

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

Equipment and Procurement Division

REQUEST FOR PROPOSALS (RFP) No: 12-003P

Overhaul of 1979 Cessna 206 Aircraft Engine

Proposals must be submitted
no later than **1:00 p.m. DST**
August 15, 2011

**No submissions or modifications
will be accepted after this deadline.**

To constitute a valid submission, proposal must:

- (1) Be submitted by the prescribed date and time (Paragraph 2.3),
- (2) Address all the requirements set forth herein;
- (3) Contain the required Bid Bond (Paragraph 1.4);
- (4) Contain the required Certificate of Insurance (Paragraph 1.5);
- (5) Contain Page 4 completed as indicated.

For further information regarding this RFP contact
Danny Keene, Division Head
AHTD Equipment and Procurement Division
at (501)569-2667

Arkansas State Highway and Transportation Department
RFP Number 12-003P – Overhaul of 1979 Cessna 206 Aircraft Engine

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ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT
Equipment and Procurement Division

Request for Proposals Number 12-003P

Proposal For
Overhaul of 1979 Cessna 206 Aircraft Engine

Section 1.0 INTRODUCTION

- 1.1 **Scope of Proposal:** The Arkansas State Highway and Transportation Department, hereinafter called either “AHTD” or “the Department,” is soliciting proposals to overhaul the engine on the Department’s 1979 Cessna 206 Aircraft. One TCM TSIO-520-M Engine will be overhauled and the overhaul will include removal and replacing of engine, all labor, parts and materials and shall be in accordance with applicable Federal Aviation Administration (FAA) regulations in effect as of the date that the work is performed. Parts that are required to be replaced must be OEM. AHTD will be responsible for delivery of aircraft from home base in Little Rock, Arkansas, to vendor’s location and for the return trip after work is completed, if necessary. Work to be scheduled as soon as possible as mutually agreed by AHTD and the successful vendor and shall not exceed a complete turn around time of 60 days. An AHTD representative(s) shall have access to the work at all times and shall be permitted to examine all stages or phases of the work as it progresses and shall have authority to reject work which is defective in workmanship or material.

Proposers may inspect the aircraft/engine and review the aircraft’s logbooks, located at Central Flying Service, Adams Field, 1501 Bond Street, Little Rock, Arkansas, prior to submitting a proposal.

- 1.2 **Point of Contact:** This Request for Proposals (RFP) is issued by the Arkansas State Highway and Transportation Department, Equipment and Procurement Division.

Questions concerning submission of a proposal in response to this RFP should be addressed to:

Danny Keene, Division Head
Equipment and Procurement Division
Arkansas State Hwy. and Transp. Dept.
P. O. Box 2261
Little Rock, AR 72203
Phone: (501) 569-2667
Fax: (501) 569-2679

Questions concerning technical content and requirements of this RFP should be addressed to:

James Hicks, Pilot
Phone: (501) 590-7663

Inquiries may be referred to the above contact persons of the Department for detailed answers or clarifications. Written inquiries are encouraged and will be responded to in writing. Oral communications shall not be binding on the Department and can in no way modify the terms, conditions, or specifications of this RFP or relieve the successful Vendor of any obligations resulting from this RFP. Proposers are expected to raise any questions they have concerning the RFP document at this point in the RFP process. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions, amendments, or supplements will be provided to all recipients of this initial RFP and all who have requested information in writing.

- 1.3 **Information Restrictions:** All information received by AHTD regarding this RFP is restrictive and will not be available before award of the job to the successful vendor.
- 1.4 **Required Bonding:** Bid Bond in the amount of \$1,000.00 required of all bidders at the date and time set for submission or proposal will be rejected. **Personal and company checks are not acceptable as Bid Bonds.** **Performance Bond only** (no checks of any kind allowed) in the amount of 100% of total bid price will be required of successful bidder prior to providing goods/services.

- 1.5 **Certification of Insurance:** Successful bidder must be covered by Workman's Compensation Insurance, and Public Liability and Property Damage Insurance. Valid Certificate of Insurance must be furnished to the Department within 10 days of notice of award of the contract. Failure to provide such certification in a timely manner may result in cancellation of award and/or forfeiture of Bid Bond. Contractor will not be permitted to begin work until proper certification has been provided to the Department.
- 1.6 **Choice of Law & Choice of Forum:** This RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Arkansas. Any proceeding relating to any cause of action of any nature arising from or relating to this RFP or contract may be brought only before the appropriate forum in Pulaski County, Arkansas.
- 1.7 **Ethics:** *"It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business."* Ark.Code.Ann. § 19-11-708(a).

Section 2.0 PREPARING AND SUBMITTING A PROPOSAL

- 2.1 **General Instructions:** The evaluation and selection of the successful vendor will be based on the information submitted in the Proposer's proposal plus references. Failure to respond to each of the requirements in the RFP will be the basis for rejecting a proposal.
- 2.2 **Incurring Costs:** The Department is not liable for any cost incurred by Proposers in replying to this RFP.
- 2.3 **Time and Place for Submission of Proposals:** Proposers must submit a completed proposal, along with all materials required herein for acceptance of their proposal by 1:00 p.m. August 15, 2011

Mail To:

Arkansas State Highway and Transportation Department
Equipment and Procurement Division
P.O. Box 2261
Little Rock, AR 72203

Deliver To:

Arkansas State Highway and Transportation Department
Equipment and Procurement Division
11302 W. Baseline Road
Little Rock, AR 72209

- 2.4 **Late Proposals:** Proposals received after the date and hour established will be considered late proposals and will be automatically disqualified. Late proposals will be returned unopened.
- 2.5 **Unsigned Proposals:** Page 4 of this RFP must be signed and included with proposal to constitute a valid submission. The signature must be original (not stamped or photocopied) and in ink. Unsigned and improperly signed proposals will be automatically disqualified.
- 2.6 **Withdrawing or Modifying Proposals:** A proposal that has been submitted may be withdrawn, modified, or corrected by a Proposer prior to the date and time set for submission. Telegrams or letters received before the date set for submission of proposals will be accepted and attached to the proposal, and the proposal will be considered withdrawn, modified, or otherwise changed accordingly. RFP Number should be clearly marked on all packaging/envelopes containing proposal documents. No proposal may be withdrawn, modified, corrected, or otherwise changed after the date and time set for submission.
- 2.7 **Assignment:** No award resulting from this RFP may be assigned, sold, or transferred without the prior written consent of AHTD. Furthermore, no obligation incurred pursuant to this RFP and resulting contract may be delegated without prior written consent of AHTD.
- 2.8 **Default and Remedies:** Non-performance of any requirement, term or condition resulting from this RFP shall constitute default. Upon default, the Department shall issue a written notice of default providing a period in which the Vendor/Contractor shall have seven (7) days to cure said default. If the Vendor/Contractor remains in default beyond the seven (7) days, or if the default is repeated during the term of the contract or any extension thereof, the Department may, in its sole discretion, terminate the contract(s) or remaining portion thereof and exercise any remedy provided by law.
- 2.9 **References:** Proposers must submit a list of clients for whom overhauling of aircraft engines have been performed. Any references shall include a point of contact name, address, and telephone number. Information obtained from reference contacts will be used in determining the successful Vendor.

Section 3.0 PRICING

- 3.1 **Pricing:** Proposers must submit detailed explanation of work to be accomplished, listing parts that will be replaced during this activity and those which may need to be replaced based on average wear and tear, and pricing for the parts and activities necessary to accomplish this work as specified. Pricing shall be “2011 Parts Pricing” and shall be good for 90 days after submission. Proposal must contain a detailed budget for accomplishing the complete overhaul of the engine and/or suggested revisions thereto, including travel, shipping etc. There will be no advance payment for start-up.
- 3.2 **Warranty:** Proposers must include the warranty policy on parts, labor and workmanship.

Section 4.0 EVALUATION AND AWARD

- 4.1 **Evaluation:** Proposals will be evaluated on the extent of services offered, ability to provide those services, references, experience and pricing. In the event the aircraft has to be flown to the successful vendor, the department will evaluate the costs between AHTD’s home base and the vendor’s location based on the following: a) Nautical Mile; b) Pilot and Co-Pilot cost per trip; and c) Commercial Air flight for Pilot and Co-Pilot for return trips.
- 4.2 **Award:** Any award will be made based upon the evaluation of all proposals received in response to this solicitation and the determination of the proposal or proposals considered to be the most advantageous to the State. The Department reserves the right to accept or reject in whole or in part any and all proposals submitted, to waive any minor technicalities when it is in the best interest of the State, and to negotiate the terms of the contract, including the award amount, with the selected Proposer(s).

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Proposal
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*******This Page MUST be completed, properly signed, and returned for proposal to be considered.

Section 5.0 OFFER AND ACCEPTANCE

5.1 Offer:

I, the undersigned, affirm that this proposal is made on behalf of the below-named individual/company, for whom I have legal authority to commit to the terms and conditions set forth in the RFP and this response, to which I/we agree to be bound if this proposal is found acceptable by the Department; and that this proposal is made without any collusion or coercion on the part of any person, firm, corporation or other entity.

Company: _____ Address: _____

Representative: _____ City: _____

Title: _____ Phone: _____ Fax: _____

Federal Tax ID or Social Security No.: _____

Signature: _____ Date: _____
(Must be legible, original, no photocopies, and in ink)

5.2 Acceptance: (FOR AHTD USE ONLY)

Accepted: _____

By: _____ Date: _____