

# City of Spartanburg

Procurement and Property Division

Post Office Drawer 5107, SC 29304-1749

## Legal Notice Request for Proposal for Established Aviation Business

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**January 9, 2023**

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**NOTICE IS HEREBY GIVEN** – Spartanburg Downtown Memorial Airport (KSPA) requests proposals from established Aviation Businesses to lease Hanger B at KSPA, located in Spartanburg, South Carolina. The City of Spartanburg owns and operates the Airport, which an Airport Director manages. The City will enter into an appropriate agreement (“Hangar B Lease Agreement”) with the successful proposer.

**Proposal Number: 2223-03-03-01**

The City of Spartanburg hereby notifies all proposers that it will affirmatively ensure that all disadvantaged and women’s business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties prior to awarding of the Lease agreement. The business awarded the proposal will be required to obtain a City of Spartanburg Business License and all the required Building Permits.

Complete proposal package also available at [www.cityofspartanburg.org](http://www.cityofspartanburg.org) by following the links for Invitations for Bids.

Any questions regarding this RFP should be directed to Terry Connorton, Airport Director, at [tconnorton@cityofspartanburg.org](mailto:tconnorton@cityofspartanburg.org) or (864) 580-5004. The email subject line should read **Proposal No: 2223-03-03-01**

Sealed Proposals shall be submitted to Carl Wright, Procurement and Property Manager, on or before Friday: March 3, 2023, by 3:00 pm, City Hall, 145 West Broad Street, at which time they will be publicly opened and read aloud in the Training Room, same location.

Proposals can be hand delivered or mailed to the following address:

City of Spartanburg

P.O. Box 1749  
145 W. Broad Street  
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and a complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. A complete proposal package is also available at [www.cityofspartanburg.org](http://www.cityofspartanburg.org) by following the links for Invitations for bids. The following Proposal Number Must be placed on the outer envelope in order for the bid to be Stamped in as accepted on time: **Proposal No:2223-03-03-01**

Spartanburg Downtown Memorial Airport

Request for Proposals

Established Aviation Business

Proposal No: 2223-03-01-01

## **I. INTRODUCTION**

Spartanburg Downtown Memorial Airport (KSPA) requests proposals from established Aviation Businesses to lease Hanger B at KSPA, located in Spartanburg, South Carolina. The City of Spartanburg owns and operates the Airport, which an Airport Director manages. The City will enter into an appropriate agreement ("Hangar B Lease Agreement") with the successful proposer

Hangar B is 125.5 ft by 140 feet with a hangar opening door at 90 feet wide and a door height of 20 feet. It is a prefabricated steel building aircraft hangar with 17,640-unit sq. ft. with sliding hangar doors. The hangar can accommodate most modern airplanes like the PC-24, the PC-12, and the PC6, in addition to the Embraer Phantom 100 and Beechcraft King Air 350s.

Hangar B is one of the largest and most visible hangars available for rent at the Airport, and as such, the tenant of Hangar B will be a substantially physical and perceived presence at the Airport. The City is seeking a well established Aviation Business, with a solid history and reputation in the aviation community in the Upstate of South Carolina, that will complement and reflect well upon the Airport.

This RFP is for an Established Aviation Business; the awarded lease will be for 2 (10) year periods, with provisions for up to one (5) year extension for a maximum of five (25) years based on periodic performance reviews from the City.

## **II. PROPOSAL SUBMITTAL AND DUE DATE:**

The following is a schedule of events for this proposal process:

Distribution of Bidding Documents begins January 9, 2023

Proposals Due to the City of Spartanburg Procurement & Risk Manager: March 3, 2023, by 3:00 pm

Notification of Award: By March 17, 2023

Commencement of Lease: October 1, 2023.

Any questions regarding this RFP should be directed to Terry Connorton, Airport Director, at [tconnorton@cityofspartanburg.org](mailto:tconnorton@cityofspartanburg.org) or (864) 580-5004. The email subject line should read Proposal No: 1819-03-01-01

Interested proposers should submit five (5) copies of their proposals in a sealed envelope marked "**Aviation Business** No: 2223-03-01-01 **by Friday, March 3, 2023, not later than 3:00 pm**", sent to the following address:

Carl Wright: Procurement & Risk Manager

City Hall 145 W. Broad St. Spartanburg, SC 29306

Proposals received after 3:00 pm on March 3, 2023, may not be considered.

NO FAXED OR EMAILED PROPOSAL DOCUMENTS WILL BE ACCEPTED.

### **III. AVIATION BUSSINESS QUALIFICATIONS**

1. An established Aviation Business.
2. Have an Equal Opportunity Employment Program Plan.
3. A Detailed File Report on their corporation or Limited Liability Company
4. Provide Corporation/LLC Search/Certificate of Good Standing
6. No Ongoing Litigation.

### **IV. CONTENT OF PROPOSALS**

Proposals must address, in detail, Section III of this RFP in order to be considered. Please provide any additional information, aviation services, or products that should be considered in the evaluation of your proposal. If any proposal fails to address the specified requirements, the proposal shall be deemed non-responsive and will be disqualified.

Each proposal, in addition to the Sections cited above, shall include:

- Name, representative, address, and contact information for the proposer.
- A narrative of the Company's qualifications and performance record with existing or past clients.
- Three references with contact phone numbers.
- Details of insurance program to be provided by aviation business
- Details of aviation products offered.
- Estimated fuel purchases from the City of Spartanburg over 25 years
- A proposal on upgrading the hangar B to fit the needs of the Lessee
- Payment per sq. ft to offer as rent for the Lessee over 25 years.
- A visual representation of the proposer's brand/logo/signage.

### **V. REJECTION OF PROPOSALS**

KSPA may reject any proposals that are not in compliance with this RFP. The City of Spartanburg reserves the right to reject all proposals if it is in the best interest of the City.

### **VI. PROTESTS**

Any complaints of perceived inequities related to the RFP shall be submitted to Carl Wright, Procurement & Risk Manager, at the address listed in this RFP within five (5) days after notification of the selected aviation business.

Any protests or objections of the Owner's Request for Proposal, selection of **aviation business** award process must be submitted in writing to Carl Wright, Procurement & Property Manager, City of Spartanburg, P.O. Drawer 1749, Spartanburg, South Carolina 29304 (certified letter) within 10 calendar days from date of awarding the contract.

## **VII. COSTS**

The City of Spartanburg is not liable for any costs incurred by a proposer in preparing proposals.

## **VIII. EVALUATION AND AWARD**

The evaluation shall be done using a points system. Criteria of the proposals will include: (100 points)

1. Proposer's overall qualifications and experience, including references' comments. (30 points)
2. Proposer's ability to meet/provide listed contents of the proposal. (40 points)
3. Proposer's payment per sq. ft as rent for the Lessee over a 25-year period and estimated fuel purchases. (30 points)
4. FAA violations will result in a decrease of 5 points per violation.

The Evaluation Committee will select the proposer it feels is most qualified and meets the needs to lease hangar B. Selection will not be made solely on hangar rent. The Airport Director will make a recommendation to the City of Spartanburg for the selection of the best-qualified proposer based on the Evaluations Committee's choice.

The successful proposer may begin providing services only after receiving written notice of their selection as Aviation Business for Hangar B and after the completion of a fully executed service agreement or contract.