

WARREN COUNTY PURCHASING DEPARTMENT

1340 State Route 9  
Lake George, NY 12845  
Telephone: (518) 761-6538  
Fax: (518) 761-6395



Julie A. Butler, Purchasing Agent  
Jason M. Shpur, Deputy Purchasing Agent  
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NOTICE TO CONTRACTORS

The undersigned shall receive sealed Statements of Qualifications for the provision of services as follows:

**WC \_\_-18 - REQUEST FOR STATEMENT OF QUALIFICATIONS TO PROVIDE FULL SERVICE OR LIMITED SERVICE FIXED BASE OPERATIONS AT THE FLOYD BENNETT MEMORIAL AIRPORT, QUEENSBURY, NEW YORK**

The County of Warren is requesting Statements of Qualifications (SOQ) from contractors interested in providing general aviation and Fixed Base Operator (FBO) services at the Floyd Bennett Memorial Airport.

Specifications may be obtained from the Warren County Purchasing Department, 1340 State Route 9, Lake George, NY 12845. A complete copy of the Request for SOQ will be provided on CD.

Statements of Qualifications (SOQ) may be delivered to the undersigned at the Warren County Human Services Building, Warren County Purchasing Department, 3rd Floor, 1340 State Route 9, Lake George, New York between the hours of 8:00 am and 4:00 pm. SOQs will be received up until **Thursday, \_\_\_\_\_, 2018 at 3:00 p.m.** at which time they will be publicly opened but not read. All SOQs must be submitted on proper proposal forms and with all required documents. Any changes to the original Request for SOQ documents are grounds for immediate disqualification.

**Late SOQs by mail, courier or in person will be refused.** Warren County will not accept any bid or proposal which is not delivered to Purchasing by the time indicated above, on the time stamp in the Purchasing Department Office.

The right is reserved to reject any or all SOQs.

Julie A Butler, Purchasing Agent  
Warren County Human Services Building  
Tel. (518) 761-6538

Published: Saturday, \_\_\_\_\_, 2018

REQUEST FOR SOQ: WC \_\_\_-18  
DATE: \_\_\_\_\_, 2018

SERVICES: FULL OR LIMITED SERVICE FBO  
TIME: 3:00 PM PLACE: HUMAN SERVICES BLDG

### **AIRPORT DETAILS**

The Floyd Bennett Memorial Airport is an FAR Part 139 Class IV airport, serving corporate, charter, and general aviation needs of Warren, Washington, and northern Saratoga Counties. The airport has two runways: a 5,000' x 150' runway with ILS, VOR and GPS approaches, and a 4,000' x 100' runway with GPS approaches. Other facilities include several taxiways, aprons, and ARFF building, one conventional and 18 T-hangars, a maintenance hangar, and several maintenance buildings. Warren County operates the airport and provides maintenance, ARFF, marketing, and capital development services. One FBO currently operates at the airport and provides 100 LL and Jet A fuel, aircraft charter, aircraft rental, flight training, and manages the hangars and aprons for the County.

The County is soliciting contractors to operate the airport on behalf of the County as either a full service FBO or as a limited FBO for selected activities.

The format for this solicitation is a two part process. The first part is an abbreviated submittal to enable the review committee to ascertain the qualifications of a respondent to perform the duties and functions they wish to submit a full proposal on. The review committee will use the information from Part 1 to select a list of respondents who will be offered the opportunity to submit a full proposal for Part 2 (a draft of which is included herewith as Attachment "A". Also included as Attachment "B" is a draft Lease Agreement which more fully sets forth the County's minimum standards for the resultant awards and is subject to negotiation).

### **Part I:**

#### **GENERAL INFORMATION**

The County of Warren is requesting Statements of Qualifications (SOQ) from contractors interested in providing general aviation and FBO services at the Floyd Bennett Memorial Airport. The procedure for the selection of one or more contractors for various services at the Airport will be through the County Facilities Committee of the Warren County Board of Supervisors. The selected contractor(s) will serve at the will of the Warren County Board of Supervisors for up to five (5) years with a potential five (5) year renewal. Exact terms and renewals are subject to negotiation with qualified contractors.

Interested contractors must receive a full copy of the Request for Statement of Qualifications from the Purchasing Department in order to be considered.

Each interested contractor must submit one (1) original and ten (10) copies of SOQ documents to Warren County by 3:00 p.m., XXXXXXXX. Any documents received after that time and date will not be accepted. All SOQ documents must be submitted to the following address:

Warren County Purchasing  
Attn: Julie Butler  
Human Services Building  
1340 State Route 9  
Lake George, NY  
12845  
Ph:518-761-6538

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SOQ packages must be submitted in a sealed envelope, which has clearly marked on the outside, "WC XXXXX for FBO Services for Floyd Bennett Memorial Airport."

Following receipt of the Statement of Qualifications, a review committee shall evaluate the statements and select one or more contractors or, at the discretion of the review committee, select a short list of contractors to interview or submit a full proposal.

The County of Warren reserves the right to accept or reject any or all Statements of Qualifications received as a result of this request, or to cancel in part or its entirety this Request for Qualifications, if it is in the best interest of the County of Warren to do so.

#### **PRE-SUBMISSION WALK THROUGH**

A pre-submission walk through will be held at the Floyd Bennett Memorial Airport on \_\_\_\_\_, 2018. The walk through will begin in the Terminal Building at \_\_\_\_\_ am. Interested parties are strongly encouraged to attend.

#### **DEADLINE FOR QUESTIONS**

Any questions relative to this Request for State of Qualifications shall be submitted to Julie Butler, Purchasing Agent, by faxing to 518-761-6395, e-mailing to [butlerj@warrencountyny.gov](mailto:butlerj@warrencountyny.gov), or mailing to 1340 State Route 9, Lake George, NY 12845 no later than noon on \_\_\_\_\_, 2018. Answers will be provided in the form of a written Addendum to all vendors who received copies of this SOQ.

#### **STATEMENT PREPARATION**

In order to facilitate evaluation of the qualifications and experience statement, interested respondents are instructed to follow the outline below. Statements that do not follow the outline, or do not contain the required information may be considered as unresponsive proposals.

Statements of Qualifications are limited to 25 single-sided pages in 12 point type and shall contain the following information:

- A. Name, description and size of respondents.
- B. Location of headquarters and branch offices. Include location of personnel who will be serving at the Floyd Bennett Memorial Airport.
- C. Qualifications and previous relevant experience in airport operations or maintenance, particularly in New York State and including experience with the FAA Eastern Region, New York Airports District Office, and NYSDOT Aviation Services Bureau procedures.
- D. Resumes of key personnel who will be assigned to the Warren County airport facility.

E. A brief description of the operations plan the respondents propose for the provision of services at the Warren County airport. This description shall include, but not be limited to, typical scheduling of staff and services, interaction with regulatory and funding agencies where appropriate, maintenance capabilities and activities relative to the scope of work a full proposal would include.

F. A summary of all of the aviation/airport-related work that the respondent has performed in the last five years. The summary shall include at least client, location of client and work, summary of services, and status of any contract or agreement regarding the work.

G. Names and addresses of the proposed sub-contractors, along with a brief description of qualifications.

H. Names, addresses, description of services performed, and the contact person for any references from different airports or prime contractors/vendors.

I. Organization credentials - company financial statements including balance sheet and income statement for the last three fiscal years. These statements should be prepared in a manner consistent with good and customarily accepted practices of certified public accountancy. In the absence of company financials respondents should provide information sufficient to demonstrate a financial capability to provide the services and/or staffing required to meet the expectations of airport operations.

## **FORMS**

The following Non-Collusion Certificate, Corporate Resolution (if applicable), and Iran Divestment Act Certification must be submitted with your SOQ in order to be considered for Part II.

## **Part II:**

See Attachment "A" (not to be submitted at this time). This will be provided in final form, to potential contractors selected as a result of this Request for Statement of Qualifications.

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PROPOSAL OF: \_\_\_\_\_  
Company Name

TO: Julie Butler, Purchasing Agent  
Human Services Building, 3<sup>rd</sup> Floor  
1340 State Route 9  
Lake George, NY 12845

The undersigned, having carefully examined the above information and attached documents, and having to his/her satisfaction ascertained all of the facts concerning this request, submits the attached Statement of Qualifications.

DATE: \_\_\_\_\_ FEDERAL ID NO. \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

SIGNATURE OF PROPOSER: \_\_\_\_\_

NAME OF PROPOSER PRINTED: \_\_\_\_\_

TITLE OF PROPOSER: \_\_\_\_\_

E-MAIL ADDRESS OF PROPOSER: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CERTIFICATION

Non-Collusive Certification required of all bidders under Section 103-d of the General Municipal Law as amended by Chapter 675 of the Laws of 1966, and further amended by Chapter 56 of the Laws of 2010, effective June 22, 2010.

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
  - (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
  - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (a-1) Notwithstanding the foregoing, the statement of non-collusion may be submitted electronically in accordance with the provisions of subdivision one of section one hundred three of the General Municipal Law.
- (b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth, in detail, the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.
- (c) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf;
- (d) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, on behalf of the corporate bidder.

\_\_\_\_\_  
Individual Bidder

\_\_\_\_\_  
Co-Partnership

By \_\_\_\_\_  
Partner

\_\_\_\_\_  
Corporation

By \_\_\_\_\_  
President

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**CORPORATE RESOLUTION**

RESOLVED that \_\_\_\_\_  
(Name)

be authorized to sign and submit the SOQ of this Corporation for the following services:

\_\_\_\_\_  
(Description of Services)

and to include in such SOQ the Certificate as to non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies of misstatements in such certifies this Corporate Proposer shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the Resolution adopted by \_\_\_\_\_  
\_\_\_\_\_ Corporation at a meeting of its Board of  
Directors held on the \_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, and is still in force and  
effective on this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SECRETARY  
(Signature)

(SEAL OF CORPORATION)

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**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the County receive information that a Bidder/Contractor is in violation of the above-referenced certification, the County will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the County shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default.

The County reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, \_\_\_\_\_, being duly sworn, deposes and says that he/she is the \_\_\_\_\_ of the \_\_\_\_\_

Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

\_\_\_\_\_  
SIGNED

SWORN to before me this

\_\_\_\_\_ day of \_\_\_\_\_

201\_\_

Notary Public: \_\_\_\_\_