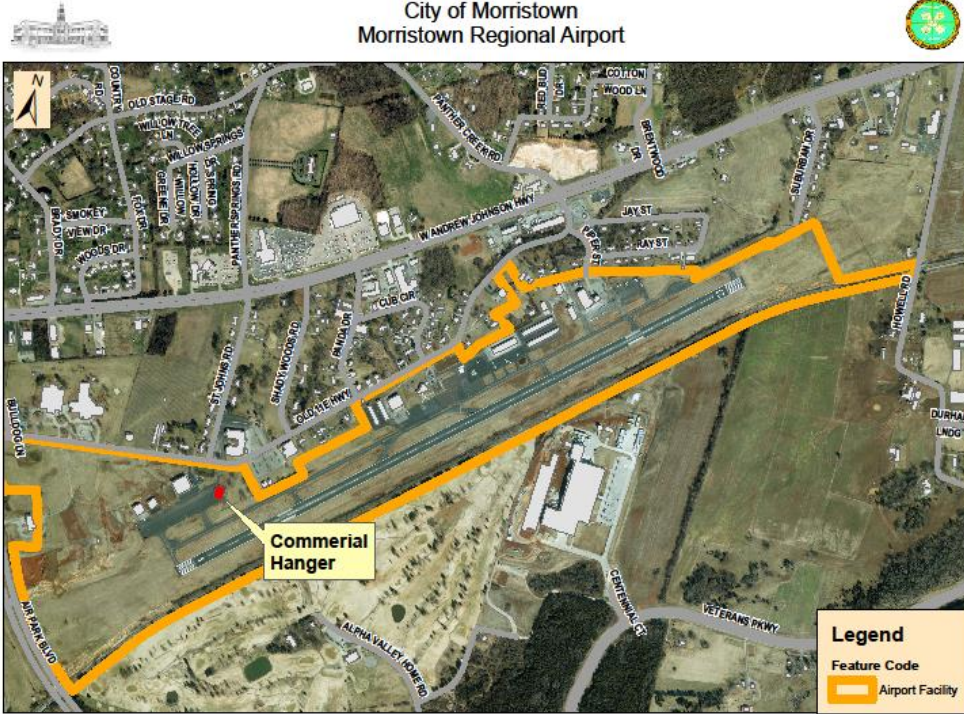
Witness my hand and seal at office this day of _____, 20__

Notary Public

My commission expires: _____

EXHIBIT A

City of Morristown
Morristown Regional Airport



City of Morristown
Morristown Regional Airport

