

## **NOTICE IS HEREBY GIVEN**

That the Ontario County Industrial Development Agency (OCIDA) will receive RFP's to provide **Fixed Base Operator and Airfield Services to the Canandaigua Airport**. Such proposals must be filed with the Ontario County Industrial Development Agency via electronic submission at [Michael.Wojcik@ontariocountyny.gov](mailto:Michael.Wojcik@ontariocountyny.gov) on or before **4:00 PM prevailing time, Tuesday, January 24, 2023**. **All questions pertaining to this RFP shall be forwarded in writing to the Chief Financial Officer on or before January 20, 2023 at the email address shown above.** The OCIDA reserves the right to reject any or all proposals.

**Michael Wojcik  
Chief Financial Officer  
Ontario County Industrial Development Agency**

# INSTRUCTIONS TO RESPONDENTS

- 1) Read all documents contained in the RFP specifications.
- 2) Respondents are responsible for submitting their proposals to the exact email address indicated on the “Notice” prior to the time indicated in the “Notice”. No proposals will be accepted after the designated time indicated in the “Notice”. **Note: Electronic submittals are required.**
- 3) Respondents are responsible for reporting, in writing, any errors found in the RFP specifications to the Ontario County Industrial Development Agency at [Michael.Wojcik@ontariocountyny.gov](mailto:Michael.Wojcik@ontariocountyny.gov).
- 4) Questions about or clarifications to the technical specifications must be made in writing to the Chief Financial Officer prior to the proposal due date. Such questions must be in the possession of the Chief Financial Officer five working days prior to the proposal due date unless otherwise indicated. Verbal questions will not be entertained.
- 5) Respondents shall indicate in the subject line of their emailed proposal the following information:
  1. **Title of RFP**
  2. **Company Name**
- 6) The only forms necessary to be submitted with your proposal are the following:
  1. **Non-Collusion Affidavit and Indemnification forms signed and dated**
  2. **Insurance certificate as described in Section 13**
  3. **References as specified**
  4. **The proposal form filled out completely**

The OCIDA reserves the right to request additional information deemed necessary for the proper evaluation of this proposal.
- 7) Failure to comply with the above may result in the rejection of the proposal as being unresponsive.
- 8) Under no circumstances is it necessary to return the RFP packet.

# GENERAL INFORMATION

## **AWARD OF RFP:**

The award, if any, will be made within five (5) calendar days of the opening date. All successful respondent(s) shall be notified by the OCIDA of any contracts they have been awarded. Notice of awards shall be in the form of an email by the Chief Financial Officer sent to all successful respondents via email. Unsuccessful respondents shall not be informed.

## **TERM OF CONTRACT:**

Any contract resulting from this RFP shall be for a minimum term of 24 months beginning on February 1, 2023 with the option to renew if agreeable by both parties in writing prior to end of term.

## **REFERENCES:**

The respondent shall provide two (2) references from customers of similar size and scope of work required.

## **PROHIBITION AGAINST ASSIGNMENT/TRANSER/SUBCONTRACT:**

The respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or any of its contents, or of any right, title or interest therein, or of the power to execute this agreement, to any other person or corporation without previous consent, electronically in writing, of the OCIDA.

## **TERMINATION CLAUSE:**

The OCIDA reserves the right to terminate any contract resulting from this RFP with (30) thirty calendar days written notice to the respondent. The OCIDA agrees to show cause and allow the respondent the opportunity to rectify problems. However, if in the sole opinion of the OCIDA's Finance/Airport Committee, Counsel, and the Chief Financial Officer the respondent has not resolved the problem to the satisfaction of the OCIDA in a timely and workman like manner, said contract shall be terminated.

## **JUDGMENTS/LEGAL FINDINGS:**

By submitting this bid for consideration, the respondent affirms that they currently have no judgments or other legal findings nor have any pending judgments or other legal findings against the company, its executives or any other person that will be employed in any fashion as a part of this contract, with any federal, state or local governmental entities that in any way could impact or have the potential to impact their ability to legally complete any contract awarded them as a result of this bid. Failure to disclose any such judgments and/or findings will result in the termination of any contracts and other penalties as deemed legal and appropriate by the OCIDA.

**NON-APPROPRIATIONS CLAUSE:**

The OCIDA will not be liable for any purchases or contracts for goods or services for which funding is not available. As a result, the respondent agrees to hold the OCIDA harmless for any contracts let for which funding either does not currently exist or for which funding has been removed prior to the issuance of an approval letter by the OCIDA. Issuance of an approval letter by the OCIDA indicates that the OCIDA currently has and has set aside adequate funds to procure the goods and services indicated in the approval letter or contract. Should it become necessary for the OCIDA to cancel a project or purchase after an order to proceed or approval letter has been issued, the OCIDA will only be liable for and the respondent agrees to only assess those financial damages that it can prove to have incurred as a result of the cancellation. (see Bid Form for further notes)

**NON-ASSIGNMENT:**

At no time during the duration of any contract resulting from this RFP, shall the successful respondent be allowed to assign any portion of this contract to a third party without express written approval by the OCIDA.

**SPECIFICATIONS SUBMITTED BY:**

**OCIDA Chief Executive Officer  
OCIDA Chief Financial Officer  
Underberg & Kessler**

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## EXHIBITS

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## **SECTION 1: OVERVIEW**

The Ontario County Industrial Development Agency (the Agency or OCIDA), owner and Sponsor of the Canandaigua Airport ( the Airport), is seeking proposals from qualified parties (Responders or Respondents) to offer full Fixed Base Operator (FBO) and Airport Maintenance Services at the Canandaigua Airport (IUA). The OCIDA is seeking a service provider to lease Airport-owned facilities and equipment to assume operations and provision of these services as provided by the OCIDA.

The Agency's objectives are to promote and support local economic development, generate revenue to support and further enhance the Airport as well as facilitating a viable quality service operation to complement existing uses at the Airport. The Agency believes combined services as described in this request will result in increased efficiency, viable business opportunities and a better experience for airport users.

The selected Respondent will be expected to apply a proactive business plan and approach to increasing services and business at the Canandaigua Airport. The OCIDA seeks an airport service provider to occupy currently available facilities.

Respondents are subject to the Canandaigua Airport's Minimum Standards, Canandaigua Airport FBO Standards and the Rules and Regulations.

Respondents shall include a proposal to manage the apron/tie-down area, fueling services, pilot lounge, OCIDA-owned buildings, storage facilities and equipment. Respondents will be offered the opportunity to expand operations into future facility improvement in consideration of potential business opportunities, and are encouraged to propose any combination of services they believe will promote growth and be beneficial to both parties.

### **DESCRIPTION OF AIRPORT**

The Canandaigua Airport is a public use, non-towered, General Aviation (GA) airfield, owned by the Ontario County Industrial Development Agency (OCIDA). The Canandaigua Airport (IUA) is documented in the FAA National Plan of Integrated Airport Systems (NPIAS) for its role as a Regional Airport as well as a designated GA Reliever to the Frederick Douglass Rochester International Airport (ROC). The single 5,500 foot runway readily accommodates small private aircraft to large business jets, with approximately 6 acres of asphalt and an apron available for temporary and long-term aircraft parking. IUA supports a spectrum of General Aviation traffic; Businesses ranging from individual consultants to Fortune 500 companies are among the airfield's top users. With its alluring natural aesthetics, outdoor activities, wineries, prestigious colleges and universities, rich history, small town charm, and entrepreneurship, Canandaigua and the Finger Lakes Region is an attractive destination for business and recreational aviators.

The Canandaigua Airport plays an essential role in supporting the region's economy. Its proximity to the Finger Lakes region makes it the airport of choice for a significant number of seasonal leisure travelers who vacation or attend events such as concerts. The airport is also extensively used for pilot instruction and testing. IUA is a regular training site for military and police agencies, and it is frequently used as a stop-over or base of operations for many commercial aerial operations such as utility line patrols, banner towing, agricultural applications, mapping services and medical transportation.

Primary airport services include fueling, ground handling, coordinating ground transportation and attending to passengers and flight crews. These services are administered by a Fixed Base Operator (FBO), contracted by the OCIDA. Total AvGas (piston engine) and Jet-A (turbine engine) fuel sales through the FBO range from 85,000-100,000 gallons per year.

Automated weather reporting, pilot-controlled runway lighting, self-serve fueling and 24-hour pilot rest facilities provide the basic services which allow IUA to be available to pilots around the clock.

Airport facilities and equipment are maintained by a separately contracted service provider that performs maintenance, inspection and repairs to airfield assets including all paved and unpaved surfaces, weather stations, lighting, fueling systems, buildings and equipment necessary for vegetation control and snow removal.

Airport structures include four privately owned hangars utilized for aircraft storage. Two primary buildings are currently occupied by an aircraft repair station. Current IDA-owned structures include a 3,000 sq.-ft. operations/security building, a 575 sq.-ft. cold storage and a 2,600 sq.-ft. heated equipment storage building.

Funding for major airport projects is financed thru the Airport and Airway Trust Fund and allocated by the FAA's Airport Improvement Program (AIP). All Airport operation and maintenance expenses are funded solely by the OCIDA. No local taxpayer funds currently support airport operations.

Ongoing airport projects include construction of a new entry and roadway to the airfield off Thomas Road, installation of an emergency generator, acquisition of existing hangars, and obstruction removal (tree clearing) to maintain runway approached. Planned projects included construction of a new terminal building, rehabilitation of the taxiway and apron sections and replacement of the automated weather station. The IDA is currently seeking grant funding for the expansion of sanitary sewer onto airport property.

The Airport is located within the Town of Canandaigua, approximately three miles northwest of the City of Canandaigua and 25 miles Southeast of Rochester, New York. Total Airport land consists of approximately 300 total acres. The airport is equipped with a single asphalt runway. Runway 31/13 is 5,500 feet long by 100 feet wide. There is approximately 200,000 sq.-ft. of apron and over 35 tie-downs available for the public for general aviation use. An 8' full perimeter fence surrounds the facility's airside for security and wildlife mitigation.

The 2021 FAA Terminal Area Forecast (TAF) estimates the Canandaigua Airport to have a total of 21,600 aircraft operations per year with 1,080 itinerant air taxi operations, 10,260 itinerant general aviation operations with the remaining operations being local general aviation.

There are currently 63 based aircraft listed for IUA in the National Base Aircraft Inventory Program (NBAIP), consisting of 60 single-engine piston, 2 multi engine piston and 1 jet aircraft. Air traffic ranges from small single-engine piston aircraft to large business jets.

AIRPORT STATISTICAL DATA

**Location Coordinates** -: N42°54.53' / W77°19.51, Located 03 miles NW of Canandaigua City, New York  
 Surveyed Elevation is 813 feet MSL.

**Operational Statistics**

Single Engine Aircraft Based on Field: 62 (12 month period ending 2020-08-05)  
 Multi-Engine Aircraft Based on Field: 1 Annual Commercial Operations: none  
 Jet Aircraft Based on Field: 2 Annual Commuter Operations: none  
 Helicopters Based on Field: 4 Annual Air Taxi Operations: 1080  
 Military Aircraft Based on Field: none Annual Military Operations: none  
 Gliders Based on Field: none Annual GA Local Operations: 10260  
 Ultralights Based on Field: none Annual GA Itinerant Operations:10260

**Operational Statistics**

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**Runway 13/31**

Dimensions: 5500 x 100 feet / 1676 x 30 meters  
 Surface: Asphalt / Grooved in Good Condition  
 Weight Limits: 39 /F/D/X/T  
 Edge Lighting: Medium Intensity  
 Runway 13 (123° True) Runway 31 (303° True)  
 Coordinates: N42°54.78' / W77°20.03' N42°54.29' / W77°19.00'  
 Elevation: RWY 13 788.6' msl RWY 31 811.9' msl  
 Markings: Non-Precision Instrument in good condition.  
 Glide Slope Indicator P2L (3.00° Glide Path Angle) P2R (3.00° Glide Path Angle)  
 REIL: Yes  
 Obstacles: 32 ft Tree 1331 ft from rwy, 187 ft RoC,38 ft Tree 1069 ft from rwy, 131 ft RoC  
 9 FT BUSH AND FENCE 176 FT FM THR, 243 FT LEFT.

**Airport Communications**

AWOS-3P: 118.675 Tel. 585-396-5861  
 ROCHESTER APPROACH: 119.55 269.6  
 ROCHESTER DEPARTURE: 119.55 269.6  
 CTAF: 122.800  
 ATIS at ROC (19.8 NW): 124.825  
 ASOS at ROC (19.8 NW):124.825 585-235-7322  
 ASOS at PEO (19.9 SE): 121.175 315-536-4102

**Operations Data**

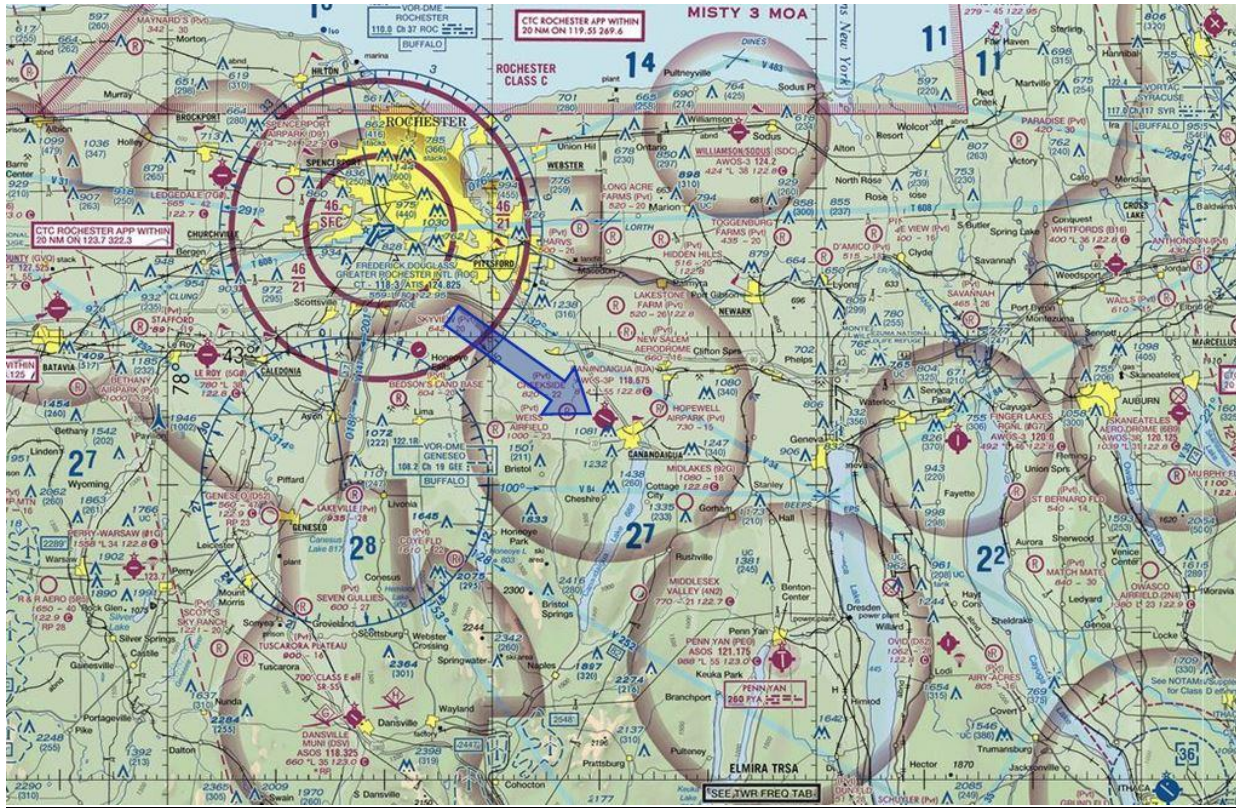
Airport Use: Open to the public  
 Activation Date: April 1948  
 Status: Operational  
 Control Tower: No  
 Seg-Circle: Yes  
 Beacon: Clear-Green (Lighted Land Airport)  
 Wind Indicator: Yes, Lighted  
 A.R.T.C.C.: CLEVELAND F.S.S.: BUFFALO  
 NOTAMs Facility: BUFFALO  
 Sectional Chart: DETROIT  
 Attendance: Continuous, 7AM-5PM DLY, CALL FBO  
 FOR AFT HRS SVC.

**Services Available**

Fuel: 100LL Jet A+  
 Transient Storage: Hangars, Tiedowns  
 Airframe Repair: Engine Repair:



# AERONATICAL LOCATION MAP



# AERIAL PHOTO



## SECTION 2: CURRENT SERVICE PROVISIONS

The OCIDA currently contracts separately for FBO and Airfield Operations & Maintenance. Both entities operate independently.

Airport Management services are provided by the OCIDA. The Airport Manager is on site to administer airport regulatory matters, to oversee capital improvement projects and to assist with aligning the successful respondent's operations with OCIDA goals and objectives for Canandaigua Airport

### OPERATIONS AND FUEL SALES

The amount and type of operations fluctuate throughout the year with the heaviest traffic during the months of May through November. This increase is largely due to fair weather and recreational travel. Regular flight operations throughout the year are primarily flight training and single-engine aircraft. Itinerant operations include refueling stops, and helicopter line patrols.

ANNUAL FUEL SALES (Gallons sold)		
FY	AvGAS	Jet-A
2018	20,516	26,261
2019	22,287	23,951
2020	29,665	49,604
2021	31,910	63,597
2022	27,016	87,915

## SECTION 3: AIRPORT IMPROVEMENTS

### PLANNED IMPROVEMENTS

GRANT FUNDED PROJECTS		
FY	FUNDING	Project Description
2023	NYSDOT	Construction of new airport entry road
2023	AIP	Install standby generator for airfield lighting and Wx Station
2023	NYSDOT	Hangar Acquisition
2023	AIP	Obstruction Removal (tree clearing runway approaches)
2024	NYSDOT/AIP	Construction of 3,000 sq.-ft. Terminal Building
2025	AIP	Rehab section of apron & taxiways. Construct terminal ramp
2025	NYSDOT/AIP	Replace AWOS
2026	AIP	Acquisition of snow removal equipment

### ANTICIPATED FUTURE IMPROVEMENTS

- Extension of sanitary sewer to developable area of airport
- Construction of addition T-Hangars
- Designate turf landing area
- Develop restaurant/meeting facility
- Security Enhancements

## SECTION 4: SCOPE OF SERVICES FBO

### HOURS OF OPERATION

FBO line services shall be open and attended from 7am -5pm each day of the week. Call-in services must be available for all hours of the day. Closures in observance of holidays and/or weather must be approved by the Airport Manager.

Airfield maintenance personnel shall be minimally on duty during weekday business or as necessary for weather-related or other emergencies.

### FBO SERVICES

The successful respondent understands the needs of the aviation community and the benefits of providing excellent aeronautical services that will ultimately attract and grow the customer base. As NetJets is a predominant provider of passenger jet services to IUA, respondents shall refer to NetJets FBO Standards for the expected level of service, in addition to the following:

- Line staff to be available on call 24 hours for FBO services outside regular operating hours
- Provide information to the public inquiries regarding local aeronautical services, ground transportation, overnight accommodations and area attractions/events
- Maintain capacity for around-the-clock phone response
- Maintain appropriate number of adequately trained and/or certified personnel
- Provide essential aircraft services include providing fuel, ground handling, electrical power and crew/passenger services
- Greet all arriving flights. Assist customers with self-serve fueling as workload permits
- Maintained website listing of available services, fuel prices and fee schedule
- Subscribe to appropriate flight tracking service(s) to monitor inbound passenger flights
- Maintain customer database
- Collect transient and base aircraft tie-down fees and rent
- Provide crew and passenger shuttle service between aircraft and FBO facilities
- Provide courtesy ground transportation for flight crews and/or coordinate rental car or ride sharing services for crew and passengers
- Maintain clean, conditioned lounge space with rest areas, refreshments, entertainment, internet and provisions for flight planning
- Maintain supply of aircraft on-board consumables such as ice, coffee and snacks
- Maintain supply of aircraft consumables such as engine oil, window cleaner...etc.
- Offering catering services for departing passenger flights
- Offer tools and supplies for interior aircraft cleaning
- Maintain adequate fuel supply
- Management of fuel storage system, handling delivery and transfer of aviation fuels
- Assist in emergency situation (i.e. removal of disabled aircraft from AOA)
- Monitor automobile parking areas
- Implement Airfield Rules and Regulation

## **SECTION 5: OPTIONAL FBO SERVICES**

The following are optional FBO services offered to arriving flights.

- Concessionaire for common car rental service
- Aircraft lavatory service
- Aircraft de-icing
- Aircraft lavatory service
- Aircraft cleaning services
- Retail sales of food, drink, pilot supplies, clothing, souvenirs... etc.

## **SECTION 6: SCOPE OF SERVICES – AIRFIELD MAINTENANCE AND OPERATIONS**

### INSPECTION AND MAINTAINCE SERVICES

A successful respondent should be experienced with performing scheduled inspection, maintenance, repairs and cleaning of the following assets:

- Airfield Signs and Lighting
- AWOS system
- All pavement surfaces
- IDA-owned Buildings
- Fuel Storage and pumping systems
- Utility services
- Heavy Equipment
- Aircraft Ground Support Equipment
- Refueling Tanker Trucks
- Shop equipment and tools

### SNOW REMOVAL

A successful respondent must have experienced with airport snow removal operations, capable of timely clearing of snow in accordance with Snow Control Plan, using acceptable practices and techniques, in coordination with airport management. Canandaigua averages 55 inches of snow per year.

### GRASS CUTTING

Canandaigua Airport maintains 145 acres of vegetation. Approximately 130 acres of field are kept to 6"-12". The remaining 15 acres, adjacent to paved surfaces and fence line, is maintained to 3"-6". An average of 475 annual hours is dedicated to vegetation control, including fence line clearing.

### WEATHER REPORTING SYSTEM MAINTENANCE

Respondent shall be familiar with operation of each component of airport automated weather stations and broadcasting systems.

### MAINTAIN SECURITY SYSTEM

Canandaigua Airport has approximately 4 miles of perimeter fencing with 8 gated access points. Currently one gate is motorized with code access. There are also a small number of video surveillance equipment requiring routine service and inspections.

### ASSET MANAGEMENT

It is critical for respondent to be experienced with computerized asset, work flow and inventory management systems. A successful respondent will be familiar with the MaintainX™ currently employed to perform these functions.

### PROCUREMENT AN INVENTORY

Respondent will procure and maintain inventory necessary parts and supplies to support airport operations, including stock of critical spare parts.

### VENDOR MANAGMENT

Select and cultivate suppliers of material and services require to support airport operations and maintenance services, including respondent onboarding, performance monitoring and product value.

### SUBCONTRACTOR OVERSIGHT

Oversee and assist with any specialized on-site services, i.e. electrician, weather station technician, fuel farm system and HVAC contractors

## **SECTION 7: AVAILABLE FACILITIES AND EQUIPMENT FOR LEASE AND MANAGEMENT**

### BUILDINGS

- Temporary office trailer (near fueling station)
- Operations/Security Short-term Terminal Building (Includes restroom, kitchen, office and lounge facilities)
- Equipment (SRE) Building

### GROUND SUPPORT EQUIPMENT

- 3,000 gallon Jet-A Refueler truck
- 1,500 gallon 100LL Refueler truck
- Ground Power Unit (GPU)
- Universal Tow bar (aircraft up to 14,000 lbs.)
- 60 Gallon Heated De-Icing Cart

### EQUIPMENT FOR OCIDA TO ACQUIRE

- Aircraft tug – ground handling up to medium size business jets
- Boom Truck – to access high work on structure and nav aids, as well as aircraft de-icing
- Shuttle vehicle(s) (golf cart) – Ramp people transporter

## **SECTION 8: POTENTIAL BUSINESS OPPORTUNITIES**

- Aircraft Services. Sales, taxi/charter, repair services, flight training... etc.
- Tenant aircraft management services

## **SECTION 9: LEASE AGREEMENT**

The successful proposer may choose to execute a lease agreement for the OCIDA buildings, main apron and fuel farm. OCIDA anticipates preparing a lease agreement for this RFP that is specific to the services negotiated between the OCIDA and the selected Proposer for a minimum term of 24 months from date of executed agreement.

## **SECTION 10: MINIMUM QUALIFICATIONS**

Each proposer must have at least three (3) years' experience during the last six (6) years providing FBO and/or Airport services as requested in this RFP. The experience of the Respondent, or a management staff member, executive officer, or the identified owner(s) of the respondent, full-time managing officer, or employee (defined as an individual responsible for the day-to-day operations of an FBO), may be used to meet this requirement.

Each Respondent must be in good standing with the OCIDA and all federal, state, and municipal entities. For this RFP, "good standing" means complying with all contractual provisions, including payment of financial obligations. Other requirements include:

- Must be certified by the FAA to conduct applicable aeronautical service
- Must carry the insurance coverage
- Demonstrable experience in successful airport or equivalent operations.
- Demonstrable experience in recordkeeping involving fueling and other regulatory compliance to meet State and Federal standards.
- Excellent communication and public contact skills

## **SECTION 11: PROPOSAL SUBMITTAL REQUIREMENTS**

### GENERAL INFORMATION

1. Letter of Intent
2. Names and qualifications of corporate/company officers/owners;
3. Company address/location(s) and other appropriate contact information;
4. A full description of the Responder's entity (corporation, partnership, etc.) and identification of all parties including a disclosure of all persons or entities having a beneficial interest in the proposal.

### EXPERIENCE

1. Brief history of the company
2. Description of prior experience related to airport operations;
3. References who can attest to proposer's qualifications;

### BUSINESS PLAN

1. Operations Plan. Attach an outline of the services that the Respondent chooses offer to the OCIDA, setting forth each business activity and the means and methods to be employed to perform services
2. Management Structure and Operating Personnel Schedule. Attach a description of the Respondent's proposed management hierarchy and operating structure.
3. Fee Proposal. Include a fee proposal and any plan for revenue sharing for services outlined in this RFP.

## **SECTION 12: PROPOSAL EVALUATION AND INTERVIEWS**

Proposals will be reviewed for documentation of minimum qualifications, completeness, and adherence to the RFP requirements. The OCIDA reserves the sole right to determine the sufficiency of qualifications and experience of all proposers.

Proposals will be evaluated for the following criteria:

- Qualifications and Experience of Respondent
  - Experience of proposed company, including number of years, types and ranges of service
    - FBO operation
    - Airfield operations and maintenance
    - Maintenance experience with Heavy Equipment
    - Development of procedures and documentation of workflow
  - Experience of proposed General Manager
  - Professional references.
- Responsiveness of Operations Plan
- Responsiveness of Management Structure
- Analysis of Fee Proposal



The OCIDA's review of each proposal will include an analysis of each proposed Fee Proposal to evaluate the impact on the Airport budget and operations. The OCIDA will conduct interviews for those Respondents whose proposal appears to meet the Airport's goals with regard to providing a first class, full service FBO presence while not negatively impacting the Airport budget.

The interviews will also be used as an opportunity to discuss the Fee Proposal with each Proposer. These discussions can include the specific services offered, modifications to the services offered, and modifications to the compensation amounts offered to the OCIDA. It is a goal of the OCIDA to establish lease terms that are financially beneficial to the selected Respondent and the OCIDA. The OCIDA reserves the right to negotiate any and all terms with any of the Respondent during the interview process. After the completion of the interview process, and assuming that the OCIDA believes that equitable terms have been reached, a Letter of Intent, summarizing the agreed to compensation terms, will be prepared by the OCIDA and will include a draft FBO Lease Agreement outlining the agreed to terms.

## SECTION 13: INSURANCE REQUIREMENTS

Respondent shall maintain, at its sole cost and expense, the insurance coverages including Aviation General Liability, Property Insurance, Workers Compensation, Employers Liability, Vehicle Operation and Hangarkeepers.

Insurance shall be procured by Respondent and certificate delivered prior to Board approval or issuance of approval letter. However, all RFP's shall include the required proof of insurance forms with the response. Failure to do so may deem the respondent non-responsive.

### CERTIFICATES OF INSURANCE

1. All insurance accords shall name the Ontario County Industrial Development Agency, 20 Ontario Street, Suite 106B, Canandaigua, NY 14424 as "additional insured".
2. Coverage must comply with all specifications of the contract.
3. Executed by an insurance company and/or Corporation or broker, which is licensed by the Insurance Department of the State of New York.
4. Certificate must indicate that prior to non-renewal or cancellation of these policies, at least thirty (30) days advance written notice shall be given to the OCIDA before such change shall be effective.

Forward the completed certificate to the Chief Financial Officer of the Ontario County Industrial Development Agency at [Michael.Wojcik@ontariocountyny.gov](mailto:Michael.Wojcik@ontariocountyny.gov) .

The respondent shall supply an Acord Certificate of Insurance for respondent classification "Professional Services". The following two pages are a sample of the required Insurance Acord and details of the required forms for Workers' Compensation and Disability according to Sections 57 and 220 subd. 8 of the Workers' Compensation Law. (The Acord Certificate, Workers' Compensation and Disability forms must all be on file with the IDA before any payments can be made)

In some circumstances it will be necessary to require alternate coverage and limits which will be defined in the bid specifications contract, lease or agreement. The alternative specifications should be evidenced on the certificate in lieu of following the standards.

## SECTION 14: PROPOSAL FORM

PROPOSAL FORM FOR RFP to be received by 4:00 PM prevailing time January 24th 2023, at the office of the Ontario County Industrial Development Corporation electronically at [Michael.Wojcik@ontariocountyny.gov](mailto:Michael.Wojcik@ontariocountyny.gov)

**Proposals must be submitted electronically with contents identified in the "Subject" line of the email.**

Proposals must contain a statement of non-collusion as required by Section 103-d of the General Municipal Law. **The OCIDA reserves the right to reject any or all proposals.**

The undersigned proposes to furnish the following services, in accordance with the attached specifications, to the OCIDA at the price(s) shown. All prices are to include no taxes.

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

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature of Representative (**Blue or other non-black ink required**)

BY: \_\_\_\_\_  
Signature of Representative (PRINTED)

FEDERAL OR TAX ID # \_\_\_\_\_

**NOTE: By signing and submitting this Proposal for consideration by the OCIDA the respondent acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation, exception or alteration.**

## SECTION 15: NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this RFP, each respondent and each person signing on behalf of any respondent certifies, and in the case of a joint proposal, 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 proposal 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 respondent or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent prior to opening, directly or indirectly, to any other respondent or to any competitor; and
3. No attempt has been made or will be made by the respondent to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

NAME OF FIRM \_\_\_\_\_  
Individual or Legal Name of Firm or Corporation

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature of Representative of Firm or Corporation (blue or other non-black ink)

DATED: \_\_\_\_\_

**SECTION 16: INDEMNIFICATION AGREEMENT**

(RFP Canandaigua Airport FBO and Airfield Services)

The Contractor agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the gross negligence of the OCIDA, the Contractor agrees to indemnify and hold harmless the OCIDA, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the performance or failure to perform hereunder by the Contractor or third parties under the direction or control of the Contractor; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of the Agreement and to bear all other costs and expenses related thereto.

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AUTHORIZED SIGNATURE

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DATE

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NOTARY PUBLIC

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DATE

**SECTION 17: ON-BIDDERS RESPONSE**

(RFP Canandaigua Airport FBO and Airfield Services)

For purposes of maintaining accurate bidder's lists and facilitating your firm's response to our invitation for bid, the OCIDA is interested in ascertaining reasons for prospective bidders' failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the, Ontario County Economic Industrial Development Agency Chief Financial Officer electronically at [Michael.Wojcik@ontariocountyny.gov](mailto:Michael.Wojcik@ontariocountyny.gov) . Failure to either submit a bid proposal or return this form will result in removal of your firm's name from our bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s):

Items or materials requested not manufactured by us or not available to our company.

Our items or materials do not meet specifications.

Specifications not clearly understood or applicable (too vague, too rigid, etc.).

Quantities too small.

Insufficient time allowed for preparation of bid.

Incorrect address used. Correct mailing address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our branch/division handles this type of bid.

Correct name and mailing address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are unable to bid at this time but would like to continue to receive invitations for bids.

We are unable to bid and wish to be removed from the bidder's lists.

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

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

BY: \_\_\_\_\_

Signature of Representative

DATE: \_\_\_\_\_