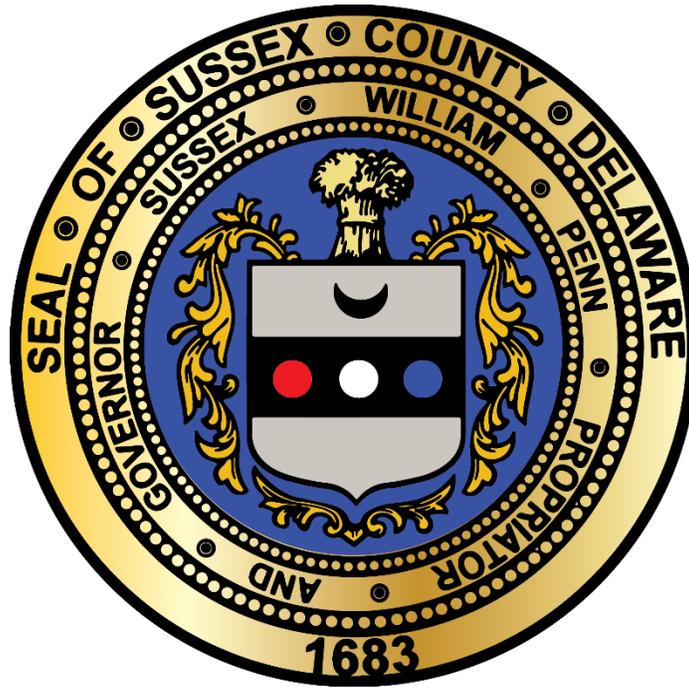


Sussex County, Delaware



REQUEST FOR PROPOSALS

HANGAR LEASE AT
DELAWARE COASTAL AIRPORT

November 2015

REQUEST FOR PROPOSALS
HANGAR LEASE AT DELAWARE COASTAL AIRPORT

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DATE RELEASED: Nov 13, 2015

REQUEST FOR PROPOSALS

The Sussex County Government is seeking sealed submittals for:

Lease agreement between Lessee and Sussex County, a political subdivision of the State of Delaware. The lease is subject to the terms and conditions set forth by Sussex County Government. The County will lease to Lessee a 2,500 square foot hangar located at 21469 Rudder Lane, Georgetown, DE 19947, at Delaware Coastal Airport. The initial term of the lease shall be two years unless terminated earlier in accordance with the Lease Agreement.

Based on the criteria established, an evaluation committee will be selected to read, screen, and rank all proposals. The evaluation committee shall determine that all applicants meet the minimum qualifications to bid on this request. At any point in the negotiation process, the evaluation committee may, at its discretion, terminate negotiations with any and all respondents.

Interested parties must submit a written proposal to the Airport Manager, Attention: Jim Hickin, Delaware Coastal Airport, 21553 Rudder Lane, Georgetown, DE 19947, by 3:00 p.m., December 17, 2015 at which time the proposals will be publicly opened, reading aloud and recording only the name of the respondent(s). This information will be read aloud in the Airport Terminal Building, 21553 Rudder Lane, Georgetown, DE 19947. All other information shall be confidential. The award shall be made in writing to the responsible respondent whose proposal is determined to be the most advantageous to the County.

The request for proposals may be obtained by visiting Sussex County's website www.sussexcountyde.gov/legal-notices/bids or by contacting Mr. Jim Hickin, Airport Manager at Delaware Coastal Airport, 21553 Rudder Lane, Georgetown, Delaware, telephone: (302) 855-7774, email: jhickin@sussexcountyde.gov. The request for proposals may be obtained during regular business hours which are 8:30 a.m. to 4:30 p.m., Monday through Friday. In its sole discretion, Sussex County, Delaware, may extend the time and place for opening of bids from that described in the advertisement by providing not less than two (2) calendar days' notice, by posting an Addendum on the Sussex County website and by providing notice thereof by certified delivery, facsimile machine, or other electronic means such as email, to those potential respondents who obtained copies of the RFP and provided notice thereof to Jim Hickin at the email address provided herein.

Respondents having questions concerning the proposal should submit them in writing via e-mail no later than 12:00 p.m., December 14, 2015, to Jim Hickin, Airport Manager, at jhickin@sussexcountyde.gov.

II. Instructions for Proposals

Each written proposal must be submitted in a sealed envelope, addressed to Mr. Jim Hickin, Airport Manager, 21553 Rudder Lane, Georgetown, DE 19947. Each sealed envelope containing a proposal must be plainly marked on the outside as "Hangar RFP" and bear the name and address of the respondent. If sent by mail, the sealed envelope should be sent by certified mail and be indicated as received on the certified receipt prior to the Bid Opening. Late bids will not be accepted. Sussex County may extend the time and place for opening of bids from that described in the advertisement, by providing not less than two (2) calendar days' notice, by posting an Addendum on the Sussex County website and by providing notice thereof by certified delivery, facsimile machine, or other electronic means such as email, to those potential respondents who obtained copies of the Request for Proposals and provided notice thereof to Jim Hickin at the email address provided herein.

Sussex County reserves the right to reject any and all bid proposals, to waive any informalities in bids received, except with respect to the date, time and place where the documents are submitted, to cancel this RFP in whole or in part, to reissue this RFP and/or to accept or reject items of bids received. In the event this RFP is canceled in whole or in part prior to the opening of proposals, all respondents shall receive a notice of cancellation and all proposals received shall be returned to the respective respondents unopened.

FAX proposals will not be accepted.

Interested parties are asked to submit one (1) written proposal to Sussex County, Attention: Jim Hickin, Airport Manager, Delaware Coastal Airport, 21553 Rudder Lane, Georgetown, DE 19947, by 3:00 p.m., December 17, 2015, at which time the proposals will be publicly opened, reading aloud and recording only the name of the respondent. All other information shall be confidential.

Mailing Address: Mr. Jim Hickin, Airport Manager
Delaware Coastal Airport
PO Box 589
Georgetown, DE 19947

Delivery Address: Mr. Jim Hickin, Airport Manager
Delaware Coastal Airport
21553 Rudder Lane
Georgetown, DE 19947

Telephone Number: (302) 855-7774

III. General Information

Sussex County Government will lease to Lessee a 2,500 square foot hangar located at 21469 Rudder Lane, Georgetown, DE 19947, at Delaware Coastal Airport. The initial term of the lease shall be two years unless terminated earlier in accordance with the Lease Agreement. The minimum responsive bid has been established as \$500.00 per month. Additional terms may be proposed by Respondents. The space shall be used for the purpose of engaging in aeronautical activities only. Lessee will be subject to the Airport Policies established by the Sussex County Council. Other uses will be permitted only with the County's written consent.

An on-site inspection of the facility may be arranged by calling the Airport Administration office at 302-855-7774.

IV. Required Submittals

The following information must be included in the Respondent's proposal or submittal. Failure to provide any of the information will result in the rejection of the application:

1. Respondent's informational cover page that includes the following:
 - a. The Respondent's legal name.
 - b. Respondent's mailing address.
 - c. Respondent's telephone and facsimile numbers.
 - d. Respondent's email address, if available.
 - e. Name of Respondent's representative or contact person.
 - f. Representative's telephone number.
2. Business Information (If the proposed Lessee is a business entity). Provide a full description of the Respondent's business, including the following information:
 - a. A description of the business, including any relationship to a larger corporate entity;
 - b. Names and occupations of key employees.
3. Proposed monthly rent.
4. Proposed terms, such as payment of utilities, maintenance responsibilities, etc.
5. Expected annual fuel purchases from Delaware Coastal Airport fixed based operators.
6. Expected annual operations (takeoffs and landings) by aircraft type.
7. A summary of the Respondent's proposed use of the facility being leased, including the following information:
 - a. Describe how the use will benefit the area's aviation community.
 - b. Proposed hours of operation (if a business entity).

V. Insurance Requirements

As a minimum, the successful bidder shall secure and maintain, at its own expense, aircraft liability insurance that insures against bodily injury and property damage claims, with a combined single limit of not less than one million dollars (\$1,000,000.00) per occurrence.

Commercial entities shall be required to maintain insurance as found in Sussex County Airport Policies, Volume IV, *Minimum Standards for Commercial Aeronautical Activity*, as a condition of lease. A copy of this document may be obtained from the Delaware Coastal Airport office or by visiting the County's website at http://www.sussexcountyde.gov/sites/default/files/PDFs/MinimumStandardsVolIV_Adopted.pdf.

VII. Evaluation and Selection Process

Based on the criteria established, an evaluation committee will be selected to read, screen, and rank all proposals.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria (maximum of 100 points).

- **PROPOSED RENT - 60 points**
- **FUEL SALES – 30 points**
- **EXPECTED ANNUAL TAKE OFFS AND LANDINGS – 10 points**

Information provided under Section IV above will be used in case of a tied score.

VII. Hangar Photos

