



# **REQUEST FOR PROPOSAL 18-003**

## **Aircraft Rental**

**ISSUE DATE: February 28, 2018**  
**RESPONSES DUE: March 7, 2018, 3:00 p.m.**

*Return Proposals to:*

**Central Washington University  
Purchasing Office – MS 7480  
Mitchell Hall, 2<sup>nd</sup> Floor  
400 E. University Way  
Ellensburg, WA 98926-7480**

*Note: This RFP document and subsequent associated information will be posted on CWU's Internet Site and the State of Washington's WEBS site:*

CWU Procurement: <http://www.cwu.edu/contracts/current-bid-opportunities>

State of Washington's WEBS:  
<http://des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx>

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### RESPONSE SUBMITTAL SHEET

The undersigned has carefully examined all instructions and specifications; and hereby proposes to furnish the services described herein, in accordance with the Proposal instructions and specifications. (Note: Signature must be in ink and must be that of an individual authorized to act in such capacity for the firm represented.)

1. Vendor has responded to all items in Section 3: Required Responses.  
Initial \_\_\_\_\_.
2. Vendor is a company in good standing for the products/services offered.  
Initial \_\_\_\_\_
3. The response to this Request for Proposal has been prepared independently, without consultation, communication or agreement with others for the purpose of restricting competition. Initial \_\_\_\_\_
4. In preparing this Request for Proposal, vendor has not been assisted by any current or former employee of the State of Washington whose duties relate to this bid and who was assisting in other than his or her official capacity. Neither does such a person, or any member of his or her immediate family, have any financial interest in the outcome of this bid. Initial \_\_\_\_\_.

#### SUBMITTALS:

1. Completed and signed Response Submittal Sheet.
2. Completed Section 3: Required Responses.
3. One complete copy of the proposal. Note: If mailed or hand-delivered, one complete hard copy and one electronic copy. If emailed, one electronic copy.

Any official correspondence related to this Request for Proposal solicitation shall be directed to the owner, Central Washington University, Purchasing Office, Attn: Stuart Thompson, 400 E. University Way, M/S 7480, Ellensburg, WA 98926-7480; and to the Contractor as noted below:

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Name and Title of Signing Officer (**print**)

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Company Name **and** Address

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Telephone

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Fax Number

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E-mail address

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*Signature*

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Date

## **SECTION 1: GENERAL INFORMATION**

**1.1 Purpose:** Central Washington University (CWU, the University) seeks to contract with a qualified vendor or vendors for the rental of aircraft.

Stated within this RFP are instructions for submitting the proposal, the procedures and criteria by which a vendor will be selected and the contractual terms by which the University proposes to govern the relationship with the selected vendor.

The purpose of this competitive procurement process is to assist the University in selecting a vendor who will best meet the University's needs. The RFP provides all interested vendors a means to present their services and abilities for an objective review.

The University appreciates your consideration of this RFP and looks forward to receiving your proposal.

**1.2 Background:** Central Washington University is a publicly assisted university located in Ellensburg, Washington, 100 miles east of Seattle. Central Washington University is actually two universities in one, serving students at a residential campus in Ellensburg and at six university centers located on community college campuses throughout the state.

CWU offers bachelor's and master's degree, and the educational specialist degree. Some signature areas of study at CWU include music, industrial and engineering technology, education, accounting and supply chain management, geology, aviation, paramedics, and field archeology.

About 10,300 students are enrolled at CWU, 1100 of whom attend one of several satellite campuses. Ninety-two percent of CWU students are Washington residents; half of CWU students transferred from another institution and about 25 percent are people of color. About 70 percent of CWU students are from western Washington, with concentrations in King, Pierce, Snohomish, and Yakima counties.

Further information about the University may be found at the following website:

<http://www.cwu.edu>.

**1.3 Scope of Work:** The University seeks to contract for the rental of aircraft to be used in its Aviation Program at Bowers Field, Kittitas County, Washington.

Aircraft Requirement:

- Quantity: 1
- Piper Arrow PA-28R-201 ,
- 1974 – 1990
- Total time less than 6000 hours

- Prefer dry lease
- Prefer owner maintenance
- Pick up of aircraft within 300 miles of Ellensburg
- Term of lease 6 -12 months

**1.4 Term of Contract:** The initial term of contract will be 6-12 months. The resulting contracts may include an option to renew each year for an additional FIVE (5) YEARS (for additional needs), at the agreement of both parties. The University reserves the right to rent additional aircraft as needed at the agreement of both parties. Please note that Midstate Aviation has a multi-year contract with CWU for aircraft rental and has first right of refusal on any aircraft leasing needs.

**1.5 Evaluation Process:** The University will award a contract based on price and the responses of the vendors required in Section 3: Required Responses. Vendors under consideration may be invited to interview. All costs associated with interviews will be the responsibility of the vendor. Points earned during evaluation of bid submittals may be adjusted following the interviews.

**1.6 Confidentiality:** All information specifically requested in this RFP is subject to Public Disclosure and available after contract execution. Providers may request that specific additional portions of their submittals be considered exempted from disclosure pursuant to RCW 42.56.210; however, the University makes no assurances that such materials will be held in confidence after contract execution if they are not deemed qualified for exemption by the University. Any submittals that are a determining factor in award of a contract will be subject to disclosure.

**1.7 WA State Business License Requirement:** Business enterprises, whether an individual, partnership or corporation, must obtain a Washington business license in order to do business in Washington State. Application information may be obtained from the Department of Licensing's Internet site: <http://bls.dor.wa.gov/>.

## SECTION 2: GENERAL INSTUCTIONS

### **2.1 Applicable Dates:**

Issue Request for Proposal

February 28, 2018

Responses Due

March 7, 2018, 3 p.m.

The University reserves the right to revise this schedule.

**2.2 Availability of Soft Copies:** Soft copies of this RFP may be obtained from our Internet site, <http://www.cwu.edu/contracts/current-bid-opportunities>. Electronic versions of solicitation documents are issued solely for the convenience of the proposing vendors. Any content modification to the official version will be deemed material and cause to reject the response.

**2.3 Amendments to Specifications:** Any amendment(s) to or error(s) in the specifications called to the attention of the University will be added to or corrected and furnished to all those holding specifications.

**2.4 Preparation of Responses:** Mailed or hand-delivered responses must be prepared on standard 8.5" x 11" paper and be placed in a binder with tabs separating each of the required elements. The vendor's name must appear on each page. Responses to the 'Required Responses' section must be formatted to correspond numerically to the requirements listed. **Emailed responses must use university forms where provided and should be formatted for 8.5" x 11" paper, signed, saved and submitted as a PDF document. Emailed responses to the 'Required Responses' section must be formatted to correspond numerically to the requirements listed.**

**2.5 Cost of Preparation:** The University will not pay vendor costs associated with preparing responses to this request.

**2.6 Number of Copies:** If mailed or hand-delivered, one (1) complete copy of the response and one electronic copy must be submitted prior to the date and time stated in Section 2.1 Applicable Dates. All materials become the property of the University upon receipt in the Procurement Office.

**2.7 Proprietary Information:** Any information contained in the RFP response that is proprietary must be clearly designated. Marking of the entire response as proprietary will neither be accepted nor honored. The University cannot guarantee that all such material noted remains proprietary, particularly if it becomes a significant consideration in contract award. Information will only be kept confidential to the extent allowed by Public Disclosure Law.

**2.8 Multiple Responses:** Vendors who wish to submit more than one proposal may do so, provided that each proposal stands alone and independently complies with the instructions, conditions and specifications of the request. If multiple responses are submitted, the University reserves the right to select the proposal that is most advantageous to the University.

**2.9 Submitting Responses:** Vendors must submit their responses to the Central Washington University Procurement Office by email, mail or hand-delivery (not by fax). If mailed or hand-delivered, all responses must be in an opaque box or envelope with the name and address of the vendor appearing on the outside of the box or envelope. The outside lower left-hand corner must state the title, reference number, and the opening date. An electronic copy must also be included in the box or envelope.

Regardless of the method of delivery, **the response must arrive at the Procurement Office no later than the date and local Ellensburg time identified in Section 2.1 Applicable Dates** of this RFP. Late responses will not be reviewed. The method of delivery will be at the discretion of the vendor and will be at the vendor's sole risk to assure delivery at the designated office. Generally, UPS and Federal Express deliver daily to the Procurement Office. The University does not take responsibility for any problems in the mail or delivery services, either within or outside the University. Receipt by any other office or mailroom is not equivalent to receipt by the Procurement Office.

*If delivery is by email (preferred), send to:*  
[thompsst@cwu.edu](mailto:thompsst@cwu.edu)

Note: All emailed proposals will be confirmed with a return email. It is the vendor's responsibility to verify that their proposal has been received by CWU's Procurement Office.

*If delivery is by mail, the address is:*  
Central Washington University  
Procurement Office, M/S 7480  
400 E. University Way  
Ellensburg WA 98926-7480

*If hand-delivered, the physical location is:*  
Central Washington University  
Procurement Office  
Mitchell Hall, 2nd Floor  
Ellensburg WA 98926-7480

**2.10 Late Responses:** Any response received after the date and time specified in Section 2.1 Applicable Dates will not be reviewed.

**2.11 Public Opening:** A formal bid opening will not be held. Bid information, including price sheets, will not be available for public disclosure until after award of the contract.

**2.12 Clarification of Responses:** As part of the evaluation process, vendors may be asked to clarify specific points in their response and make themselves available for a telephone interview or campus interview as desired. However, under no circumstances will vendors be allowed to make any changes to their responses after the deadline for submission.

**2.13 Reserved Rights:**

Subject to the provisions of Chapter 69, Laws of 1996 (SSB 6572), the State reserves the right to:

1. Waive any informality as per WAC 236-48-124.
2. Reject any or all Proposals, or portions thereof. WAC 236-48-094 allows the State to "accept any portion of the items proposed" unless the bidder stipulates 'all or none' on the Proposal.
3. Reissue an IFB, RFQ, or RFP, or negotiate under provisions outlined under RCW 43.19.1911.
4. Award on an 'all or none' basis taking into consideration any reduction in administrative costs as well as unit Proposal prices.

**2.14 Minority and Women's Business Participation:**

The following voluntary numerical MWBE participation goals have been established for this bid:

Minority Business Enterprises (MBE's):10%  
Woman's Business Enterprises (WBE's):10%

Achievement of the goals is encouraged. However, no minimum level of Diverse Business participation shall be required as a condition of vendor selection.

**2.15 Insurance Coverage:**

Lessor shall, at its own expense, secure and maintain in full force and effect throughout term of this lease, **as a minimum**, such insurance coverage on the **Aircraft** as follows:

A. Bodily Injury Liability-Excluding Passengers: \$ 2,000,000

B. Bodily Injury Liability-Passengers: \$ 1,000,000

C. Property Damage Liability: \$ 2,000,000

D. Hull Insurance: All risk ground and flight Hull Insurance coverage, regardless of fault, on **Aircraft** shall be in the stated value amount of **\$(TBD)** for the term of this lease, with maximum Hull deductible as shown below:

E. Hull Deductibles: **\$250.00 Not In Motion; \$1,000.00 in Motion**;



**F. Lessor shall furnish Lessee with a certificate of insurance naming the State of Washington/Central Washington University as an additional named insured on all insurance coverage detailed herein prior to delivery of Aircraft.**

### **2.16 Debriefing Conference and Protest Procedure:**

All vendors who have submitted proposals in accordance with this RFP shall be provided a “Notice of Intent to Award” upon completion of the final evaluations by the University. The following process for protest and debriefing is available to vendors who have submitted a proposal in accordance with this RFP.

#### **2.16.1 Optional Vendor Debriefing:**

Vendors who have submitted a proposal in accordance with this RFP may request an optional debriefing conference to discuss the evaluation of their response. The request must be made in writing within five business days from receipt of the “Notice of Intent to Award”. Requests are to be made to the University contact person as identified in Section 2.10 of the RFP instructions. Vendors must be available to attend the debriefing conference held in Ellensburg, Washington within 5 days of the request.

The debriefing will not include any comparisons between the vendors response and any other responses submitted; however, the University will attempt to address all questions and concerns in this debriefing.

#### **2.16.2 Protest Procedure:**

Protests may be made after the agency conducting the acquisition has announced the apparently successful vendor and after the protesting vendor has had a debriefing conference with that agency. Protests may be made on only these grounds:

- Arithmetic errors were made in computing the score.
- The agency failed to follow procedures established in the solicitation document, the IT Investment Policy, the IT Investment Standards, or applicable State or Federal laws or regulations.
- There was bias, discrimination, or conflict of interest on the part of an evaluator.

Protests are always initially made to the buyer conducting the acquisition. A person authorized to bind the vendor to a contractual relationship must sign the protest letter. The buyer must receive the written protest within five (5) business days after the debriefing conference.

Individuals not involved in the protested acquisition will objectively review the written protest material submitted by the vendor and all other relevant facts known to the agency. The agency must deliver its written decision to the protesting vendor within five business days

after receiving the protest, unless more time is needed. The protesting vendor will be notified if additional time is necessary.

If the protesting vendor is not satisfied with the agency's decision, it may appeal. Appeal is made to the agency.

Written notice of appeal to agency must be received by agency within five (5) business days after the vendor receives notification of the agency's decision.

In conducting its review, agency will consider all available relevant facts. Agency will resolve the appeal in one of the following ways:

- Find that the protest lacks merit and uphold the agency's action.
- Find only technical or harmless errors in the agency's acquisition process, determining the agency to be in substantial compliance, and rejecting the protest; or
- Find merit in the protest and provide options to the agency, including:
  - Correcting errors and reevaluating all proposals;
  - Reissuing the solicitation document; or
  - Making other findings and determining other courses of action as appropriate.

The agency will issue a written decision within five (5) business days after receipt of the notice of appeal, unless more time is needed. The protesting vendor will be notified if additional time is necessary. The agency's determination is final; no further administrative appeal is available.

**Form and Content:** A written protest must contain the facts and arguments upon which the protest is based and must be signed by a person authorized to bind the vendor to a contractual relationship. At a minimum, this must include:

- The name of the protesting vendor, its mailing address and phone number, and the name of the individual responsible for submission of the protest.
- Information about the acquisition and the acquisition method and name of the issuing agency.
- Specific and complete statement of the agency action(s) protested.
- Specific reference to the grounds for the protest.
- Description of the relief or corrective action requested.

### **SECTION 3: REQUIRED RESPONSES**

Vendors are required to respond to each of the items detailed in this section. Information must be presented in a clear, concise and complete format. Responses should be formatted to correspond numerically to the items listed below. Vendors should have their company name on each page. *Please also include any information that has not been addressed in the questions that may be pertinent to this project.*

**FAILURE TO RESPOND TO THESE REQUIREMENTS IN THIS SECTION WILL BE DEEMED A MATERIAL IRREGULARITY AND WILL BE SUFFICIENT REASON TO DISREGARD THE PROPOSAL.**

#### **3.1. Company Profile:** (10 points possible)

Describe your organization including size, length of time in the industry, areas of specialization and expertise, client base, and any other pertinent information in such a manner that the evaluation committee may reasonably formulate a determination about the stability and strengths of your organization.

#### **3.2 Resources/Project Proposal:** (35 points possible)

Describe in detail the proposed aircraft and all other details of the rental. Describe how your company would approach, execute and deliver the requested services requested in this RFP.

#### **3.2 Experience:** (15 points possible)

Indicate the experience your company has in the area identified in section 2.1. Describe any additional experience that would substantiate and enhance the qualifications of your company in regard to the performance of a contract resulting from this solicitation.

#### **3.3 References:** (15 points possible)

List individually at least three clients for whom your company has provided services similar to those requested in this RFP, and provide the following information.

#### **3.4 Additional/Optional Services:** (5 points possible)

Describe in detail any additional or optional service available by your company.

#### **3.5 Price Model:** (20 points possible)

Provide detailed pricing fees must be all-inclusive for a dry rate.

### **SECTION 4: AWARD CRITERIA**

#### **4.1 Award Criteria:**

A contract shall be awarded to the most responsible and responsive bidder based upon, but not limited to, the following criteria where applicable and only that which can be reasonably determined as evidenced by required RFP responses:

- The price and the effect of term discounts (not less than thirty calendar days after receipt of goods or correct invoice), whichever is later.
- Local sales and use tax.
- Servicing resources, capability and capacity.
- Uniformity or interchangeability, & upgradeability of parts and accessories.
- Warranty.

In determining the “lowest responsible bidder” as per RCW 43.19.1911, the following items shall also be given consideration:

- The quality of the articles proposed to be supplied, their conformity with specifications, the purposes for which required and the times of delivery.
- The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- The character, integrity, reputations, judgment, experience, and efficiency of the bidder;
- Whether the bidder can perform the contract within the timeframe specified;
- The quality of performance on previous contracts or services;
- The previous and existing compliance by the bidder with laws relating to the contract or services;
- Such other information as may be secured having a bearing on the decision to award the contract such as life cycle costing.

**4.2 Scoring Responses:** Responses will be scored on a point basis with a total of 100 points possible. Cost will be scored using a ‘declining percentage based on low cost’ method: Low cost will receive 20 points; costs other than low will receive the number of points equal to the percentage relationship to low.

**4.3 Interviews:** CWU may request on-site or phone interviews from vendors under consideration. All costs associated with interviews will be the vendor’s responsibility. Points earned by vendors prior to the interview will be adjusted based on the information presented.

# **CENTRAL WASHINGTON UNIVERSITY**

## **AIRCRAFT RENTAL**

### **REQUEST FOR PROPOSAL 18-003**

## **APPENDIX A**

### **IN-STATE PREFERENCE/RECIPROCITY**

Pursuant to RCW 43.19.704 and WAC 236-48-085, the Department of General Administration Office of State Procurement has established lists of states, which grant a preference to their in-state businesses and the appropriate percentage increase applicable against firms submitting bids from these states for goods and services. Bids in excess of \$43,900 only are subject to the in-state preference reciprocity provisions of RCW 43.19.700.

For purpose of evaluating bid prices, the buyer is to add an amount equal to the appropriate percentage to each bid submitted from that state.

See Link below for preferences & conditions listed by state:

<http://www.des.wa.gov/SERVICES/CONTRACTINGPURCHASING/Pages/ReciprocalPreference.aspx>