



Request for Qualifications

TRADE SPECIFIC INDEFINITE DELIVERY CONTRACT

**Richland – Lexington Airport District
West Columbia, SC**

ISSUED DATE: May 15, 2024

ISSUED BY: Richland – Lexington Airport District
3250 Airport Blvd, Suite 10
West Columbia, SC 29170

POINT OF CONTACT: Lindsay Copelan Properties Manager
Email: l.copelan@flycae.com

QUESTION DEADLINE: May 28, 2024; no later than 2:00 p.m. EDT

PROPOSAL DEADLINE: June 13, 2024; no later than 2:00 p.m. EDT
Richland – Lexington Airport District
Lindsay Copelan, Properties
3250 Airport Blvd, Suite 10
West Columbia, SC 29170

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1. REQUEST FOR QUALIFICATIONS

1.1 The purpose of this Request for Qualifications (RFQ) is to identify multiple Qualified Trade specific contractors to provide Indefinite Delivery Contract (IDC) Services on behalf of the Columbia Metropolitan Airport (Airport). The projects to be performed under this IDC will be specific to the requested trades below.

1.1.1 Painting (Interior/Exterior)

1.1.2 Roadway Asphalt repairs and marking

1.1.3 Electrical (Building and roadway lighting)

1.1.4 Pressure washing, and various commercial cleaning services.

2. SCOPE AND GENERAL INFORMATION

- 2.1 Airport may award up to four (4) Indefinite Delivery Contract(s) (IDC) for each trade under this solicitation provided the Airport receives an adequate number of qualified Contractor responses. In no event will the Airport award more contracts than the number set forth in the previous sentence.
- 2.2 Work is to be performed at the following location(s): Columbia Metropolitan Airport Campus: Airport Terminal, Air Operations Area, Airport Landside (Roadways, Parking Facilities, Grounds, General Aviation and Cargo Tenant Areas), CAE Park (Industrial Park), Air Commerce Center (Business Office Park), Rental Car Maintenance Facility Complex.
- 2.3 The awarded IDC will be for two (2) years. In no event will the Airport award more contracts than the number outlined in Section 2.1.
- 2.4 The awarded IDC does not limit the total amount of work to be performed under this contract.
- 2.5 Work awarded under the IDC will be awarded using form CAE-690, Construction Services IDC Delivery Order.
- 2.6 The Airport may only award one Delivery Order per project to the Contractor. However, a Delivery Order may be amended. A Delivery Order may only be amended in writing signed by both parties using form CAE-695, Construction Services Delivery Order Modification.
- 2.7 Work awarded under the IDC for a single project may not exceed \$75,000 (exception may be made where the Airport's budget estimate for a scope of work is below \$75,000, but Contractor Cost Proposals (actual cost) uniformly exceed that limit).
- 2.8 Projects and Delivery Orders may not be divided to avoid the limits outlined in 2.7 above.
- 2.9 The airport does not guarantee a minimum amount of work, nor does it guarantee the size or quantity of any work that is awarded under the IDC.
- 2.10 The airport will provide IDC awardees the opportunity to bid on all Delivery Orders for the services outlined in this Invitation.

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2.11 Contractors will agree to perform work for the advertised discipline in the following manner:

- 2.11.1. The cost of the work to the Airport will be determined by competitive bidding of each Delivery Order among all contractors having an active contract that the Airport awarded pursuant to this Invitation for Bids.

2.12 Delivery Orders issued shall have a designated priority. The prioritization level and expectations shall be defined as follows:

2.12.1. Level 1 – Quick Turn-Around Project

- i. The contractor will be available to perform a site evaluation within 48 hours of initial contact.
- ii. The contractor shall submit a Proposal in response to receipt of a Scope of Work within seven (7) days of initial contact.
- iii. Contractor will be available to begin work within fourteen (14) days of Delivery Order, or on the date provided in the Notice to Proceed.

2.12.2. Level 2 – Standard Project

- i. Contractor will be available to perform a site evaluation within seven (7) days of initial contact.
- ii. Contractor shall submit Proposal in response to receipt of a Scope of Work within fourteen (14) days of initial contact.
- iii. Contractor will be available to begin work within thirty (30) days of Delivery Order, or on the date provided in the Notice to Proceed.

2.13 Upcoming CAE Projects may include but are not limited to:

- 2.13.1. Air Commerce Center (Business Park) Interior/Exterior Renovations
- 2.13.2. Various Interior Renovations (Terminal and Tenant Areas)
- 2.13.3. Roadway Sealing and Marking Projects.
- 2.13.4. Facility Pressure Washing
- 2.13.5. Airside Airline Operation Restroom Renovation

3. INSTRUCTIONS TO CONTRACTORS

- 3.1 Contractors shall submit three (3) hard copies of their proposal (outlined in Section 6 below). Proposals must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the applicable Request for Qualifications title, Contractor's name, address, phone, and primary contact name. Proposals must be delivered to the following address to the attention of the proposal point of contact:

Columbia Metropolitan Airport
3250 Airport Boulevard West
Columbia, SC 29170 Suite 10
Attn: Lindsay Copelan, Properties Manager

- 3.2 All Proposals must be delivered by 2:00 p.m. on the proposal due date. Requests for extension of time to submit will not be granted. Late Proposals will be rejected. Requests to modify or withdraw a proposal after its submission will not be considered. Proposals sent via e-mail or fax will not be accepted.
- 3.3 The opening and reading of a proposal does not constitute the District's acceptance of the Contractor as responsive and responsible.
- 3.4 It is the sole responsibility of the Contractor to insure that the proposal arrives on time and bears the handwritten signature of an official duly authorized to sign all copies. The name, address and telephone number of the person to contact must be clearly identified.
- 3.5 Any questions about the RFQ should be directed in writing to the Airport point of contact listed in the RFQ.
- 3.6 No proposal may be withdrawn for a period of ninety (90) days after the proposal submission deadline.
- 3.7 Other than with written consent from the Point of Contact, all Contractors, including any persons affiliated with or in any way related to a Contractor, are strictly prohibited from contacting any Commissioners or any District personnel on any matter having to do with any aspect of this RFQ. Any other contact with such persons associated with the District shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Contractor may result in the disqualification of the Contractor.
- 3.8 The District may elect to issue addenda to this RFQ. All addenda will be posted on the District website at the following URL:
<https://www.flycae.com/procurement-bids/>

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- 3.9 It is the responsibility of the Contractor to view, obtain or download all addenda issued by the District for this RFQ. The Contractor shall acknowledge all issued addenda on the Acknowledgement of Addendum Form.
- 3.10 Submission of a proposal establishes a conclusive presumption that the Contractor is thoroughly familiar with the Request for Qualifications (RFQ) and that the Contractor understands and agrees to abide by all of the stipulations and requirements contained therein.
- 3.11 All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the Proposal Forms.
- 3.12 All costs incurred in the preparation and presentation of the proposal is the Contractor's sole responsibility; no costs will be reimbursed.
- 3.13 All documentation submitted with the proposal will become the property of the District.
- 3.14 Contractor Proposals are to be submitted as outlined below:
- i. Statement of Qualifications
 - ii. Contractor Questionnaire
 - iii. References
 - iv. Proof of Insurance Coverage
 - v. Certification
 - vi. Acknowledgement of Addendum
- 3.15 The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all Proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in Contractor Proposals received if it is determined by the Executive Director or his designee that the best interest of the District will be served by so doing. If the solicitation is cancelled or all Contractor Proposals are rejected by the District, a notice will be posted on the District website as identified for the posting of addenda. A proposal will not be considered from any person, firm or corporation that is in arrears or in default to the District on any contract, debt, or other obligation, or if the Contractor is debarred by the District from consideration for a contract award.
- 3.16 Contractor Proposals are subject to public disclosure after the final ranking in accordance with state law. All information contained in any submitted bid, Request for Qualifications, or request for proposal document to the District will be available for public review upon Freedom of Information Act (FOIA) request. All Contractors are hereby advised that any information that they may consider to be exempt from FOIA disclosure should be identified, along with a statement as to whether or not a claim of exemption is being asserted. If such information is later sought by a FOIA request, the

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Contractor will be allowed to justify its claim of exemption, and the District will assess the validity of said claim in advance of any release.

- 3.17 In the event a contract is entered into pursuant to this RFQ, the Contractor shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The Contractor must include in any and all subcontracts a provision similar to the above.
- 3.18 Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-clarity by the Contractor with this RFQ, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.

4. TERMS AND CONDITIONS

- 4.1 The District reserves the right to reject any or all Proposals, or to award the contract to the next most qualified Contractor if the selected Contractor does not execute a contract within seven (7) days after the award.
- 4.2 The District reserves the right to request any supplementary information it deems necessary to evaluate the Contractor's experience, qualifications, or to clarify or substantiate any information contained in the Contractor's submittal.
- 4.3 Any proposal submitted will constitute an irrevocable offer, for a period of ninety (90) days, to provide to the District the services set forth in the enclosed Scope of Work.
- 4.4 If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the District shall have the right to terminate its contract by specifying the date of termination in a written notice to the Contractor at least thirty (30) days before the termination date. In this event, the Contractor shall be entitled to just and equitable compensation for any satisfactory work completed.
- 4.5 Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the District and shall contain, at a minimum, applicable provisions of the RFQ. The District reserves the right to reject any agreement that does not conform to the RFQ and to any District requirements for agreements and contracts.
- 4.6 The Contractor shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the District.
- 4.7 No reports, information, or data given to or prepared by the Contractor under the contract shall be made available to any individual or organization without the prior written approval from the District.
- 4.8 Insurance Requirements: As outlined in General Conditions CAE-685 § 3.18 Insurance
- 4.9 Hold Harmless Agreement
It is hereby agreed that all construction contracts do contain or be deemed to contain the following agreement: CONTRACTOR [or SUBCONTRACTOR, as appropriate] shall hold the OWNER and the ARCHITECT harmless from any and all claims, damages, liabilities and loss growing out of injury to, or the death of any of the CONTRACTOR's [or SUBCONTRACTOR's, as appropriate] employees or any other persons while on or about the OWNER'S premises in connection with any matter relating to the performance of this contract.

4.10 Qualifications/Certifications

Proposals will be considered only from responsible individuals, co-partnerships, corporations, or other private organizations demonstrating that they have the ability to maintain a staff of regular employees adequate to ensure continuous performance of the work. Labor relations measured by standards of compensation, promptness in meeting obligations, and frequency of personnel changes, among other things, will be considered in determining whether a Contractor has an established operating organization.

4.11 The Contractor must also have the applicable South Carolina licenses and certifications to perform or oversee all services applicable to the RFQ.

4.12 Employee Identification and Access Control (if applicable)

The Contractor shall agree that Contractor and Contractor's employees shall be required to successfully complete the CAE badge process prior to beginning work and will be required to follow all CAE, Federal Aviation Administration and Transportation Security Administration strict security rules and regulations. The Contractor and Contractor's employees shall not enter any of the Airport's restricted areas unless authorized. If access to the Secured, Sterile or Air Operations Area is required, the Contractor will be required to have employees badged in accordance with the Airport Security Plan. This plan requires that key personnel and supervisors have security clearance, be badged and required to display same. The badge process requires a Federal background investigation. The Contractor shall agree that the Contractor will be held responsible for Contractor's employees and for all CAE badge fees, which shall include, but is not limited to, original badges, lost badges, replacement badges, damaged badges and badge increases. The Contractor shall agree that Contractor and Contractor's employees shall have Airport badges and shall display their badges, at all times, while on Airport Property. Failure to comply with TSA security regulations may carry a minimum federal fine of \$1,100.00 and a jail sentence. Further details pertinent to security requirements will be provided at pre-bid conference.

4.13 Staging Area, Maintenance and Security of Site

An area will be made available to the Contractor for his use as a staging area in the vicinity of the Work. If required, fencing of the staging area including gates, gate operators and locks is to be provided by the Contractor as part of this Contract and shall be maintained at all times. Contractor shall be responsible for the security of his staging area(s).

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4.14 Parking for the contractors and subcontractors vehicles in quantities determined by the Airport will be provided at no cost to the Contractor. Contractor shall not be allowed to park in areas other than those areas designated for his use and any such improperly parked vehicles shall be subject to towing, fines or both at the sole discretion of the Airport. Owner will make every effort to provide spaces near the work when possible however no such accommodation is guaranteed. Designated parking may be in an area that requires a badge for access as described above.

4.15 No Smoking Zone

Columbia Metropolitan Airport is a smoke free facility. Smoking is permitted in designated areas only.

4.16 Small Business Program

The Columbia Metropolitan Airport wants to ensure minority-owned, women-owned and veteran owned small businesses have every opportunity to do business with the Columbia Metropolitan Airport. For this reason, a small business goal of 10.0% has been set on Non-Federally funded Airport projects. For locally funded (non-Federal) Airport projects small businesses can be found in the SCDOT DBEs list, City/State approved Minority listings, and the Airport's Vendor listing. Small business goals will be established on a per project basis, and should be assumed to include a minimum participation of the Airport goal stated above, unless otherwise communicated by the owner. The Contractor shall submit a list of small businesses they intend to use on a per project basis under this agreement.

4.17 Buy Local

The airport is prioritizing the selection of companies that can demonstrate an intent to "Buy Local" and utilize local contractors from within the CAE catchment area. For the purposes of this procurement the CAE catchment will be considered the Counties of Newberry, Fairfield, Kershaw, Lexington, Richland, Calhoun, Orangeburg, Sumter and Clarendon.

5. SELECTION PROCESS AND CRITERIA

5.1 SELECTION PROCESS

The Contractor Proposal is the first step in a two-step process for selecting Qualified Contractors. The RFQ provides information necessary for the Contractor to submit qualifications for consideration, evaluation and ranking by the Airport. Based on the evaluation criteria established, each properly submitted Proposal will be reviewed, evaluated and ranked by a Selection Committee (Committee). Based on the rankings of the Committee, presentations and interviews will be held with short-listed Respondents. Upon completion of the presentation / interview process, a final ranking in priority order of the interviewed Respondents will be prepared and presented to the Richland – Lexington Airport District Commission for approval.

5.2 SELECTION CRITERIA

Relative Weight	Graded Item	Score
35	Experience on Projects similar to Airport needs	
25	Experience of work performance under IDC	
25	DBE and Small Business Participation	
15	Buy local	
100%	TOTAL SCORE	
Pass/Fail	Insurance Requirements	

6. CONTRACTOR PROPOSAL

6.1 STATEMENT OF QUALIFICATIONS

Provide a summary of your contracting experience including work on projects that compare to the current needs of the Airport.

6.2 CONTRACTOR QUESTIONNAIRE

1. Company Name: _____

Address: _____

Phone number: _____

Contact Name: _____

Contact Phone #: _____

Contact Email: _____

2. Valid South Carolina Permit #: _____

3. Does the Contractor have or can they obtain the insurance coverage for this project as described in the “Terms and Conditions” section of the RFQ?

() Yes () No

4. At the time of submitting this proposal, is the Contractor eligible to bid on or be awarded a public contract in the state of South Carolina?

() Yes () No

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5. Has South Carolina OSHA cited and assessed penalties against the Contractor for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?

() Yes () No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

6. Has the federal OSHA cited and assessed penalties against the Contractor Firm in the past five years?

() Yes () No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

6.3 REFERENCES

References: Please provide three (3) commercial / institutional customers references for projects of similar specifications.

1. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Size of Project: _____

2. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Size of Project: _____

3. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Size of Project: _____

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6.4 PROOF OF INSURANCE COVERAGE

Contractor shall provide the District with satisfactory evidence of the Professional Liability Insurance and Automobile Insurance from a company satisfactory to the District and licensed to transact business in the State of South Carolina. If the two (2) insurances are with different companies, submit a form for each company. This form shall be submitted for responsiveness.

INSURER:

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

Contractor is required to submit a letter or certificate from the Company providing insurance certifying that the Contractor has professional liability insurance in accordance with the terms set forth in this RFQ.

Date: _____

Corporate:

Business Name _____

Contractor Name: _____

Contractor Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate:

Business Name _____

Contractor Name: _____

Contractor Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)

6.5 CERTIFICATION

I, undersigned, on behalf of the Contractor, certify and declare that I have read all the foregoing answers to this Questionnaire and know their contents. The matters stated in the answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of South Carolina that the foregoing is correct.

(Signature)

(Printed name)

(Title)

(Date)

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6.6 ACKNOWLEDGMENT OF ADDENDUM

Contracts must initial each applicable Addendum below and complete the designated Corporate or Non-Corporate Contractor section and submit this form with their proposal as acknowledgment of receipt of all issued Addendum.

This is to acknowledge receipt of the following **Addendum(s)** for **Request for Qualifications (RFQ) CONSTRUCTION SERVICES INDEFINITE DELIVERY CONTRACT**

1. ____; 2. ____; 3. ____; and 4. ____.

Dated the ____ day of _____, 20____

Corporate:

Business Name _____

Contractor Name: _____

Contractor Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate:

Business Name _____

Contractor Name: _____

Contractor Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)

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APPENDIX A

Template Delivery Order Forms:

CAE-680 Construction Services Indefinite Delivery Contract Sample

CAE-690 Construction Services IDC Delivery Order Sample