



Jackson County Airport Authority

500 Sky Harbor Way
Jefferson, Georgia 30549
Phone: (706) 367-1493
Email: tstrong@jacksoncountygov.com

TO: Aircraft Operators
DATE: October 5, 2021
SUBJECT: Request for Proposal Hangar Leasing

You are invited to submit a proposal to the Jackson County Airport Authority, Jefferson, Georgia to lease the ~ 10,000 square foot Aircraft Hangar and attached offices located at the Jackson County Airport.

Attached hereto are the general conditions, technical specifications, and submittal format.

The written requirements contained in this Request for Proposal (RFP) shall not be changed or superseded except by written addendum from the Jackson County Airport Manager. Failure to comply with the written requirements for this RFP may result in disqualification of the submittal.

Submittals are to be sealed, marked with the vendor's name and address and labeled:
"RFP 210028", "Aircraft Hangar Lease Proposal" and delivered to:

Jackson County Airport Authority
Attention: Airport Manager
67 Athens Street
Jefferson, GA 30549

not later than **Friday, October 22, 2021 AT 10:00 AM, local time prevailing.**

A qualified interpreter for the hearing impaired is available upon request at least 10 (ten) days in advance of the proposal receipt date. Please call (706) 367-6312 for more information for the hearing impaired. This service is in compliance with the Americans with Disabilities Act (ADA).

The Jackson County Airport Authority reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award contracts based on the highest and best interest of Jackson County.

Inquiries regarding this Request for Proposal (RFP) should be made to Tom Strong, Airport Manager at phone number (706) 367-1493, or by email tstrong@jacksoncountygov.com

JACKSON COUNTY GOVERNMENT

**REQUEST FOR PROPOSALS
FOR
COMMERCIAL HANGAR LEASE**

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

FRIDAY, OCTOBER 22, 2021 AT 10:00 AM, local time
prevailing

JACKSON COUNTY AIRPORT AUTHORITY
ATTENTION: AIRPORT MANAGER
67 ATHENS STREET
JEFFERSON, GA 30549

RFP # 210028

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

**JACKSON COUNTY, GEORGIA
REQUEST FOR PROPOSAL
FOR
HANGAR LEASING**

SECTION I - REQUEST FOR PROPOSAL OVERVIEW

A. PURPOSE

The Jackson County Airport Authority is the owner of an aircraft hangar known as hangar 5, located at 500 Sky Harbor Way, Jefferson, GA. The Airport Authority is requesting sealed proposals (“RFP”) for lease of Hangar 5, as described herein, (hereinafter referred to as the “Property”).

B. INFORMATION TO VENDORS

1. RFP TIMETABLE

The anticipated schedule for the RFP is as follows:

RFP Available	OCTOBER 5, 2021
Deadline for questions	OCTOBER 12, 2021 AT 5:00 PM
Submittal deadline	FRIDAY, OCTOBER 22, 2021 AT 2:00 PM, local time prevailing

2. RFP SUBMISSION:

One (1) original and one (1) copy of the complete signed submittal must be received by **FRIDAY, OCTOBER 22, 2021, by 10:00 AM, local time prevailing.** Proposals must be submitted in a sealed envelope stating on the outside, the vendor's name, address, the RFP Number 210028 and title (Hangar Leasing) to:

**Jackson County Airport Authority
Attention: Airport Manager
67 Athens Street
Jefferson, GA 30549**

Hand delivered copies may be delivered to the above address **ONLY** between the hours of 8:30 a.m. and 4:30 p.m. ET, Monday through Friday, excluding holidays observed by the Jackson County Government.

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

The Submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the vendor.

3. CONTACT PERSON:

Vendors are encouraged to contact Tom Strong, Airport Manager at (706) 367-1493 or email tstrong@jacksoncountygov.com to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS shall be directed to the contact person in writing via email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal.

Vendors may not contact any elected official or other County Employee to discuss the proposal process or proposal opportunities. Contact of this nature will result in immediate disqualification of the vendor.

4. ADDITIONAL INFORMATION/ADDENDA

Jackson County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Vendors must acknowledge any issued addenda by including the Addenda Acknowledgement Form with the submittal. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements

5. LATE SUBMITTAL, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Jackson County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

6. REJECTION OF PROPOSALS

Jackson County Government may reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure.

Submittals received after said time or at any place other than the time and place as stated in the notice will not be considered.

7. MIMINUM RFP ACCEPTANCE PERIOD

Valid submittals shall not be withdrawn for a period of 90 days from the date specified for receipt of submittals.

8. NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the interested aircraft operator represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the operator has not directly or indirectly induced or solicited any other individual or company to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the operator has not in any manner sought by collusion to secure to that operator any advantage over any other operator.

By submitting a proposal, the aircraft operator represents and warrants that no official or employee of Jackson County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

9. COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the Jackson County Airport Authority, or any work performed in connection therewith is the responsibility of the operator(s).

10. AMERICANS WITH DISABILITIES ACT (ADA)

A qualified interpreter for the hearing impaired is available upon request at least ten (10) days in advance of the proposal due date. This service is in compliance with the Americans with Disabilities Act (ADA). Please call (706) 367-6312 for more information for the hearing impaired.

11. RFP OPENING

The names of the aircraft operators that submit proposals to Jackson County for consideration will be read aloud immediately following the closing of the proposal period. A list of names of firms responding to the RFP may be obtained from Myrna Yarbrough, Purchasing Manager, after the RFP due date and time stated herein.

13. TERMINATION

Either party to this agreement may, without prejudice, terminate the Agreement by providing the other party 30 days written notice of the intent to terminate the Agreement.

14. ANTI-DISCRIMINATION

By submitting a response to this RFP, all perspective vendors certify to Jackson County that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended.

SECTION II - GENERAL CONDITIONS

1. Purpose:

The Jackson County Airport Authority is the owner of an aircraft hangar known as hangar 5, located at 500 Sky Harbor Way, Jefferson, GA. The authority is requesting sealed proposals ("RFP") for lease of Hangar 5, as described herein, (hereinafter referred to as the "Property"). The purpose for soliciting proposals to lease the hangar is to identify and select a submittal that will deliver the greatest enhancement to the airport in a manner that is economically beneficial to the Airport Authority.

2. General Information:

Solicitation objective. The Authority may conduct discussions with any or all respondents. These discussions may include matters such as requests for additional information, interviews, modifications or revisions to the original RFP, as may be allowed by law.

Inspection. An inspection of the Property may be scheduled by contacting Airport Manager Tom Strong at (706) 367-1493 during office hours (8 a.m. to 5 p.m., Monday through Friday).

3. Special Considerations:

- A) Currently, the airport manager maintains an office at this hangar and acts as the airport's FBO. Depending on the proposals received, it may be necessary to continue to occupy this space until another facility is constructed or becomes available (not to exceed 18 months from lease signing). A deduction will be negotiated for this space.
- B) The adjacent ramp space is not to be included in the agreement at this time. If it becomes available at a later date, a separate agreement will be drafted and negotiated.
- C) The minimum rent the Airport Authority will accept shall be \$3950.00 monthly during the first two years of the lease. An automatic annual escalation clause will be included in the final lease which will be taken from annual Consumer Price Index report for the Atlanta Metro Area listed as "All Items".
- D) Businesses will be vetted through the Airports Minimum Standards application process. A copy of the minimum standards including business applications will be included along with the RFP.
- E) Because the airport receives funding from the Federal Aviation Administration and is bound by grant assurances, no non-aeronautical proposals will be considered.

4. Selection Criteria

The airport authority shall select the proposal representing the "best value" to the county. Selection shall be made on the following criteria:

- Proposed lease terms – length, payment forms
- Aircraft makes and models expected to be hangered at the Jackson County Airport
- Amount of office space required of the ~ 3000 square feet available
- Proposed use of hangar and office space
- Proposed hangar improvements and upgrades
- Overall economic benefit to the airport and county
- Past performance or business success

5. Proposal Content

Submissions should contain all terms, expectations and conditions of responder. Submissions must address all matters raised in the selection criteria. Responders shall provide three references; and, examples of responder's projects or business success during the last five years if any, that indicate responder's experience and financial ability to execute the proposed terms.

Short listed responders may be asked to make a presentation.

ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that the proposing responder selected will not assign, transfer, convey, or otherwise dispose of a contract that results from this invitation or his right, title, or interest in or to the same, any part thereof, without written consent by the Jackson County Airport Authority.

REGULAR AND UNIFORM PROPOSALS:

Each responder must comply with all requirements for a regular Proposal as directed or required by this Request. Notice is hereby given to all vendors that Proposals found to be defective or irregular in any respect may be rejected immediately. To facilitate comparative analysis and evaluation of Proposals, a uniform format shall be employed in structuring each Proposal. The required format will coincide with specifications given in the section "**PROPOSAL SUBMISSION**" above and should be tabbed for the ease of the evaluation process. The Company's degree of compliance with the requirements of this request will be a factor in the subsequent evaluation and award of the contract for the designated services because the proposal becomes an integral part of the final Contract.

6. Procedures and Miscellaneous Items:

- A) All questions shall be submitted in writing (e-mail is acceptable) and shall be communicated to all firms responding to this RFP.
- B) All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the Jackson County Board of Commissioners. All such materials shall remain the property of the Jackson County Airport Authority and will not be returned to the respondent.
- C) All respondents to this RFP shall hold harmless the Jackson County Airport Authority, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal.

The Jackson County Airport Authority reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Jackson County Airport Authority also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the Jackson County Airport Authority shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.

- D) The RFP is subject to the provisions of the Jackson County Purchasing Manual and any revisions thereto, which are hereby incorporated into this RFP in their entirety except as amended or superseded herein.
- E) Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, Jackson County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.

- F) By submitting a qualification package, the vendor is certifying that they are not currently debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia.
- G) Any lease resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with applicable federal, state, and local laws and regulations.

6. Final Selection:

Following review of all qualified proposals, selection of a suitable responder, and preliminary contract negotiations, a recommendation will be made to the Jackson County Airport Authority by the RFP representative. Following Authority approval, the County will complete contract negotiations.

The Jackson County Airport Authority reserves the right to accept the response that is determined to be in the best interest of the County. The County reserves the right to reject any and or all proposals.

EXECUTION OF PROPOSAL

DATE: _____

The responder certifies the following by placing an "X" in all blank spaces:

- ___ That this proposal was signed by an authorized representative.
- ___ That the responder agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Qualifications**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within ninety (90) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

Business Contact Representative

Operational Contact Representative

Responder's Name Federal ID #

Address

Phone Fax

Email

Authorized Signature Date

Typed Name & Title

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.

ADDENDA ACKNOWLEDGEMENT

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. _____

Addendum No _____

Addendum No. _____

Addendum No. _____

Authorized Representative/Title
(Print or Type)

Authorized Representative (Date)
(Signature)

Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.

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