



July 26, 2024

**STATE OF ALABAMA
COUNTY OF SHELBY**

REQUEST FOR PROPOSAL FOR LEASE OF MASS HANGAR T

Request for proposals (RFP) for lease of Mass Hangar T at the Shelby County Airport will be received in the office of the Chief Financial Officer, Shelby County Administration Building, 200 West College Street, Room 125 in Columbiana, Alabama 35051, until 2:00 p.m. on **August 15, 2024** at which time RFP's will be publicly opened and read. The Shelby County Commission reserves the right to reject any or all proposals and to waive informalities in awarding this lease to the Proposer. Proposers are to state that the proposals submitted are firm and that no claims for errors will be made after proposals are opened and subsequent thereof. If you have any questions concerning this RFP, please contact Gina LeCroy at rlecroy@shelbyal.com.

GENERAL INFORMATION

All Proposers must use our form for submitting their proposal. All proposals must be sealed and marked in the lower left corner of the envelope, "**PROPOSAL FOR THE LEASE OF MASS HANGAR T AT THE SHELBY COUNTY AIRPORT**" with opening date and time stated. Late proposals will not be opened.

Records showing the proposals received will be placed on file and may be examined upon request.

Proposals shall be submitted in accordance with the attached "Instructions and Specifications".

DISQUALIFICATION

Proposals may be disqualified before awarding of the contract for any of the following:

- A. Failure to mark envelope as required;
- B. Failure to sign or notarize the proposal document;
- C. Failure to include requested information or other details of the request for proposal, or any deviations from instructions on the request for proposal instructions and specifications. Pricing/Information is to be entered on the Proposal Form provided. Deviations or exceptions will be cause for disqualification of the submitted proposal.

METHOD OF AWARD

Proposers must meet all specifications. After determining that all specifications have been met, each proposal shall be reviewed to determine the successful proposal. It is not the policy of the Shelby County Commission to Award on the basis of price only. Quality, conformity with specifications, references, scope of business plan, and past service and experience are among the factors that may also be considered in determining the successful proposal. Shelby County Commission reserves the right to request in-person interviews with Proposers. Interviews will be conducted at a time to be determined by the County. If required, interviews will be conducted at the Shelby County Airport location. Shelby County reserves the right to reject all proposals and rent space for individual aircraft as opposed to a single hangar tenant if it is determined to be in the best interest of the County.

No proposal may be withdrawn after the scheduled closing time for the receipt of proposals for a period of one hundred and twenty (120) days.

IMMIGRATION LAW

The successful proposer will be required to sign an agreement that will affirm that for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

OPEN TRADE

The successful proposer will be required to sign an agreement that will affirm that the proposer agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

Please include one original bid response and two copies in your submittal.

Fred M. Gauntt III, PE
Chief Facilities Management Officer

REQUEST FOR PROPOSAL FOR LEASING MASS HANGAR T AT THE SHELBY COUNTY AIRPORT

Instructions and Specifications

Shelby County is requesting sealed proposals for leasing of Mass Hangar T located at The Shelby County Airport, 265 Weather Vane Road, Calera, Alabama 35040.

Minimum specifications shall be as follows:

1. **Specifications:**

- a. Mass Hangar T is a 147' x 80' x 25' high mass storage hangar (approximately 11,670 SQ. FT.) located at The Shelby County Airport.
- b. Tenant of Mass Hangar T will be responsible for keeping the hangar clean and safe at all times.
- c. All terms and provisions of the attached lease shall be agreed upon and in force for the duration of the contract.
- d. Tenant of Mass Hangar T will be required to submit with their proposal an Operations Plan, including but not limited to, expected hours of operation, number and type of aircraft expected to be housed in the hangar, estimated annual fuel purchases from Shelby County, plans for moving of based aircraft, and any other amenities or needs you may have.
- e. A lease will be administered by the County, and signed by both parties. The lease form shall be determined by Shelby County (see attached lease form).

2. **Minimum Financial Terms:**

- a. The minimum lease rate per month for Mass Hangar T shall be \$3,000 per month. Proposals may include a lease rate higher than the minimum of which will be taken into consideration during the proposal review process and subsequent award.

3. **Adjustment of Monthly Rental Rate**

- a. Beginning October 1st of each year, the agreed monthly rental rate is subject to increase by a percentage not more than the cumulative average annual percentage of increase in the Consumer Price Index for all Urban Consumers, South Region using the anniversary month of the current year as the base period from which increases will be calculated.

4. **Insurance**

- a. Tenant of Mass Hangar T shall maintain at all times, general liability insurance in the minimum amount of \$1,000,000.00 at its own expense for the benefit of the Tenant of Mass Hangar T, and Shelby County as additional insured. Said insurance coverage must specifically address and insure against property and personal injury claims related to aircraft storage and moving activities. In addition, said insurance shall also insure for liability against damage to or by, or loss of the offices, airplanes, or other property, and against liability for personal injury or death, arising from acts or omissions of Tenant of Mass Hangar T, its officers, agents, and employees, successors, or assigns. Said policy or policies shall contain a provision whereby Tenant of Mass Hangar T insurer waives any right of subrogation against Shelby County, its officers, agents and employees, successors or assigns and providing that Shelby County must receive at least ten (10) days prior written notice of any cancellation of Tenant of Mass Hangar T insurance coverage. A current certificate of this coverage must be provided to Shelby County and on file at all times.

5. **Emergency Contact:**

- a. Tenant of Mass Hangar T shall make available to the County a minimum of two 24 hour telephone numbers, should a problem occur or should Shelby County require contact with the Tenant representative.

6. **Signage:**

- Signage will not be allowed on the exterior of the building.

7. **Based Aircraft:**

Tenant of Mass Hangar T will be required to have all aircraft that are listed on the proposal form that shall be routinely stored within Mass Hangar T to be based in Shelby County and must supply to the County proof of such with a copy of their Form ADV-ACR45 or other verifying documents in accordance with Code of Alabama 1975 § 40-11-1 and § 810-4-1-.09.

8. **Transition:**

Tenant of Mass Hangar T will be allowed to occupy the hangar after the County receives an executed lease and a correct Certificate of insurance naming Shelby County Commission as additional insured.

9. **Lease:**

The term of the lease will be for 1 (one) year, with an automatic yearly renewal each year unless a 90 day written notice is given by either party. The terms of the executed lease shall apply regarding lease termination.

Amenities

If your Company provides any amenities or services other than stated above, please list in detail.

Other Requirements

Provide at least 3 references from aviation related persons, businesses, or organizations. Provide a brief bio of the principal owner or owners, listing experience, length of time as business owner, certifications, and accreditations.

PROPOSAL FORM

PROPOSAL DUE DATE: August 15, 2024
2:00 p.m. Local Time

DELIVER TO: Shelby County Commission
Office of the Chief Financial Officer
200 West College Street, Room 125
Columbiana AL, 35051

The undersigned offers this response to the RFP for Shelby County to lease Mass Hangar T at the Shelby County Airport.

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|--|-----------|----------|
| 1. All Items a.-e. Listed in the RFP Specifications Are Met: | YES _____ | NO _____ |
| 2. Operations Plan Included | YES _____ | NO _____ |
| 3. References Included | YES _____ | NO _____ |
| 4. Principal Bio or Bios Included | YES _____ | NO _____ |
| 5. List Any Required Amenities or Other Services: | YES _____ | NO _____ |

1. Rent Payment amount: _____ **per month.**

2. List of Aircraft proposed for storage in hangar and based at Shelby County Airport

3. Estimated quantity in gallons of fuel purchased at Shelby County Airport annually

Jet A _____

AvGas _____

4. Additional Amenities required or services needed

Company Name if applicable: _____

Signature: _____

Name Printed: _____

Address: _____

Phone: (Include area code) _____

Sworn to and subscribed before me this

The _____ day of _____, _____

Notary Public

My Commission Expires: _____.