

# CITY OF ST JOSEPH

## REQUEST FOR PROPOSAL

NO RFP2023-21

Page 1 of 4

Proposals Must Be Received No  
Later Than

Time: 4:00PM Date: 3/31/2023

For Information Contact

Purchasing

at (816) 271-5330

This document constitutes a request for sealed bids, including prices, from qualified individuals and organizations to furnish those services and/or items as described herein. All documents included in submission are to be of public record.

**Proposals must be mailed or delivered to the Division of Purchasing, 1100 Frederick Avenue Room 201, St. Joseph, MO 64501.**

### Lease of D-1 Aircraft Hangar

**Please complete, sign and return this form with the proposal**

**Please have the Bid Name and Number on the outside of the sealed proposals.**

The offeror must provide all information required in this document pursuant to the specifications attached and included herein.

The offeror hereby agrees to provide the services and/or items at the prices quoted, pursuant to the attached terms and conditions of Request for Proposal or Invitation to Bidders and Terms and Conditions of Purchase, and further agrees that when this document is countersigned by an authorized official of the City of St. Joseph, a binding contract, as defined herein, shall exist between the offeror and the City of St. Joseph.

#### SIGNATURE REQUIRED

Offeror's Signature: \_\_\_\_\_ Offeror's Printed Name: \_\_\_\_\_ Title : \_\_\_\_\_

Company Name: \_\_\_\_\_ Date of Proposal: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**REQUEST FOR PROPOSALS  
CITY OF ST. JOSEPH, MO  
PUBLIC WORKS DEPARTMENT  
AVIATION DIVISION**

**LEASE OF D-1 AIRCRAFT HANGAR  
Bid #RFP2023-21**

The City of St. Joseph, Missouri is seeking proposals from qualified vendors to lease the D-1 Aircraft Hangar located at Rosecrans Memorial Airport. Proposals will be received by the Purchasing Agent of the City of St. Joseph until 4:00 P.M. on March 31, 2023.

The proposal request may be obtained from the Purchasing Division, 1100 Frederick Avenue, Room 201, St. Joseph, Missouri or by calling (816) 271-5330. Bid Opportunities may also be viewed on the City's Website at [www.stjosephmo.gov](http://www.stjosephmo.gov) under Government/Bids & RFPs.

The City of St. Joseph reserves the right to reject any or all bids. The City of St. Joseph is an Equal Opportunity Employer.

(s) Summer Deatherage  
Purchasing Agent

CITY OF ST. JOSEPH  
PURCHASING DIVISION  
TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL  
OR INVITATION TO BIDDER

1. PREPARATION OF BIDS

- a. Bidder's are expected to examine the specifications, delivery schedule, bid prices, and all instructions of the Request for Proposal or Invitation to Bid. Failure to do so will be at bidder's risk. In case of a mistake in extension, the unit price(s) will govern. In case of an identified mistake in calculation the City may, but is not obligated to, correct the calculation based on the unit price submitted by the bidder.
- b. Any manufacturer's names, trade names, brand names, information, and/or catalogue numbers listed in a specification are for information and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item. If bids are based on equivalent products, indicate on the bid form the manufacturer's name and model number. The bidder shall explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to bid on alternate brands will be received and considered in complete compliance with the specifications as listed on the bid forms.
- c. All supplies and equipment offered in a bid must be new and of current production unless the Request for Proposal or Invitation to Bidder clearly specifies that used or reconditioned supplies or equipment be offered.
- d. Firm fixed prices shall be bid and include all packing, handling, and shipping charges.
- e. Unless otherwise indicated, prices quoted shall be firm for acceptance for ninety days (90) from bid opening and for the specified contract period.

2. TAX EXEMPTION

- a. Do not bill federal tax. Certificate number 44-6000256.  
Do not bill state tax. Certificate number 12493457.

3. SUBMISSION OF BIDS

- a. A bid submitted by a bidder must (1) be manually signed by the bidder on the Purchasing Division's Request for Proposal or Invitation to Bidder, (2) contain all requested information, (3) be priced as required, (4) be sealed in an envelope or container, (5) be attached to a security deposit if required, and (6) be delivered to: the Purchasing Division, 1100 Frederick Avenue, Room 201; St. Joseph, MO 64501, and officially clocked in no later than the exact time and date specified on the Request for Proposal or Invitation to Bidder.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside left corner with (1) the official Price Inquiry number and (2) the official closing date and time.
- c. Submission of this bid constitutes an assignment by the bidder to the City of all rights, title, and interest in and to all causes of action it may have under the antitrust laws of the United States or the State of Missouri, which causes of action have accrued or will accrue as the result of or in relation to the particular good or services purchased or procured by it in fulfillment of any contract with the City arising from this bid.

4. MODIFICATION OR WITHDRAWAL OF BIDS

- a. Bids may be modified or withdrawn by written or telegraphic notice received prior to the official closing date and time specified. Written notice may be in the form of an email provided the email is actually received by the Purchasing Agent prior to the official closing date and time specified; any email that is not actually received, whether due to a delay in delivery, delivery to a filtering service that does not release the email, or other failure in delivery shall not be deemed to be a written notice of modification or withdrawal. A bid may also be withdrawn or modified in person by the bidder or his authorized representative provided proper identification is presented before the official closing date and time. Verbal phone requests to withdraw or modify a proposal will not be considered.

- b. After the official closing date and time, no bid may be modified or withdrawn.

5. BID OPENING

- a. Bid openings shall be public on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by facsimile, telegraph, email, or telephone will not be acceptable. Bid files may be examined during normal working hours by appointment. Bid tabulations will not be provided by telephone.

6. AWARDS

- a. Unless otherwise stated in the Price Inquiry, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- b. As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received.
- c. Awards will be made to the bidder whose bid (1) meets the specifications and all other requirements of the Price Inquiry and (2) is the lowest and best bid, considering price, responsibility of the bidder, the best interest of the City, and all other relevant factors. When multiple bidders are equally responsible and qualified and submit equivalent bids, those bidders that are equally responsible and qualified and submit equivalent bids may be allowed to submit a subsequent lower bid price in accordance with a schedule established by the Purchasing Agent; such bid price must be submitted in a sealed envelope or container clearly marked on the outside left corner with (1) the official Price Inquiry number and (2) the closing date and time established by the Purchasing Agent; the submission may modify only the bid price.
- d. Each bid is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all the materials, equipment, supplies, or services described therein shall constitute a contract between the bidder and the City; and shall bind the bidder to furnish and deliver at the price, and in accordance with the conditions of said accepted bid and detailed specifications.
- e. The City of St. Joseph is not obligated for expenditures unless funds have been encumbered by Purchase Order or Contract. The completion of the "Notice of Award" by the City is not an authorization for shipment or to proceed with services.

7. OPEN COMPETITION

- a. It is the intent and purpose of the Purchasing Division that the Price Inquiry permits free and open competition. However, it shall be the bidder's responsibility to advise the Purchasing Division if any language, requirements, or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a bid. The notification should be received by the Purchasing Division at least ten days prior to the Price Inquiry closing date and time. The bidder may submit notification after the bid closing providing sufficient time is permitted for a thorough review by the Purchasing Division and its decision will be final.

# **REQUEST FOR PROPOSAL**

## **AIRCRAFT STORAGE HANGAR RFP2023-21**

### I. NAME OF SOLICITING GOVERNMENT

The City of St. Joseph, Missouri  
Department of Finance, Purchasing Division  
1100 Frederick Avenue  
St. Joseph, MO. 64501  
(816) 271-5330

The City of St. Joseph invites written proposals for the leasing of a 2,640 square foot aircraft storage facility in St. Joseph, Missouri at Rosecrans Memorial Airport. The property is formally addressed as 150B NW Rosecrans Road.

- Only Lease proposals equal to or exceeding minimum standards will be considered.
- Leasing contracts will be for a three-(3) year term, solely utilized for aeronautical purposes. Upon mutual agreement of the parties, the City may renew the lease for five (5) additional one (1) year periods with the same terms and conditions as proposed, including any rent escalations.
- Facility contains electrical, furnace heating, 3 ½ ton chiller, water, sewer, and propane gas service. Utility service and additional future connections will be the responsibility of LESSEE. Only those lease proposals, which address the following, will be considered.
- The 2,500 SF facility contains an additional 140 SF (10'x14') restroom/store area, and washer/dryer hookups.
- Lease will include a 10' additional land lease surrounding the structure, and possibly an automobile parking area adjacent to the facility. Lease will also require successful LESSEE to be responsible for the maintenance of the area(s) outside of the facility.

1. The lease will be for aeronautical purposes only, according to existing STJ airport minimum standards criteria, and as approved by the city.
2. The lease will be for a fair and lucrative market value, for the 2,640 SF facility, including the additional attachment and land lease, and subject to annual rental adjustments.
3. Must be able to pass federal personal background check, comply with all local, state and federal rules and regulations, including FAA regulations and STJ airport rules.

### II. OTHER CONDITIONS

The City reserves the right to request clarification of information submitted and to request additional information of one or more of the applicants. The City reserves the right to reject any and all proposals.

Make appointments to view the facility by calling Julius Rice, Airport Manager, at 816-271-5374.

### III. PROPOSAL DEADLINE

Proposals shall be submitted in a sealed envelope no later than 4:00 P.M. Friday, March 31, 2023 to the Purchasing Office at:

City of St. Joseph  
Purchasing Office - Room 201  
1100 Frederick Avenue  
St. Joseph, Missouri 64501