



**CAMERON COUNTY
PURCHASING DEPARTMENT
INVITATION TO RFP**

RFP NUMBER # 1100

RFP TITLE: FIXED BASED OPERATOR (FBO) at PORT ISABEL – CAMERON COUNTY AIRPORT

DATE DUE: NOVEMBER 5, 2013

DUE NO LATER THAN 10:00 A.M.

Bids/ RFP's / RFQ's will be opened at the Cameron County Courthouse, 1100 East Monroe Street, Brownsville, Texas in the Purchasing Department – 3rd Floor – Room # 345 at 10:01 a.m. (as per Purchasing Dept. time clock) on deadline due date.

Please return Proposal ORIGINAL ONE (1) and six (6) copies in sealed envelope. **MARK ENVELOPES:** Be sure that return envelope shows the Description and is marked with the name and address of the proposer and "**RFP No.1100, Port Isabel-Cameron County Airport (Fixed Base Operator) Property Leasing & Management Services**" on the outside of the package.

RETURN PROPOSAL TO:

by U.S. mail or delivered to the office of Purchasing Dept., **County Courthouse (Dancy Bldg.)
1100 E. Monroe St, 3rd Floor, Room 345, Brownsville, Texas 78520.**

PRE PROPOSAL MEETINGS SCHEDULE:

Meeting – Monday, October 14, 2013 at 10:30 A.M.

PRE PROPOSAL MEETING LOCATION: Port Isabel Cameron County Airport

27617 Veterans Airport Drive, Los Fresnos, Tx. 78566

CONTACT PERSON: JOE VEGA 956-761-3700

Pre proposal questions must be submitted by: **Wednesday, October 9, 2013** (e-mail or fax 956-550-7219 Mike Forbes)

For additional information or to request addendum contact: Mike Forbes at (956) 544-0871 or [Beverly Findley](mailto:Beverly.Findley@co.cameron.tx.us) at (956) 982-5478, E-mail: mforbes@co.cameron.tx.us or purchasing@co.cameron.tx.us To ask specific questions on project requirements, please call: **Joe E. Vega at (956-761-3700)**

You must sign below in INK; failure to sign WILL disqualify the offer. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Telephone No. _____ Fax No. _____ e-mail _____

Historically Underutilized Business (State of Texas) Certification VID Number: _____

Print Name: _____ Signature: _____

How did you find out about this Proposal? _____ (ex: Newspaper, Web, mailout)

Is Proposer's principal place of Business within Cameron County? Yes - No

Your signature attests to your offer to provide the goods and/or services in this Proposal according to the published provision of this Proposal. When an award letter is issued, this RFP becomes the contract. If a Proposal required specific Contract is to be utilized in addition to this Proposal, this signed Proposal will become part of that contract. When an additional Contract is required a Proposal award does not constitute a contract award and Proposal / Contract is not valid until contract is awarded by Commissioners Court (when applicable) signed by County Judge and Purchase Order is issued.

CHECK LIST

Items checked below represent components which comprise this bid/Proposal package. If the item **IS NOT** checked, it is **NOT APPLICABLE** to this bid/Proposal. Proposers are asked to review the package to be sure that all applicable parts are included. If any portion of the package is missing, notify the Purchasing Department immediately. It is the Proposer's responsibility to be familiar with all the Requirements and Specifications. Be sure you understand the following before you return your Proposal packet.

- Cover Sheet**
Your company name, address and your signature (**IN INK**) should appear on this page.
- Instructions to Proposers**
You should be familiar with all of the Instructions to Proposers.
- Special Requirements**
This section provides information you must know in order to make an offer properly.
- Specifications / Scope of Work**
This section contains the detailed description of the product/service sought by the County.

Attachments

- Attachments A-1, A-2, B, C, D, E, F,G, H, , I, J**
Be sure to complete these forms and return with packet.
- Proposal Guaranty & Performance Bond Information & Requirements**
This form applies only to certain bids/Proposals. All public work contracts over \$25,000 require a Payment Bond and over \$100,00 must also have a Performance Bond in a form approved by the County. Please read carefully and fill out completely.
- Minimum Insurance Requirements**
Included when applicable
- Worker's Compensation Insurance Coverage Rule 110.110**
This requirement is applicable for a building or construction contract.
- Financial Statement**
When this information is required, you must use this form.

Other - Final Reminders To double check before submitting BID/RFP/RFQ

- Is your Proposal sealed with Proposal #, title, Proposers Name, & return address, on outside?
- Did you complete, sign and submit page 1?
- Did you complete and submit **ATTACHMENTS** A,B,C,D,E, F, G,H,I,J
- Did you provide the number of copies as required on the cover page?
- Did you visit our website www.co.cameron.tx.us/purchasing/specs_notices.htm for any addendums?
- Did you review **EXHIBITS** A,B,C,D,E, F, G,H

If not interested in Proposing please let us know why by feedback: www.co.cameron.tx.us/purchasing/feedback.htm

INSTRUCTIONS FOR SUBMITTING PROPOSALS

These General Instructions apply to all offers made to Cameron County, Texas (herein after referred to as "County") by all prospective Proposers (herein after referred to as "Proposers") on behalf of Solicitations including, but not limited to, Invitations to Proposal and Requests for Quotes.

Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your Proposal with all appropriate supplements and/or samples. Prior to returning your sealed Proposal response / submittal, all Addendums - if issued - should be reviewed and downloaded by entering the County Purchasing web site at http://www.co.cameron.tx.us/purchasing/specs_notices.htm Addendums Column (updated Addendums). These Addendums must be signed and returned with your Proposal in order to avoid disqualification. All Tabulations can also be viewed and downloaded at this site. Review this document in its entirety. Be sure your Proposal is complete, and double check your Proposal for accuracy.

Prospective proposers shall be responsible for examination and understanding of the terms of this RFP, including all exhibits and attachments thereto, and shall judge for themselves the circumstances and conditions affecting its Proposal. Failure to make such examination and to investigate thoroughly shall not be grounds for any claim that RFP conditions and terms were not understood. All Proposals and supplementary documents and material submitted shall become the property of the County upon receipt.

Cameron County is an Equal Employment Opportunity Employer.

Review this document in its entirety. Be sure your Proposal is complete, and double check your Proposal for accuracy.

GOVERNING FORMS: In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Cameron County's interpretation shall govern. Where substitutions are used, they must be of equivalent value or service, and specified by the Proposer as such, in the columns to the right on the "Minimum Specifications' Forms". The Cameron County's specifications may be exceeded and should be noted by the Proposer as such. Any Proposal NOT MEETING the Minimum Requirements specified will be rejected.

GOVERNING LAW: This invitation to Proposal is governed by the competitive Proposal requirements of the Cameron County Purchasing Act, Texas Local Government Code, **§263.007 et seq.**, as amended. Proposers shall comply with all applicable federal, state and local laws and regulations. Proposer is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Cameron County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the Cameron County Attorney concerning any portion of these requirements.

Questions requiring only clarification of instructions will be handled verbally all other questions should be submitted in writing. If any questions results in a change or addition to this Proposal, the Change(s) and addition(s) will be forwarded to all Proposers involved as quickly as possible in the form of a written addendum only. Verbal changes to Bids/RFP's/RFQ's must be backed-up by written addendum or written Q/A clarifications which would be posted on County Purchasing Web site. Without written Addendum or written Q / A clarification, verbal changes to Bids / RFP / RFQ will not apply.

Sign the Vendor's Affidavit Notice, complete answers to Attachments A-1, A-2, B, C, D, E, F, G, H, I, J and return all with your Proposal.

CONFLICT OF INTEREST:

For vendor or other person doing business with local governmental entity

This questionnaire must be filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator (County Clerk's Office) of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.

Please review this entire document, if for any reason there is any information to disclose, relative to any questions in this Conflict of Interest form, you must file with County Clerk's Office subject to above instructions.

can be downloaded at the following web site:

<http://www.co.cameron.tx.us/purchasing/Forms/conflictinterest.pdf>

DISCLOSURE OF INTERESTS:

This questionnaire must be filed with the records administrator (County Clerk's Office) of the local government and no later than the 7th business day after the person becomes aware of facts that require this statement to be filed. Cameron County, Texas requires all persons or firms seeking to do business with the County to **provide the following information if the person becomes aware of facts that require this statement to be filed.** Every question must be answered. If the question is not applicable, answer with "N/A."

Please review this entire document, if for any reason there is any information to disclose, relative to any questions in this disclosure of interest form, you must file with County Clerk's Office subject to above instructions.

can be downloaded at the following web site:

<http://www.co.cameron.tx.us/purchasing/Forms/DisclosureofInterest.pdf>

PROPOSER SHALL SUBMIT RFP ON THE FORM PROVIDED, SIGN THE PROPOSER AFFIDAVIT, AND RETURN ENTIRE RFP PACKET. In the event of inclement weather and Cameron County Offices are officially closed on a RFP deadline day, RFP's will be received until 2:00 p.m. of the next business day, for opening at upcoming Commissioner's Court meeting.

RFP's SUBMITTED AFTER THE SUBMISSION DEADLINE SHALL BE RETURNED UNOPENED AND WILL BE CONSIDERED VOID AND UNACCEPTABLE.

BIDDERS / PROPOSERS MAY ATTEND PUBLICLY HELD COMM COURT MEETING FOR AWARD OF THIS SOLICITATION. All responding bidders/ proposers are welcome to attend the publicly held Commissioners Court meeting relative to the outcome / award of this solicitation. Court Meeting agenda date and times may be obtained at the following web site: <http://www.co.cameron.tx.us/judge/agenda.htm>

SUCCESSFUL PROPOSER WILL BE NOTIFIED BY MAIL. All responding Proposers will receive written notification regarding the outcome of the award.

OPEN RECORDS ACCESS TO ALL INFORMATION SUBMITTED. All information included will be open to the public, other Proposers, media as per the Open Records Act and not be confidential in nature. If you deem any information as confidential, it should not be made part of your RFP package.

BINDING EFFECT: This resulting agreement shall be interpreted and enforced under the laws and jurisdiction of the State of Texas- TX DOT Aviation , and FAA. Cameron County RFP, the Proposer's RFP in response to the Request for Proposal and any additional negotiated conditions reduced to writing will constitute the contract between the successful Provider and Cameron County. This agreement then constitutes the entire understanding between the parties and is not subject to amendment unless agreed upon in writing by both parties hereto. By mutual agreement, the parties may, from time to time, promulgate scope of service documents to define the scope of services for such areas including but not limited to new construction and / or additional facilities. Such scope of service documents will be incorporated into the contract agreement. Provider acknowledges and agrees that it will perform its obligations hereunder in compliance with all applicable state, local or federal law, rules, regulations and orders.

LAWS, RULES, REGULATIONS, ORDERS: The Proposer must at all times comply with all applicable laws, rules, regulations and order of the Federal Government, State of Texas, County of Cameron. Proposer must, also meet and comply with all current **State of Texas- TX DOT Aviation , and FAA requirements.**

PLEASE NOTE CAREFULLY

THIS IS THE ONLY APPROVED INSTRUCTION FOR USE ON YOUR RFP. ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF RFP. ANY EXCEPTIONS THERETO MUST BE IN WRITING.

1. **ORIGINAL AND SIX (6) COPIES OF RFP's MUST BE SUBMITTED** Each RFP shall be placed in a separate envelope completely and properly identified with the name and number of the RFP. RFP's must be in the Purchasing Department **BEFORE** the hour and date specified. RFP's **MUST** give full firm name and address of the Proposer. Failure to manually sign RFP will disqualify it. Person signing RFP should show **TITLE or AUTHORITY TO BIND THE FIRM IN A CONTRACT.**
2. RFP's **CANNOT** be altered or amended after deadline time. Any alterations made before deadline time must be initiated by Proposer or his authorized agent. No RFP can be withdrawn after opening time without approval by the Commissioners Court based on a written acceptable reason.
3. Written and verbal inquires pertaining to RFP's must give RFP Number and Company.
4. NO substitutions or cancellations permitted without written approval of Purchasing Agent.
5. The Cameron County reserves the right to accept or reject all or any part of any RFP, waiver minor technicalities. The County also reserves the right to consider CO-OP Interlocal pricing.
6. This is a RFP inquiry only and implies no obligation on the part of Cameron County.
7. Partial RFP's will not be accepted unless awarded by complete category or line item. **To be awarded by total RFP.**
8. It is expected that the Proposer will meet all state and federal safety standards and laws in effect on the date of the RFP for the item(s) being specified, and the particular use for which they are meant.
9. It is the responsibility of the bidder or proposer to ask any and all questions the bidder or proposer feels to be pertinent to the bid or proposal. Cameron County shall not be required to attempt to anticipate such questions for bidders or proposers. Cameron County will endeavor to respond promptly to all questions asked.
10. The period for reaching acceptance decision of this Proposal will be **ninety (90) calendar days.**

11. **PRE-PROPOSAL CONFERENCE** In accordance with Texas Local Government Code § 262.0256 the conference will be conducted by Cameron County on **Monday, October 14, 2013 at 10:30 A.M.**, at the Port Isabel-Cameron County Airport. Interested parties should meet at Cameron County Airport Terminal Building located outside the gate at **27617 Veterans Airport Drive, Los Fresnos, Tx. 78566.** This is to provide an opportunity for all interested companies to ask questions, receive clarification and additional documentation providing statistical information, and to tour the facilities. Participation in the conference is **NOT** mandatory for any proposer intending to submit a proposal in response to RFP. The site tours are **NOT** mandatory to avoid the situation of a RFP being submitted without the proposer having seen the facilities.

Any company planning to attend the conference and site tours must submit a " Letter of Registration" to the Cameron County Purchasing Office prior to the date of the conference. Letter shall include the names and titles of any representative(s) potentially participating. For the conference and tours, each participant must have a valid driver's license or other officially-issued photo identification. At least one representative from the company electing to consider proposing and not more than three individuals may participate for a single proposer. Any additional participants must receive the advance approval of Cameron County. Delegation of each task assignment is at the discretion of the proposer; however, at least one company representative must represent the proposer at each activity. A pre-proposal conference will be held (See Page # 1 for Date, Time, and Location) to discuss issues or questions which Proposer may have pertaining to this RFP. To ensure all Proposers' responses reflect a complete understanding of the conditions, operation, location, requirements, space availability, and surrounding areas to meet the deliverables of the contract, a tour of the facility will be conducted at the pre-proposal conference.

12. **SITE INSPECTION:** Before submitting a Proposal, Proposers are encouraged to visit the facility and make all investigations and examinations necessary to ascertain site and/or local physical conditions and requirements affecting the full performance of the Agreement and to verify any representations made by the Cameron County, Texas, upon which the Proposer will rely. If the Proposer receives an award because of its RFP submission, failure to have made such investigations and examinations will in no way relieve the Proposer from its obligations to comply in every detail with all provisions and requirements of the Agreement, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the Proposer for additional compensation or relief. Failure to do so will not relieve the successful Proposer from performing the contract in accordance with all terms and conditions as set forth. Each Proposer attests, by signing this RFP that he/she has acquainted themselves with the airport sites and fully understands there will be no recourse for negligence or oversight for not doing so.

13. **BID BOND :** All RFP's must be accompanied by a guaranty given in the amount of 5 % of the proposed contract amount and may be given at the option of the Proposer by **BID BOND, from a reputable insurance company authorized to post such Bonds in the State of Texas, or CERTIFIED COMPANY CHECK OR CASHIER'S CHECK made payable to Cameron County.** Bid Bond is a guarantee that if the Proposer receives an award, the Proposer will enter into a contract for services and submit proof of any required insurance. Checks of unsuccessful proposers will be returned. If the successful Proposer fails to satisfy all pre-work requirements or commence work after award, that Proposer shall forfeit this Bid Bond. Cameron County shall retain it as liquidated damages.

- i. Proposers must submit Bid Bonds based upon the following formula:
- ii. The estimated value of the contract shall be based upon Annual Rent amount offered.

Example: Annual Rent x 5% = (equals) Bid Bond

14. **PERFORMANCE BOND: NOT REQUIRED FOR THIS RFP**

15. **SECURITY DEPOSIT:** LESSEE agrees to provide Cameron County a deposit in the sum of **(1) Months Full payment** due Cameron County as security for the full and faithful performance by said LESSEE of the terms and conditions of this Lease Agreement. This deposit is not to be construed or treated as an account to cover or offset rental payments for any part of the term of this Lease Agreement, and such deposit does not relieve the LESSEE from any obligations under this Lease Agreement. In this connection, the COUNTY may apply all or any part of the deposit required herein to cure any default of the LESSEE under the terms and conditions of this Lease

Agreement; in the event that part of the deposit is so applied, the LESSEE must deposit with the COUNTY the amount applied to cure any default immediately upon notice from the COUNTY of the nature and amount of such application. Finally, the COUNTY agrees to comply with all relevant and applicable laws regarding security deposits in handling and returning such security deposit.

16. PROPOSALS OPENING: received, opened, and publicly acknowledge Proposers at the Cameron County Courthouse, 1100 East Monroe Street, Brownsville, Texas in the Purchasing Department – 3rd Floor – Room # 345 at 10:01 a.m. (as per Purchasing Dept. time clock) on deadline due date.. Proposer’s representatives and interested person may be present. The proposals shall be acknowledged only so as to avoid disclosure of the contents to competing proposers and shall remain confidential during negotiations. However, all proposals shall be opened for public review after the agreement is approved, except for trade secrets and confidential information contained in the proposal and identified by the proposers as such.

17. WITHDRAWAL OF PROPOSAL: A proposal may not be withdrawn or canceled by the proposer without the written acknowledgment of the County for a period on ninety (90) days following the date designated for the receipt of proposal, and proposer so agrees upon submittal of the proposal.

18. LATE PROPOSALS: Proposals received in the County Purchasing Department after submission deadline will be considered void and unacceptable. Cameron County is not responsible for late or non-delivery of mail, carrier, etc., and the date/time stamp in the Purchasing Department shall be the official time receipt.

19. ALTERING PROPOSALS: Proposals CANNOT be altered or amended after deadline time. Any alterations made before deadline time must be initiated by Proposer or his authorized agent.

20. ORAL CHANGES: No oral statements of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting Contract agreement. All change orders to this RFP will be made in writing by the Cameron County Purchasing Agent. Award of proposal does not constitute an agreement. A binding Contract agreement will be negotiated and approved by the Commissioners’ Court after the proposal has been awarded.

21. EXCEPTIONS/SUBSTITUTIONS: All proposals meeting the intent of this RFP will be considered for a Contract agreement negotiations.

22. VARIATIONS: Several interrelated factors should be considered in providing for day-to-day management of the airport. Variations of the basic options may be considered by the County. One variation is the employment of a part time airport manager or the assignment of part time responsibility for airport management to a full time employee of local government. This can be beneficial in coordinating the other units of local government. They may be able to assist with the other operation and maintenance of the airport.

Another variation for possible consideration by the County is one in which the airport does not generate enough business to support a full-service FBO, if for the local government to supplement the FBO’s income to compensate for the FBO serving as an airport manager.?

23. ALTERNATIVE PROPOSALS: Cameron County may entertain alternative proposals submitted by any or all proposers but the primary response must correspond directly to the immediate requirements of the RFP (or that’s specific section of the RFP if only a particular service is being Proposal). Such alternatives may include, for example, catastrophic limits, aggregate cap, modified staffing, etc.

24. ADDENDA: Any interpretations, corrections or changes to this RFP will be made by addenda. Sole issuing authority of addenda shall be vested in Cameron County Purchasing Agent. Addenda will be mailed to all who are known to have received a copy of this RFP. Proposers shall acknowledge receipts of all addenda in writing.

25. INCURRED EXPENSES: There is no expressed or implied obligation for Cameron County to reimburse for any expense incurred in preparing proposals in response to this request, and Cameron County will not reimburse anyone for these expenses. Cameron County will consider all RFP's from all responsible proposers

26. SUCCESSFUL PROPOSERS SHALL defend, indemnify and save harmless Cameron County and all its officers, agents and employees from all suits, actions, or other claims of any person, persons, or property on account of negligent act or fault of the successful offered, or any agent, employee, subcontractor or supplier in the execution of or performance under any contract which may result from proposal award. Successful proposer shall pay any judgment including costs which may be obtained against Cameron County developing out of such injury or damages.’’

27. NOTICE: Any notice provided by this proposal (or required by law) to be given to the successful proposer by Cameron County shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Brownsville, Texas by Registered or Certified mail with sufficient postage affixed, addressed to the successful proposer at the address so provided; this shall not prevent the giving of actual notice in any other manner.

28. VENUE: Any agreement arising out of this proposal, will be governed by and constructed in accordance with the laws of the State of Texas. The obligations and undertaking of each of the parties to this RFP shall be performable in Cameron County, Texas.

29. PERMITS, TAXES, LICENSES: The Provider is responsible for all necessary permits, licenses, fees and taxes required to carry out the provisions of the RFP. The financial burden for such expenses rests entirely with the company providing the service under the contract.

30. COUNTY ASSERTION OF ESTIMATES: Any information herein is provided as an estimate of volume based on past history. This data is provided for the general information of proposers and is not guaranteed to be relied upon for future volumes

31. PROPOSER COMMUNICATION: Proposers are prohibited from communication directly with any employee of Cameron County, except as described herein. Cameron County will not be responsible to verbal information given by any Cameron County employee of other person other than duly authorized Cameron County Staff. This issuance of a written response to questions and or written summary of the pre-proposal conference, if applicable, are the only official methods whereby interpretation, clarification or additional information will be communicated and authorized.

32. AUDITS AND RECORDS: The Provider agrees that at any time during normal business hours, and as often as County may deem necessary, Provider shall make available to representatives of the County for examination all of its records with respect to all matters covered by the resulting contract, and will permit such representatives of the County to audit, examine, copy and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by the resulting contract, all for a period of one (1) year from the date of final settlement of contract or of such other or longer period, if any, as may be required by applicable statute or other lawful requirements.

33. CONFIDENTIALITY: All completed and submitted proposals become the property of Cameron County. Cameron County may use the RFP for any purpose it deems appropriate. Prior to Cameron County approval, the RFP/application material is considered as "draft" and is not subject to the Texas "Open Records" law. After approval by Cameron County, the RFP material becomes part of the contract between the successful proposer and Cameron County. Upon signing of a contract, proposals and contracts are subject to the State of Texas "Open Records" law. If any information is to be considered proprietary, the Proposer must place it in a separate envelope and mark it "Proprietary Information." Cameron County retains the final authority as to the extent of material that is considered proprietary or confidential.

34. INSPECTION: Cameron County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If an Proposer cannot furnish a sample of a Proposal item, where applicable, for review, or fails to satisfactorily show an ability to perform, the Cameron County can reject the RFP as inadequate.

35. TESTING: Cameron County reserves the right to test equipment, supplies, material and goods Proposal for quality, compliance with specifications and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the RFP is subject to rejection.

36. AUTHORIZATION: By order of the Commissioners' Court of Cameron County, Texas sealed proposals will be received for Services: **RFP No. 1100**

37. IT IS UNDERSTOOD that the Commissioners' Court of Cameron County , reserves the right to reject any or all proposals as it shall deem to be in the best interest of Cameron County. Receipt of any proposal shall under no circumstances obligate Cameron County to accept any proposal or appoint an FBO.

38. ASSIGNMENT: The awarded Proposer shall not assign, transfer, convey, sublet, or otherwise dispose of any award or of any rights, title, or interest therein, without the prior written consent of the County Commissioners Court.

39. ETHICS: The proposer shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Cameron County.

40. AIRPORT RULES AND REGULATIONS: Before submitting proposal, the Proposer is expected to thoroughly review Port Isabel-Cameron County Airport Rule and **Regulations Order No. 201307017** . The Cameron County Commissioners' Court is requesting proposals from qualified firms to conduct Fixed Base Operator (FBO) services and Airport Management Services for the designated areas (as shown on the attached map) at the Port Isabel-Cameron County Airport. These areas are consistent with deed restrictions, present zoning, and land use plans for county airport hangar and tarmac immediately adjacent to the 28,000 sq. ft. hangar. Any individuals interested in gaining additional information details on this proposal or to request addendums to proposal should contact the Cameron County Airport Manager at (956) 761-3700 or the Cameron County Purchasing Agent at (956) 544-0871.

Proposal must include Airport Management Services consistent with county policy. Please see attached criteria and activities required for the Airport Manager and a narrative business plan along with all required documents.

41. GENERAL CONDITIONS: Proposers shall thoroughly examine the specific requirements, schedules, instructions and all other agreement documents. RFP must set forth accurate and complete information as required by this RFP (including attachments). No plea of ignorance by the Proposer of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the agreement documents, will be accepted as a basis for varying the requirements of Cameron County.

REQUEST FOR PROPOSAL SERVICES

I. PURPOSE

The Port Isabel-Cameron County Airport general aviation airport is located approximately 10 miles northwest of Port Isabel and 12 miles northwest of South Padre Island. The Cameron County Commissioners' Court is soliciting Request for Proposals (RFPs) from operators of Aviation Service Companies for airport management services and operation and occupancy of the FBO, Hangar facility, Tarmac, Terminal Bldg., and Self Serve Fuel Facility at the airport. The site is located within immediate proximity to all utilities and infrastructure including access to the airport taxiways, runways, a newly renovated 8000' x 200' runway, and extensive parking apron. Cameron County is in the process of constructing a modern fuel storage facility at the airport with a self-service fuel island.

It is the desire of the Cameron County Commissioners' Court to enter into a Contract agreement with an FBO which will be located at the airport hangar (approximately 28,000 sq. ft.) and its proposed area consistent with deed restrictions, present county policies, and the Texas Department of Transportation – Aviation Division and FAA regulations. It is not the intent of this RFP to prohibit or discourage any prospective Proposer from submitting a proposal which is based upon its trade experience as to the manner in which such operation is to be conducted. Possible activities that could be developed on the site include but are not limited to; customer service reception area, aircraft rental/retail area, aircraft maintenance and storage area, etc. Depending on specifics of proposed activities, the County will consider a long term Contract for part of all of said proposed area.

Proposals must include Airport Management Service for the Port Isabel-Cameron County Airport located in Bayview, Texas. Interested candidates should submit a current resume, and a narrative business plan detailing improvements needed at the airport property and facilities, including a detailed plan on how to increase aircraft usage of the airport and how to maximize airport revenues to expand aviation business and further development of the airport. The business plan must also include an investment plan over the next five year. Airport Management Services must be consistent with deed restrictions, present county policies, FAA Regulations, and land use plans. Individuals interested in gaining additional details on this proposal should contact the Cameron County Airport Manager, Joe E. Vega at (956)-761-3700 or Purchasing Agent, Mike Forbes at (956) 544-0871.

The Port Isabel-Cameron County Airport is a public general aviation facility own by Cameron County and the majority of the services are operated by an FBO. The Airport is located adjacent in a rural area of Cameron County. Cameron County is seeking proposals from experience operators of Aviation Service Companies for airport management services and operation and occupancy of the FBO, Hangar facility, Tarmac, Terminal Bldg., and Self Serve Fuel Facility at the airport. The T-Hangars will be operated and controlled by Cameron County.

This Request for Proposals (RFP) is intended to solicit proposals from qualified and experienced aviation service companies "Proposer" to provide airport management and FBO services at the Port Isabel-Cameron County Airport at the site shown on the sketch attached hereto as **Exhibit A**. The proposals will be used by Cameron County to identify qualified Proposers for further consideration and interviews. Ultimately, it is the intention of Cameron County to select a person or an aviation service company from the Proposers to enter into Contract negotiations for the airport management and FBO services. The Contract must be approved by the Cameron County Commissioners Court.

In issuing this RFP, Cameron County has two primary goals: First, to improve the products and services available to our general aviation customers at the Airport and second, to increase revenue by generating rental income from existing property.

For purposes of this RFP:

- Fixed Base Operator or FBO means a Person maintaining facilities at the Airport for the purpose of: (1) engaging in the retail sale of aviation fuels; (2) performing other aircraft line services; and (3) providing aircraft airframe and engine repair and maintenance services.
- Airport Management Service is a Person managing facilities at the Airport for the purpose of providing one or more of the following services: (1) provide list equipment necessary to Conduct Airport Management daily activities (mowers, weed eaters, etc.); (2) provide potential target markets to promote the future leasing of the airport land facilities; (3) provide annual anticipated budget; (4) demonstrate working knowledge of FAA Airport Management Regulations; (5) provide plan for cutting and maintain landscaping in maintaining a neat clean airport; (6) provide plans on collection of hangar rental fees, airplane parking fees, and other approved fees from FBO; (7) provide a list of repairs and improvements needed at the airport, cost estimates, and a plan to implement these improvements. Also list who will be responsible and perform related work. Include square footage, required construction materials; (9) provide a plan to maintain tarmac, all green areas, fence line, gate, and roadways; (10) provide quarterly reports to be presented to Commissioners' Court explaining current airport activities and recommended required improvements and (11) provide adequate liability insurance covering all activities performed by the Airport manager and Cameron County shall be named as additional insured. Insurance must be provided to the County once intent is to award by Commissioners' to select proposer.

AIRPORT BACKGROUND INFORMATION

The Port Isabel-Cameron County Airport is a public general aviation facility operated by Cameron County, Texas. Management oversight is completed through the office of transportation which reports to the Cameron County Commission. The County owns the land and improvements on the Airport and holds the responsibility to maintain and operate the Airport accordingly. Currently, the day-to-day management of the Airport has been assigned to Southwinds Airlines, the Fixed Base Operator. The Airport is located adjacent to Farm-to-Market Road 794 approximately ten miles northwest of Port Isabel, 12 miles northwest of South Padre Island and three miles northeast of Bayview.

The Airport was originally constructed during World War II as a U.S. Army Air Corps facility. Following the war it served as a Naval Auxiliary Air Station until 1963, when it was deactivated and deeded to Cameron County. When deeded to the County, the Airport was the only aeronautical facility in the region capable of supporting jet aircraft operations. The Airport has served Cameron County from that time to the present with little or no change to facilities. The airport is located on approximately 826 acres. Airport access is gained via Airport Road from Buena Vista Road which connects with Farm-to-Market Road 510 to the south. The published airport elevation is 16 feet above mean sea level, with airfield coordinates of 26°09' 58.37" N and 97° 20' 45.19" W. The FAA National Plan of Integrated Airport System 2001-2005 (NPIAS) identifies the Airport as a general aviation airport facility, while TxDOT, Aviation Division designates the Airport as a "transport" airport. Based on the application of airport design criteria from FAA Advisory Circular 150/5300-13, Change #8, Airport Design and the 2002 Texas Airport System Plan Update, the Airport has an Airport Reference Category (ARC) code of C-II.

The Airport airfield configuration consists of four runways: Runway 13-31(8000'x200'), Runway 8-26 (5,300 ft x150 ft), Runway 3-21 (4,999 ft x 150 ft), and Runway 17-35 (4,200 ft x 150 ft). The primary runway, Runway 13-31, provides unrestricted takeoff and landing distances based on published information and is served by a full parallel taxiway system. Runway 13-31 is marked as a non-precision instrument runway. The Runway 13 end is served by an area navigation/global positioning system non-precision instrument lighting approach procedure.

The Airport is located only 12 minutes from downtown Port Isabel and 15 minutes from South Padre Island.

II. GENERAL AVIATION AT PORT ISABEL – CAMERON COUNTY AIRPORT

The Airport is currently served by one FBO operated by Southwinds Airlines. Currently, the County provides the following aeronautical services through Southwinds Airlines: Aviation fuel and oil sales, Aircraft maintenance and repairs, Aircraft storage and tie-downs, Pilot and passenger lounge, Pilot flight planning area, Pilot communications, Air Taxi, Flight Training, Aircraft Management and other ancillary support services. Additionally, the County has recently constructed 8 new t-hangars, a new terminal building and is in the process of constructing a self-serve fuel farm. The new t-hangars will not be under the jurisdiction of the FBO.

The major terminal area components at the airport consist of:

A. Maintenance Hangar

The maintenance hangar is the focal point for the terminal area. It is located on the west side of the Airport near mid field. The hangar is approximately 175' x 160' in size. This structure is primarily used for aircraft storage, long and short term. It was constructed in 1942 as part of the Airport's original construction for the Army Air Corps. The structure is in need of some repair; however, it is in good condition for its age. It houses the pilot lounge, flight planning areas, rest rooms and other amenities on the southern side of the hangar. The airport and FBO offices and pilot lounge are located in the space south of the main hangar floor area. These facilities consist of a foyer/lounge area, a small service/sale counter area, an airport/FBO administrative office, a small meeting room, an area for flight planning, and restroom facilities. The FBO, Southwind Airlines, operates from the terminal offices providing airport administration, aircraft fueling and maintenance, and airfield operations coordination.

B. New Airport Terminal

The newly constructed Airport Terminal Building is located at the entrance to the airport. The terminal building is approximately 2,520 sq. ft. and includes a lobby area, counter, pilot lounge showers, flight planning room, public restrooms, vending area, conference room and public parking.

C. Aircraft Apron

The aircraft parking apron extends northwest and northeast from the FBO hangar toward the parallel taxiway and northern runway end. The general aviation apron is northwest of the FBO hangar is approximately 300' x 800', nearly 270,000 square yards of aircraft parking. . Additional apron area, 300' x 400' (13,333 square yards), lies to the northeast of the FBO hangar and is used for commercial aircraft parking and aircraft maintenance operations. The proximity of the apron provides immediate access to the FBO, terminal area offices and fuel services for based and transient pilots. The apron contains tie-down spaces (painted and roped) for both large and small aircrafts. One group of tie-downs is immediately northeast of the main hangar while another group is the northwest of the FBO hangar and is configured in two rows. The apron is in good condition with minor cracks near the edge of the apron.

D. Aviation Fuel Storage

Currently, fueling is completed via one of four fuel trucks. Southwinds Airline owns and operates three Jet-A-fuel trucks and one Avgas fuel truck. Jet fuel is provided from a 8,000 gallon AutoCar truck, a 10,000 gallon Dart fuel truck, or a 2,200 gallon Ford F-350 fuel truck. Avgas is provided via a 2,000 gallon Mack fuel truck. This enables the FBO to park and fuel aircraft and any point on the aircraft parking apron. Cameron County is in the process of constructing a self serve fuel facility.

Approximately 2 ½ years ago, Cameron County constructed a new terminal building, 8 new t-hangars, and has renovated runway 13-31. The new terminal building and the t-hangars are operated by Cameron County.

III. CONTRACT TERM

The Contract will be drafted by the Cameron County Civil Division. Attached as **Exhibit C** is a draft Contract. If Proposer objects to any of the Contract terms described in this RFP, it must take written exception in the Proposal, or such objections shall be deemed to be waived. Please note that taking exception to Contract terms may affect the viability of the Proposal. If the Successful Proposer fails or refuses to timely execute a Contract for the Premises, it shall forfeit its Proposal Security. The successful Proposer will be awarded an initial contract for **five years (5)**, effective from the contract execution date with an option to renew the contract (without re-advertising RFP's) for **five (5) additional years (based upon Commissioners Court and the FBO's approval)** . Payments must remain firm for each contract award period. Cameron County will consider price re-determination as discussed in section "PRICE RE-DETERMINATION".

IV. OBJECTIVES OF RFP

To result in a contract between the successful Proposer and Cameron County that will meet the following objectives:

1. To deliver high quality airport services that can be audited against required FAA standards.
2. To provide airport management services and operation and occupancy of the FBO using experienced and professionally trained personnel.
3. To provide airport management services and operation and occupancy of the FBO in a cost-effective manner with full reporting to Cameron County.
4. To implement a narrative business plan detailing improvements needed at the airport property and facilities, including a detailed plan on how to increase aircraft usage of the airport and how to maximize airport revenues to expand aviation business and further development of the airport.
5. To maintain an open collaborative relationship with the Airport Manager and staff of Cameron County.
6. To maintain standards established by Cameron County, as well as TXDOT Aviation; FAA and any state and federal agencies.
7. County will be considering 2 options for the 28,000 SQ FT. Hangar:
 - Option 1 - with Hangar to be utilized & managed by the FBO
 - Option 2 - without FBO managing or operating Hangar – County to manage and operate

VI. PROPOSAL PROJECTED SCHEDULE

The following is an anticipated schedule of events concerning the RFP process:

<u>Activity</u>	<u>Dates</u>
Distribution of the RFP	September 30, 2013
Pre-proposal meeting Questions Deadline	October 9, 2013
Pre-proposal meeting and site visit	October 14, 2013 at 10:30 a.m.
Due date	November 5, 2013 at 10:00 a.m.
	<u>Projected Dates</u>
Evaluation by Committee / Presentations (if desired by Committee)	November 15, 2013
Notification of Award of RFP	November 21, 2013

Negotiate Contract finalize and Comm. Court approval
Commence Services

November 28, 2013

February 1, 2014

VII. EVALUATION PROCESS

A. Evaluation Criteria.

This solicitation shall comply with applicable Cameron County policy. Those Proposals received by the County which are deemed responsive to this RFP and meet or exceed the minimum requirements set forth herein, will be evaluated in accordance with the matrix provided below. Based on such evaluation, the Selection Committee will make a recommendation to the Cameron County Commissioners Court for approval of a Contract to the Proposer submitting the best Proposal to the County for a Fixed Operator and Airport Management Services; provided, however, that the County may, in its discretion, elect to reject all Proposals.

Criteria	Points
Firms Qualifications, Experience, & References any previous similar projects and locations, list of references, and experience dealing with the public.	25
Business, Marketing and Investment Plan outlining the promotion, enhancement and growth of the airport .	15
Services the ability to offer services specified in the Minimum Standards	20
Financial Capability and Resources demonstrating financial strengths, capabilities and resources to provide operations.	20
Compensation to County	20
Subtotal	100
Interview*	40
Total	140

*The County may, in its sole discretion, elect to conduct interviews with all or a short list of the highest evaluated (Maximum available points are 100, if no interviews are conducted.)

B. EVALUATION OF RFP SUBMITTED

The RFPs will be evaluated by a Selection Committee consisting of representatives from Cameron County with the final decision resting with the Cameron County Commissioners' Court. The criteria used for determining the most advantageous RFP will include the following:

The Proposers' qualifications, expertise, and experience in providing the required services; in addition, qualifications, expertise;

1. The extent to which the proposed services meet the County Airport facilities current and expected requirements as specified in this RFP. The extent to which the proposed services meet the guidelines prescribed by Texas Department of Transportation(TxDOT), Aviation Division and Federal Aviation Administration(FAA) and any

2. Other applicable local, state, or federal guidelines, rules, regulations, code, and/or laws. It is the expectation of Cameron County that the Proposer will reference in its proposal compliance with the guidelines and laws cited above. Further references to the required certifications should also be made with a sufficient level of detail (i.e., identify the required certification, the certifying authority, the name and phone number of the point of contact at the certifying authority, and any other identifying data) to permit the evaluation committee to verify the certification. The extent to which the Proposer meets all other RFP requirements specified herein. Any other pertinent criteria as determined by Cameron County.
3. Evaluation based on specifications as outlined in RFP, Contract and any other services as offered by Proposer.
4. The Proposer will provide a program for a Continuous Quality Improvement (CQI). The CQI program will be utilized to evaluate the services provided, on a continual basis for quality, appropriateness, and continuity of services. The Proposer shall actively seek out opportunities for improvement of problems identified by the contract monitor or Cameron County staff regarding the on-site services rendered. This is an FBO Self Assessment and Remedial Action Report based on the on going monitoring of Score Card / Benchmarks on services rendered.
5. The Proposer references from current clients/customers.
6. The price for services to be provided.
7. Procedure - Submitted proposals will be reviewed by a Selection Committee. Proposers who are deemed, based on the selection criteria, fully qualified and best suited among those submitting proposals may be requested to participate in discussions regarding their proposals. Discussion will cover cost, methods of operation, and all other relevant factors.
8. Oral Presentations - Evaluation/Selection Committee may hear oral presentations (if required). Proposers are cautioned, however, that oral presentations are at the sole discretion of the Committee and the Committee is not obligated to request it. As such, the initial proposal should be as comprehensive as possible yet concise and to the point, clearly describing the details of services that the Proposer intends to provide to Cameron County. The proposal should address each section in this proposal that deals with requirements, either legal or technical, and clearly state "comply" or "non comply". Proposers are encouraged to offer concepts that are cost effective and will provide superior service while affording maximum benefit to Cameron County. Oral presentations, if conducted, will be conducted at the discretion of Cameron County. The oral presentation is an opportunity for the County Evaluation Committee to ask questions and seek clarification of the proposal submitted. The presentation is not meant as an opportunity for the proposer to simply provide generic background information about the corporation or its experience. Thus, the time will be structured with a minimum time for the proposer to present and the majority of time dedicated to addressing questions from the Evaluation Committee. The oral presentations, if held, will be scheduled accordingly and all presenting offerers will be notified of time and date.
9. At the conclusion of discussions, the Proposers will be ranked based on selection criteria, and final negotiations will be conducted with the Proposer selected by the Cameron County Commissioners' Court. If a satisfactory agreement can be reached, the contract shall be awarded to the Proposer; otherwise, negotiations will be conducted with each subsequent Proposer until a satisfactory contract can be established or until the Cameron County Commissioners' Court determines that rejection of all proposals is the best interest of Cameron County.
10. The Cameron County Commissioners' Court will assemble a Selection Committee for the purpose of RFP evaluations.

C. METHOD OF AWARD

1. The award will be made to the Proposer whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal; the price proposal will be considered firm and cannot be altered after receipt per the terms of this proposal, unless Cameron County requests an additional financial proposal via a best and final offer. This does not imply a guaranteed best and final offer opportunity will be available to the Proposers.
2. Cameron County reserves the right to award this contract not necessarily to the Proposer with the highest dollar offer to the County, but to the Proposer that demonstrates the best ability to fulfill the requirements of the RFP. The successful Proposer will be chosen based on the qualifications and selection criteria as discussed in this proposal.
3. After the deadline for proposal submission, Cameron County reserves the right at its sole option to extend a Best and Final Offer (BAFO) opportunity to any or all of the top scoring Proposers. Proposers may be asked to submit additional information specific to program specifications and cost. All proposers from whom BAFO is requested will be given the same instructions and must respond to these instructions in order to be considered further.
4. The successful Proposer shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from Cameron County. The successful Proposer will perform all services indicated in the proposal in compliance with the negotiated contract.
5. Cameron County reserves the right to reject any or all proposals for any reason, in whole or in part, received in response to this Proposal. Cameron County will not pay for any information herein requested, nor is it liable for any costs incurred by the Proposer.
6. Proposers whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation of the proposals and selection of the successful Proposer, all Proposers will be notified in writing of the selected firm.

VIII RESPONSIBILITIES OF THE COUNTY

The County will provide the Proposer a facility capable of providing FBO operations to the general public. The facility will not include equipment.

1. County facilities are provided in an "as is" condition.
2. The County will be responsible for all repairs to the facility which is not the result of actions caused by the negligence or misuse of or by the Proposer and/or his employees. The County is not responsible for any and all damages to any equipment used by the Proposer.
3. The County agrees to establish reasonable procedures that will allow the Proposer to have access to and operate the airport per Contract agreement (s) in accordance with the requirements established herein.

IX. PROPOSER MINIMUM REQUIREMENTS

The Proposer will meet the following minimum requirements to be considered for award of this contract.

At a minimum, the Proposal must include all required elements as specified. A Proposal that does not address, or that inadequately addresses, the requirements will be deemed non-responsive, and not considered.

The Proposer must be organized for the purpose of providing Airport Management Services and FBO operations.

The Proposer will be required to have a minimum of five (5) years of airport management and FBO operation experience and operating a similar scope of service.

The Proposer must have a proven ability for a contract start-up within sixty (60) days of execution of contract; however, the contract will stipulate the actual start-up date.

Proposer must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements.

Proposer must meet all FBO and Airport Management mandates in compliance with all FAA and TXDOT Aviation legal requirements as well as meeting all of Cameron County's Minimum Standards and Rules and Regulations requirements.

Proposer must be able to meet requirements of Exhibits B, C, D, E, F, G, H, I, J

X. PROPOSAL FORMAT

PROPOSAL PACKAGE

A. Proposal Written Response

1. The Proposer shall respond in writing to each requirement outlined in this RFP and present it in the same format by the deadline. In some instances, it will be sufficient to affirmatively acknowledge agreement with the stated requirements. Any exception(s) should be specifically noted and explained. The Proposer shall submit one (1) original and six (6) copies of their proposal as indicated. The original proposal and all copies are to be bound and should be identical.
2. The pages of the proposal shall not be larger than or will be folded to 8.5 inches by 11 inches.
3. The proposal shall cover the Proposer's approach for achieving the objectives of this contract, including calculations and any other data or material presented in sufficient detail for each factor to be evaluated in accordance with the evaluation criteria.
4. The County reserves the right to require additional data on partners and/or other members of the responding organizations.

The Proposal shall be organized in the following format and sequence:

B. Cover Letter A brief letter on your company letterhead signed by a senior officer authorized to bind your company formally offering the terms specified in the Proposal, and committing to enter into a Contract subject to the terms, conditions and provisions of this RFP, if its Proposal is accepted.

Provide the following information:

- Name and address of the Proposer;
- Name, title and telephone number of the contact person for the Proposer;
- A statement that the proposal is in response to this RFP; and

Provide the signature, typed name, mailing address, e-mail address, telephone number, and title of the individual who is the authorized representative to:

- 1) commit the Proposer to the RFP**
- 2) negotiate Proposal**

C. Identification of the Proposer

Full name, address and title of each officer of the Proposer's firm. If the Proposer is a corporate entity, the names, addresses, and principal occupations of all officers and members of the corporation are Board of Directors. Name the State in which Proposer is incorporated or organized. An out of State Corporation shall be required to qualify to do business in the State of Texas prior to execution of the FBO Agreement. Identify parent company or other principals of Proposer. If the Proposer is a partnership, names, addresses and principal occupations of all partners shall be furnished, including any, joint venturers, and significant consultants or contractors - specifying estimated proportionate levels of involvement for each in the total project. Indicate whether the Proposer is a partnership, corporation, joint venture, sole proprietorship, or other entity.

D. Executive Summary

Provide an Executive Summary of three (3) pages or less, which gives in brief, concise terms, a summation of the proposal.

1. **General history, description and status of the company. Date organized to provide Airport / FBO management. services.**
2. The Proposer may include any management information which it deems pertinent, such as the historical background of the company.
3. Corporate background and depth of support, including description of parent company, if any. If the Proposer is a subsidiary of another corporation, the Proposer shall indicate the length of this relationship and status with present ownership. Corporate and regional office organizational structure.
4. A detailed description of the proposers background and experience, specifically and only as it directly reflects to the proposed Contract & development, and the proposers ability to assure success of the development including resume detailing previous experience in airport management and FBO operations.
5. Number of employees, number of years doing business.

E. Business Organization

1. Management and Support Staff - All proposals must clearly define:
 - Resume of key administrative personnel must be submitted.
 - Resume of Airport Service Manager(s) must be submitted.
 - Proposer must have qualified and trained staff with back-up personnel.
 - Proposer must have the central office capability to supervise and monitor the program, ensuring satisfactory provisions of services.
2. The Proposer shall submit a list consisting of the names, title, and qualifications of key Airport Services staff as it applies to the offer. The Proposer shall provide resumes giving the educational background, professional experience, and special qualifications of personnel providing services in accordance with this contract.
3. Name(s), phone numbers and e-mail addresses of each individual who is responsible for the project (including the on-site manager).

F. Experience

The Proposal must demonstrate that the proposed FBO has at least the minimum level of relevant experience required of an operator of an FBO under the Minimum Standards. The Proposal shall clearly distinguish the experience of the various development team members. In order to ensure compliance with the Minimum Standards, the operator of the FBO must be the lessee under the Contract. List Company achievements in providing Airport Management / FBO Services.

1. The proposal shall describe the Proposer's past performance and effectiveness in similar work as it relates to the requirements to be provided for in this contract. The Proposer shall describe their experience in providing and supporting the delivery of quality services for the requirements of this contract over an extended period of time. The Proposer shall list the types of similar work performed within the last five (5) years for all requirements to be provided under its proposal.

2. Proposer must demonstrate at least five years experience in the past ten years in developing projects similar to that solicited in this RFP. Clearly distinguish the experience of the Proposer from the other members of the development team. For each project identified, provide the following information:
 - a) State the project name, and location.
 - b) Describe the project to include the size, mix of uses, tenants, development cost, and unique challenges, if any.
 - c) Identify the role of development team members in the referenced project.
 - d) Identify any public entities involved in the referenced project, including references and contact information.
 - e) Provide not less than three references with contact names, telephone numbers, and physical and e-mail addresses.
 - f) The Proposer shall submit references, government and/or private sector, which can provide knowledgeable input about prior performance.

3. Describe current contracts for similar services with other Cities, Counties:
 1. client
 2. date of original contract
 3. type/size

4. Proposer will also indicate which contracts have been lost (cancelled or terminated) within the past 2 years and give reason.

G. Development Team Experience

1. The Proposal must include a comprehensive description of the relevant experience of the members of Proposer's development team in the at least the last five years in projects similar to that which is the subject of this RFP.
2. Identify the role of each member of the development team, including the Proposer, including any partners, joint ventures, and significant consultants or contractors. Specify the affiliate, branch office or other subordinate element that will perform, or assist in performing work referenced herein. Identify all persons or entities that will provide aeronautical services required under the Airport Minimum Standards and those optional services which Proposer commits to provide at the FBO.
3. Identify the key persons, including the proposed FBO manager, who will be involved in the development, implementation and operation of the project for Proposers and the other members of the development team. Include current resumes for the key persons.
4. Biographical sketches of key personnel to be assigned to the work, proposed organization to perform the work.

H. Financial Capability and Resources

Proposer must provide information necessary to establish and demonstrate that it has access to financial resources, and the ability to raise capital sufficient to develop, construct, complete and operate the proposed Airport Commercial Retail facility in a timely and professional manner. Such information shall include the following:

1. *Portfolio*. A description of Proposer's current portfolio of FBOs and other aeronautical service facilities.
2. *Financing Commitment History*. Recent (past three years) history in obtaining financing commitments, including the type of project, financing sources, and amount committed.
3. *Pending Projects*. A list and description of all pending projects being developed by Proposer under enforceable contracts, including status, development schedule, and the financial commitment required of Proposer. Include a description of the project financing method, sources and amounts.
4. *Proposed Funding Source(s)*. Identify and describe the source of capital proposed to be used to finance the this project. State the extent to which the capital is debt or equity, and the relationship of the proposed lender(s) to Proposer.
5. *Legal or Other Adverse Actions*. Discuss and describe any legal or other adverse actions that a lender or other financial source has taken or threatened to take against Proposer or any member of the development team at any time during the past five years, such as terminating or restricting the use of funds. Identify any bankruptcy filings in the last ten years by Proposer, Proposer's parents, principals, subsidiaries or affiliates. Identify any pending or past suits or other legal actions against Proposer, Proposer's parents, principals, subsidiaries or affiliates, arising out of any alleged breach of contract, violation of a fiduciary duty, or other misconduct. If any performance and payment bonds posted by Proposer, Proposer's parents, principals, subsidiaries or affiliates have been cancelled or forfeited in the last five years, please identify and describe the circumstances in detail. If any contracts or agreements involving Proposer, Proposer's parents, principals, subsidiaries or affiliates were terminated in the last five years by the other party for cause, please identify and describe the circumstances in detail.
6. *Financial Statements*. Proposer must provide financial statements for the three most recent fiscal years. If the financial statements are un-audited, include an explanation why audited financial statements are unavailable. Financial statements should include balance sheet, income statement, and cash flow statement and notes prepared by an independent Certified Public Accountant, in accordance with generally accepted accounting principles. Persons proposing to operate as a sole proprietorship must submit a Personal Financial Statement, not older than ninety (90) days and personal income tax returns for the three (3) most recent years. If proposing as a partnership or joint venture, provide the financial information described above for each general partner or joint venture. If Proposer is a publicly traded company, include copies of all SEC Forms 10-K filed for the three most recent fiscal years.

7. *Financial Strengths*. A list of references for the proposer's financial and management background. Each reference shall include a business name (if applicable), contact name, address and telephone number. Provide the following:

- Three (3) years of current financial statements prepared or certified by a Certified Public Accountant. Financial statements should include balance sheet, income statements, and cash flow statements and notes prepared by an independent Certified Public Accountant, in accordance with general acceptance accounting principles.

I. Business, Marketing and Investment Plan

The successful Proposer will be expected to actively promote general aviation activity in the area through appropriate advertising medium. The submittal should include a Business and Marketing Plan. This should provide a clear understanding of how the proposer intends to attract and retain customers across the region. The plan will provide the following:

1. A narrative business plan detailing improvements needed at the airport property and facilities, including a detailed plan on how to increase aircraft usage of the airport and how to maximize airport revenues to expand aviation business and further development of the airport. Include information to show how the FBO will market its services to potential customers.
2. The business plan must also include an investment plan over the next five years.
3. Describe the proposer's brand and how association with that brand would benefit the Airport. A description of the proposer's target market(s) and the marketing and sales strategy (including the promotional methods and mix) utilized to reach the target markets.
4. Describe your brands offering to the general aviation, private aviation and business aviation markets. Differentiate your offering between piston, turbo-prop, and jet powered aircraft.
5. A description of how your operation at this Airport will contribute to the growth of general aviation in the region.
6. A statement of the proposer's mission, vision and values.
7. A description of the proposer's experience in promoting aviation products, services, and facilities as well as the proposer's experience in raising the visibility and attractiveness of the Airport.
8. An overview of the proposer's experience championing issues that provide for positive exposure, growth and development of an airport and general aviation.

Proposer must provide a comprehensive narrative describing in detail the Proposed FBO development:

Description of the Proposer's scope of operations, setting forth each business activity proposed, and the means and methods to be employed to operate the FBO in order to provide high quality service to general aviation patrons and the general public. Submit an implementation framework for an FBO, structured around adopted Airport Regulations and Minimum Standards. Describe space requirements in airport hangar terminal building for proposed operations and potential development of additional facilities. Identify structure/viability of aviation services proposed. Show creative means of marketing and building business. Describe business infrastructure reinvestment strategies on airport.

1. List and describe each service to be provided by the Proposer.
2. Provide a detailed description of the major aircraft parts, product lines, services, and a statement as to the Proposer's pricing.

3. Provide a proposed time table for occupancy and initiation of services to be provided.
4. Specify the types of aircraft for which the Proposer would provide maintenance and type of equipment Proposer would provide to perform maintenance on such aircraft.
5. Provide an operational plan to show how the FBO will operate, including proposed operating hours, procedures for after-hours emergency responses, and the number of types of personnel to be employed by the FBO.
6. Provide a plan to address the concerns of the general aviation community (fuel cost, hangar space, avionics and maintenance, etc.);
7. Provide a Customer Service plan, including any special amenities the FBO will afford its customers, and the procedures to resolve customer disputes.
8. On-Site Service staff - The Proposer will demonstrate that it has proven recruitment capabilities for necessary airport management services and FBO operations staff (FAA certified mechanic, trained line service personnel, trained fuel dispensing personnel, etc.) The Proposer will demonstrate a proven ability to provide experienced services staff to provide on-site services. The Proposer will employ only licensed, certified, and professionally trained personnel. The following are the general requirements for certain specific positions.
 - Airport Supervisor (FBO Manager) – One full-time employee.
 - Certified Mechanic – One full-time or part time.
 - General Services Staff – One full time and must be trained to provide customer service, communication, airport information, the service of fuel, park and tie down aircrafts, change aircraft engine oil, wash aircraft, provide minor repairs and services not requiring certified mechanics.
9. The Proposer's proposal will include a proposed staffing plan. Each position will include a post assignment/title and the hours to be worked. The proposed staffing is subject to background checks by the Cameron County.
10. The Proposer will demonstrate the ability to prepare and implement protocols, policies, and procedures that comply with Texas Department of Transportation(TxDOT), Aviation Division and Federal Aviation Administration(FAA) standards and agreements and requirements set forth herein. The Proposer shall provide a comprehensive internal quality improvement program, which includes conducting an on-going evaluation of compliance with its policies and procedures, with monitoring results documented and reported on a quarterly basis to the Cameron County.
11. The Proposer will compile monthly statistical utilization reports of fuel and services provided, which are to be used to create quarterly service and fuel reports for the Cameron County Commissioner's Court. The Proposer will describe the methods to be used in implementing a management information system for collecting and analyzing trends in the utilization of the airport services and fuel provided.
12. If FBO's Rental Car operation generates a profit for the FBO will a % of these earnings be paid to Cameron County, and if so at what ____% .
13. The Proposer's Dress code policy is subject to approval by the Cameron County .

J. Development Plan / Concept (5 YEAR)

The Proposal must include a conceptual development plan for the County Airport. The development plan shall:

1. Include a description of the proposed development including the number and type of aeronautical uses, proposed design, and construction schedule, including timelines for all regulatory approvals;
2. Include a preliminary site plan and elevations that illustrate the location, size and relationship of the improvements to be constructed, and the mix of proposed aeronautical uses;
3. Describe how the Proposer plans to address the concerns of the general aviation community described in Section II above (fuel cost, hangar space, avionics and maintenance, etc.);
4. Include an operations plan to show how the FBO will operate, including proposed operating hours, procedures for after hours emergency responses, and the number of types of personnel to be employed at FBO;
5. Include a Customer Service plan, including any special amenities the FBO will afford its customers, and the procedures to resolve customer disputes; and
6. Include information to show how the FBO will market its services to potential customers.
7. Proposal shall identify and describe the physical facilities, such as hangars, avionics and repair shops, tie-down areas, terminal and office space, which the Proposer would propose to construct if it is granted a Contract to operate an FBO at the Airport. The Proposal shall include a schematic plan or drawing showing the proposed layout of facilities on the . In identifying the facilities, the Proposal must include the minimum number and size of the various facilities. For example, not less than xx number of hangars having not less than xx square feet of hangar space in the aggregate.
8. Dollar amount of investment proposed.
9. Proposed time line.
10. Action Plan and Summary
11. Development Incentives - there are currently no County or Airport incentives available.
12. Explain capital investments to be made to Airport Contract Facility by F.B.O.(ie:airport signs, etc.) for completion within the first eighteen (18) months of project approval as well as future projected expectations.
13. Include a list of improvements needed with cost estimates and plan to implement these improvements.
14. Include a project budget with total initial investment anticipated for fixed capital improvements for both short and long term projected projects.
15. Identify the Proposers plan for developing potential partnerships with other Government Entities.

In addition identify your plan for developing agreements for:

- County Economic Development Plans
- Joint & Cooperative / Partnership Agreements

K. Aeronautical Services

1. Proposal must include an affirmative commitment to provide each of the required FBO services specified in the Minimum Standards per **Exhibit D**. The Proposal must identify those optional or additional services the Proposer commits to provide, including a projected implementation schedule. The Proposal shall state whether the FBO operator will itself directly provide these services, or if not, shall describe how those services will be provided to customers of the FBO.
 - a) describe how those required services would be made available to customers of the FBO, and
 - b) include information describing the qualifications and experience of any third party provider of required aeronautical services.
2. Operational Standards - All proposals must clearly define:
 - a. Procedures for delivery of FBO operation services to the general public.
 - b. Quality and inventory control methods and standards.
 - c) Specific procedures for providing safe, sanitary, and secure services management, including supervision and control of labor and internal security of products, services, and equipment available to the public.
 1. Procedures for dealing with client /staff complaints about services and minimizing the potential for litigation.
 2. Any additional equipment necessary for efficient services operation.
 3. Procedures for monthly billing and of services.
 - d) Operational procedures for handling services should on-site Airport facilities be rendered unusable through Hurricane, fire, etc.

L. Policies

This portion of the RFP must address each item listed below:

1. Proposals shall include company's policy on equal opportunity employment.
2. Proposals shall include company's policy on minority involvement of subcontractors including DBE and/or HUB.
3. Proposals shall include company's policy on local Proposer's involvement of sub-contractors.
4. All Proposers shall make a good faith effort to utilize local medical providers as Sub-contractors under this RFP.
5. Proposals shall include a copy of company's safety and sanitation program and policy.
6. Description of overall services for Airport including controls to insure standards and operating results, frequency of audits, and schedules for analysis.
7. Company's policy on press and media relations. It shall be understood by, by the successful Proposer, that any press or media releases involving Cameron County Airport services contract must first be coordinated with the Cameron County. The proposal shall indicate the method the Proposer will follow in establishing and revising Airport services policies and procedures.
8. During the term of the contract, the Cameron County Administrator (at any time - by written notice and consultation with the Commissioners Court may make changes of a general administrative nature which do not adversely affect the scope of the contract or result in undue expenses to the Proposer.
9. All policies and procedures must be kept on site and be made available and open to inspection by Cameron County.

M. RESPONSIBILITIES OF PROPOSER:

Proposal must include an affirmative commitment to provide each of the required FBO services as specified below:

1. Provide Aircraft Fueling Services-Specify Hours of Operation
2. Provide Maintenance & Operations Procedures for 24 hour Self Services for both AVGAS & Jet Fuel.
3. Provide a Minimum of – 1 Van and 1 Passenger Vehicle for rental purpose including courtesy arrangement for transportation to Laguna Madre Area for aircraft customers (identify year, make, model of vehicles to be used).
4. Provide Aircraft rental and flight training explain.
 - a. Description of aircraft to be used
 - b. Resume of flight instructors with copies of certificates issued by the Federal Aviation Administration (F.A.A.)
 - c. Copies of the aircraft instruction/rental insurance policies.
 - d. Copies of FAA mandated drug and alcohol testing programs for sightseeing flights.
5. Provide Aircraft Charter Services including:
 - a. Description of aircraft to be utilized
 - b. Resume of pilots with copies of certificates issued by the Federal Aviation Administration.
 - c. Copy of TEXDOT form 4522 “Air Taxi Operator Policies of Insurance for Aircraft Bodily Injury and Property Damage Liability.
 - d. Copy of FAA Form 8434-18 “Air Carrier Certificate”
 - e. Copies of FAA mandated drug and alcohol testing programs.
6. Provide Aircraft Advisory Service
7. Provide information showing the Proposer ability to provide the following:
 - a. Outline the proposed fueling operations, including the use of the following equipment
 1. Procedures for dispensing AVGAS & Jet Fuel from proposed Self Serve fuel storage facility.
 2. Fuel truck for dispensing AVGAS
 3. Fuel truck for dispensing JET-A fuel
 4. Ability to establish accounts w/ aviation credit establishments for customer fuel purchases.
 5. Proof of funds required to maintain adequate supply of fuel. Approx \$_____
 6. Fuel storage 1AW FAA Advisory Circular 150/5230-4
 - b. Aircraft maintenance performed by F.A.A. certified mechanics
 1. Specify the types of aircraft for which the FBO would provide maintenance.
 2. Resume of mechanics performing work along with a copy of their certificates and rating as issued by the Federal Aviation Administration

3. A list of shop equipment to support these maintenance activities. This should include the following equipment at a minimum:
 - a. Ground power unit capable of both 12 and 24 volt operation.
 - b. Jacks for both high wing and low wing aircraft.
 - c. Battery charger for both 12 and 24 volt.
 - d. Spark plug cleaner and tester.
 - e. Varsol tank for cleaning parts.
 - f. Drill press, band saw and grinder.
 - g. Work benches and vises.
 - h. Bead blasting cabinet for parts cleaning.
 - i. Engine hoist.
 - j. Specialty tools for working on Continental and Lycoming engines.
 - k. Books and manuals for Cessna, Piper, Beechcraft and Mooney aircraft.
 - l. Adequate parts supply to support the aircraft mentioned in “k”.
 - m. Tools to perform non-destructive testing required during routine inspections on aircraft.
 - n. A list of other tools that are absolutely necessary for maintenance operations such as compression tester, battery condition tester, volt meter, torque wrenches, shop fans, air tools, ladder, air hoses and extension cords, etc.
 - o. Welding equipment for both heli-arc and acetylene oxygen.
 - p. Aircraft tug.
 - q. Aircraft tow bars capable of moving general aviation and corporate aircraft.
8. Unicom (aircraft radio advisory service) ground station and monitoring during normal hours of operation
 - Copy of FCC issued radio station license.
9. Provide a list of furniture, fixtures, including chairs, couches, desk telephone system, television, coffee machine, file cabinets, refrigerator, and water machine for the office area. This includes providing electrical, and telephone deposits and establishing of garbage pick-up service.
10. Proposer will be required to have the following utilities in place at the County Airport: electricity, water, sewer, telephone services, and internet services. The Proposer shall pay for all of these services (as listed above) and if proposer decides to add additional services ie: gas, cable, dish, or other public utilities as proposer deems necessary at this location they will pay for those as well.
11. FBO shall provide types and amounts of insurance coverage as stated on Insurance **Exhibit G** proposed to be maintained. Coverage will be required from an insurance carrier approved to conduct business in the State of Texas that has at least an “A” rating with AM Best Company and is expected to be commensurate with the type and value of the aircraft to be serviced and/or operated. FBO shall also provide adequate IAW liability insurance covering all activities performed by FBO and Cameron County shall be name as additional insured. Proof of Insurance must be provided to the County prior to award of a final contract by Commissioners’ Court.
12. FBO shall comply with all rules and regulations of the Federal Aviation Administration and the laws of the United States of America and State of Texas and all regulations of Cameron County as they now or may hereafter be enacted or amended.

13. List fees for Various Services to be rendered by F.B.O.
14. List fuel charges as a % over cost. The proposer fuel retail sale price to clientele should not exceed the **average mean** of the following local airport locations: **KBRO, KHRL, T65, KEBG, KMFE** ± (plus or minus) fifty cents (.50 ¢).
15. FBO Proposer must provide adequate fuel to allow for TXDOT Certification (Fuel Tanks) process to occur for newly constructed fuel tanks. Fill-up of Fuel tanks (up front initial investment) for AVGAS as well as jet fuel.
16. The Proposer shall be responsible and perform all repair improvements. Include required improvements to the hangar, and immediate surrounding area, to include square footage, construction materials, architectural theme/ design, landscaping and traffic management plans. Conceptual architectural rendering to illustrate proposal, a site plan, floor plans, and other graphic details is desirable.
17. The Proposer shall be responsible for upkeep, repairs, and preventative maintenance in any manner related to the operation of said Contract agreement. The County should be notified in writing to any improvements or construction of any kind as needed to any and all facilities. This **must all be approved by Commissioners Court in advance.**
18. Include % of Gross revenue to be used for Maintenance/ upkeep/ renovations of facilities.
19. Explain - Fixed Based Operations shall maintain a clean & orderly operation in hanger, tarmac as well as green areas immediately surrounding the hanger, taxiway approaching the tarmac, etc.
20. FBO shall detail its' plan to provide adequate airport security-24 hours required.
21. Provide quarterly reports to Commissioners' Court informing them of current airport status, concerns, usage data, requirements for improvements, initiatives to increase customer base and usage.
22. FBO shall provide a plan to provide vending services to airport customers such as soft drinks, snacks, and/or any other food items.
23. FBO shall provide a plan to provide internet services to airport customer such as internet connecitons, WI-FI, etc.
24. FBO shall provide a plan on designing a web page that list: types of services offered, Directors, Managers, staff, etc. at the Airport. Web site should also link in to Air Nav web services.
25. FBO shall provide Mowing of the Identified selected areas as noted in **Exhibit D** Minimum Standards attached map pg 8.

N. NOTED FOR NON-COMPLIANCE BY RFP SECTION

PROPOSER MUST REVIEW ALL OF RFP AND EXPLAIN IN DETAIL ANY EXCEPTIONS OR “UNABLE TO COMPLY” TO EACH AREA OF ATTACHMENTS WHICH CANNOT BE PROVIDED BY PROPOSER- INCLUDING REASONS WHY-OR NOTE “ABLE TO FULLY COMPLY” WITH REQUIREMENTS. SECTIONS:

Specifically list and describe any proposed deviation from Port Isabel-Cameron County Airport **Exhibits** as listed below:

- Exhibit B – Terms & Conditions
- Exhibit C – Contract Agreement
- Exhibit D – Minimum Standards
- Exhibit E – Rules & Regulations
- Exhibit F – Accounting Procedures & Revenues
- Exhibit G – Insurance Requirements
- Exhibit H – Application of CPI Rent Increase

- a. Exceptions. State any objections or exceptions to the terms and conditions of this RFP. Failure to make an objection or take exception shall be deemed to be acceptance by the Proposer.
- b. Other Terms/Exceptions. The Proposal shall identify and discuss any other material terms, conditions, or issues which are important to the Proposer.
- c. Emergency Service Site Reserve Plan (to acknowledge and approve acceptance):
Proposer must acknowledge that FBO is aware of a Conty planned (on site) sub-station to be located at the Port Isabel Cameron County Airport and to be utilized for the improvement of Emergency Services (apending but not finalized). Considering a Fire Truck to be housed on site. Actual location to be determined. County reserves the right to utilize space once assigned for this purpose.

O. COMPENSATION TO THE COUNTY:

Provide itemized proposed compensation to the County based on proposed **monthly facility rental**, and percentage paid to the County on Storage Fees and on Fuel Flowage Fees on each gallon of fuel delivered to the premises.

- Option 1 - with Hangar to be utilized & managed by the FBO
 - Option 2 - without FBO managing or operating Hangar – County to manage and operate
1. Financial Proposal In accordance with applicable Federal Aviation Regulations, the successful Proposer will pay ground rent and other applicable fees and charges.
 - 2.. Financial Consideration The successful Proposer shall pay ground rent as per awarded contract. The ground rent will escalate annually based as of the anniversary date of the Contract, based on the change in the Consumer Price Index over that period. An FBO is also required to collect and remit to the County the Fuel Flowage Fee on each gallon of fuel delivered to the premises, or to the Airport for the lessee's account. The flowage fees offered should be comparable to the following local airport locations: **KBRO, KHRL, T65, KEBG, KMFJ**. Certain aircraft (those having a gross landed weight of 25,000 lbs. or more) using the services of an FBO may be subject to landing fees and passenger facility charges. The FBO shall collect the fees from such the owner or operator of such aircraft and remit the fees to the County, subject to a handling fee, as provided in the Contract. The FBO shall also pay to the County a percentage of its gross receipts that are generated from ancillary services, as provided in the Contract.
 3. Late Fees LESSEE will be charged a late fee of \$25.00 per day for every day the rental installment is not paid to the County.

RFP Title _____

Proposer's Name _____

Attachment A-1

CLIENT REFERENCES

Please list five (5) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Proposal.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

THIS FORM MUST BE RETURNED WITH YOUR RFP

RFP Title _____

Proposer's Name _____

Attachment A-1

CLIENT REFERENCES

Please list five (5) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Proposal.

REFERENCE FOUR

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

REFERENCE FIVE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

THIS FORM MUST BE RETURNED WITH YOUR RFP

BANK REFERENCES

Please list three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this Proposal.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ e-mail address: _____

Contract Period: _____ Scope of Work _____

THIS FORM MUST BE RETURNED WITH YOUR RFP

STATE OF TEXAS
COUNTY OF CAMERON

AFFIDAVIT

The undersigned certifies that the Bid prices contained in this Bid have been carefully checked and are submitted as correct and final and if Bid is accepted (within 60 days), agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications.

BEFORE ME, the undersigned authority, A Notary Public in and for the State of _____, on this day personally appeared _____

who, after having first been duly sworn, upon oath did depose and say;

That the foregoing Bid submitted by _____

hereinafter called "Bidder" is the duly authorized agent of said company and that the person signing said Bid has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other Bidder. The Bidder is not a member of any trust, pool, or combination to control the price of products or services Bid on, or to influence any person to Bid or not to Bid thereon. I further affirm that the Bidder has not given, offered to give, nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discounts, trip, favor, or service to a public servant in connection with the submitted Bid. The contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid.

Name and Address of Bidder :

Telephone number _____ Fax number _____

Signature

Name: _____ Title: _____

SWORN TO AND SUBSCRIBE BEFORE ME THIS _____ day of _____ 20 _____.

Notary Public in and for _____ City _____ State _____

THIS FORM MUST BE RETURNED WITH YOUR RFP

RESIDENCE CERTIFICATION

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Cameron County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

“Nonresident Bidder ” refers to a person who is not a resident.

“Resident Bidder ” refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that _____ is a Resident
(Company Name)
Bidder of Texas as defined in Government Code §2252.001.

I certify that _____ is a Nonresident
(Company Name)
Bidder as defined in Government Code §2252.001 and our principal place of business is

(City and State)

Print Name: _____ Signature: _____

THIS FORM MUST BE RETURNED WITH YOUR RFP

CAMERON COUNTY EXPRESSLY REQUESTS THAT BIDDERS / PROPOSERS NOT DISCUSS THIS ENGAGEMENT OR THIS BIDDER'S / PROPOSER'S PLANS, EXPERIENCE OR CREDENTIALS WITH OTHER BIDDERS / PROPOSERS OR ANY MEMBER OF COMMISSIONERS' COURT, ANY COUNTY OFFICIAL, OR ANY EVALUATION COMMITTEE MEMBER APPOINTED BY COMMISSIONERS COURT. EXCLUDED ARE PRE-BID OR PRE-PROPOSAL CONFERENCES, EVALUATION COMMITTEE SCHEDULED PROPOSER PRESENTATIONS OR PROPOSER INTERVIEWS, OR EVALUATION COMMITTEE SCHEDULED EQUIPMENT OR SERVICES DEMONSTRATIONS. YOU MAY CONTACT THE PURCHASING AGENT /PURCHASING DEPARTMENT AT ANY TIME.

FROM RFP OPENING DATE THROUGH COMMISSIONERS COURT MEETING FOR SELECTION, VENDORS WILL NOT APPROACH THE COUNTY JUDGE OR COMMISSIONERS TO DISCUSS MATTERS PERTAINING TO THIS RFP.

- 01. Has any individual with the firm submitting this Proposal/Bid/Response made any contact with any member of Commissioners Court, any County Official, or an Evaluation Committee member concerning this Invitation to Bid/RFP/RFQ, other than questions to the Assistant County Auditor/Purchasing Officer?

- 02. Has any individual with the firm submitting this Proposal/Bid/Response made any contact with any other Bidder or Proposer concerning this Invitation to Bid/RFP/RFQ?

Signature of person submitting this RFP

Date

THIS FORM MUST BE RETURNED WITH YOUR RFP

ORDER NO. 2007O2005

THE STATE OF TEXAS§
§
COUNTY OF CAMERON§

ORDER ADOPTING CONTRACTING RULES
FOR PERSONS INDEBTED TO COUNTY

WHEREAS, pursuant to V.T.C.A., Local Government Code, Section 262.0276, a commissioners court is authorized to adopt rules permitting a county to refuse to enter into a contract or other transaction with a person indebted to the county;

WHEREAS, the Commissioners Court of Cameron County finds it is in the best interest of Cameron County to adopt such rules;

NOW THEREFORE, BE IT ORDERED by the Commissioners Court of Cameron County, that the following rules be adopted regarding Cameron County and persons interested in doing business with Cameron County:

- 1. Cameron County may refuse to enter into a contract or other transaction with a person with a past due debt to Cameron County, including delinquent ad-valorem taxes, even if the person is the lowest bidder or successful proposer; and
2. For purposes of this Order, a debt is past due if it is not received in the County Treasurer's Office by the due date in a written agreement or notice, and ad valorem taxes are past due if not received in the County Tax Assessor/Collector's Office by February 1st following the January 1st on which the ad valorem taxes are due.
3. For purposes of this Order, a person includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with Cameron County requiring approval by the Commissioners Court.

ADOPTED this 13 day of March, 2007.

Taxpayer Identification Number (T.I.N.):

Cameron County Acct #'s : Real Estate Personal Property

01. Is the person or the firm submitting this Bid current with all local and State taxes?

Signature of person submitting this RFP

Date

THIS FORM MUST BE RETURNED WITH YOUR RFP

Certification

Regarding Debarment, Suspension Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, in the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- b. Have not within a three-year period preceding this bid/proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, theory, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and
- d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default.

Signature: _____

Print Name: _____

Title: _____

Telephone Number: _____

Date: _____

If the Bidder / Proposer is unable to certify to all of the statements in this Certification, such Bidder / Proposer should attach an explanation to this Bid / Proposal.

THIS FORM MUST BE RETURNED WITH YOUR RFP

NON-DISCRIMINATION CERTIFICATE

**Bidding Requirements, Contract Forms and Conditions of the Contract
NONDISCRIMINATION CERTIFICATE**

I hereby certify that our firm conforms to requirements as reiterated below:

Discriminatory Employment Practices Prohibited. Contractor has agreed:

- (B) (1) Not to engage in any discriminatory employment practice.
- (2) To take affirmative action to insure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them. Such affirmative action shall include, but not be limited to, employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training or any other terms, conditions, or privileges of employment.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by OWNER setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with OWNER in connection with any investigation or conciliation effort of to insure that the purpose of the provisions against discriminatory employment practices are being carried out.

To require compliance with provisions of this Certificate by all subcontractors having fifteen or more employees who hold any subcontract providing for expenditure of \$2,000.00 or more in connection with any contract with OWNER subject to the terms of this chapter.

Dated this _____ day of _____, _____

CONTRACTOR _____

Authorized Signature _____

Title _____

CONFLICT OF INTEREST QUESTIONNAIRE

MUST BE FILLED OUT AND SUBMITTED WITH THE BID/RFP/RFO
IF DISCLOSING: BIDDER / PROPOSER MUST ALSO FILE WITH THE COUNTY CLERK’S OFFICE
THE PURCHASING DEPT. WILL NOT BE FILING ON THE BIDDER’S BEHALF

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator (County Clerk’s Office) of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person doing business with local governmental entity.

OFFICE USE ONLY Date Received:

2. Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money .

4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each affiliation or business relationship.

6. Describe any other affiliation or business relationship that might cause a conflict of interest.

7. Does any individual with the firm submitting BID, RFP, RFQ have any business relationship with any County Official or County employee within the third degree of Consanguinity kinship or the second degree of Affinity kinship? (see attached Nepotism Chart)

Signature of person doing business with the governmental entity

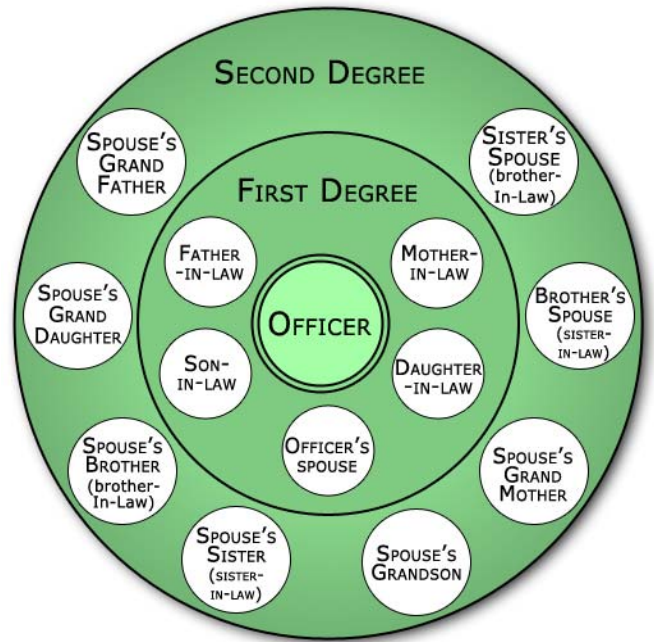
Date

NEPOTISM CHART

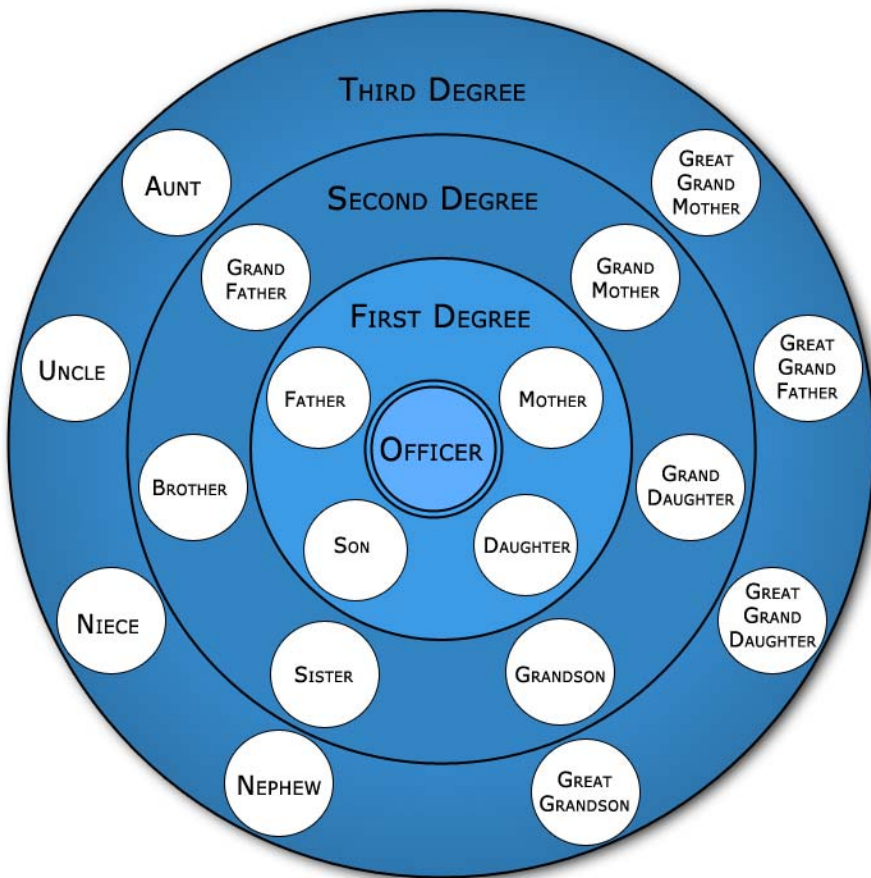
The chart below shows

- **Affinity Kinship** (relationship by marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025

AFFINITY KINSHIP Relationship by Marriage



CONSANGUINITY KINSHIP Relationship by Blood



DISCLOSURE OF INTERESTS

MUST BE FILLED OUT AND SUBMITTED WITH THE BID/RFP/RFQ
IF DISCLOSING: BIDDER / PROPOSER MUST ALSO FILE WITH THE COUNTY CLERK’S OFFICE
THE PURCHASING DEPT. WILL NOT BE FILING ON THE BIDDER’S BEHALF

Cameron County, Texas requires all persons or firms seeking to do business with the County to provide the following information. Every question must be answered. If the question is not applicable, answer with “N/A.” By law this questionnaire must be filed with the records administrator (County Clerk’s Office) of the local government.

Date _____

FIRM NAME: _____

ADDRESS: _____

FIRM is: 1. Corporation () 2. Partnership () 3. Sole Owner ()
4. Association () 5. Other () _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the names of each “employee, elected official, or member of Commissioners Court” of Cameron County having Substantial Interest in Business Entity **Local Govt. Code 171.002**

DISCLOSURE OF INTERESTS (CONTINUED)

- a) For purpose of this chapter, a person has a substantial interest in a business entity if :
 - (1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
 - (2) funds received by the person from the business entity exceeds 10 percent of the person’s gross income for the previous year.
- b) A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.
- c) A local public official is considered to have a substantial interest under this section if a person related to the official in the first degree by consanguinity or affinity, as determined under Chapter 573, Government Code, has a substantial interest under this section.

Name	Title	Department

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Cameron County as changes occur.

Certifying Person: _____ Title: _____
 (Type or Print)

Signature of Certifying Person: _____ Date: _____

LEGAL AND GENERAL

In further description of this proposal, we desire to submit sheets marked as follows:

Bidding under the name of: _____

Federal Employee Identification Number _____

which is (Check one of the following):

() Corporation, incorporated under the laws of the State of: _____*

() Partnership, consisting of (List Partners)

() Assumed Name (Register No.) _____

() Individual

AUTHORIZED SIGNATURE: _____

Printed or typed: _____

TITLE: _____

ADDRESS: _____

DATE: _____

TELEPHONE: _____

When payment on such order or contract is to be directed to the same company at an address different from above, fill in the following address:

The Contractor shall not assign this contract without the approval of the Cameron County Commissioners.

A detailed and certified financial statement shall be submitted by all corporations.