

**Cheyenne Regional Airport dba Legend AeroServe**

**Request for Proposals (RFP)**

**RFP-LGN-2024-001**

**Aircraft 28 VDC mobile Ground Power Unit (GPU)**

<b>Issue Date:</b>	<b>March 01,2024</b>
<b>RFP No.</b>	<b>RFP-LGN-2024-01</b>
<b>Questions Due:</b>	<b>March 22, 2024</b>
<b>Request for Proposals Due:</b>	<b>March 29, 2024</b>
<b>Notice of Award:</b>	<b>April 12, 2024</b>
<b>Delivery Address:</b>	<b>Legend AeroServe Mike Miller FBO Manager 3913 Evans Ave. Cheyenne, WY 82001</b>
<b>Contact:</b>	<b>Mike Miller FBO Manager Email: <a href="mailto:mmiller@legendfbo.com">mmiller@legendfbo.com</a> Phone: (307) 634-7079</b>
<b>Notice of Addenda:</b>	<b>Any Addenda issued will be posted on the airport's website</b>

**A. PROPOSAL REQUESTED**

Cheyenne Regional Airport dba Legend AeroServe is soliciting proposals from vendors of airport ground service equipment (GSE) to provide the Airport with a Tier 4 Diesel 28 VDC Ground Power Unit (or equivalent).

**B. PROJECT BACKGROUND**

Cheyenne Regional Airport dba Legend AeroServe requires a ground power unit to serve general aviation aircraft. The ground power unit will increase reliability of service and improve sustainability of the airport. Additionally, there are no airport owned backups for the existing ground power unit, which is an important service required to maintain an electrical power supply when the aircraft engine is not running or for startup.

The airport reserves the right to accept or reject any or all Proposer, alter the scope of work, to waive informalities and irregularities in the Proposal submission process to the extent permitted by law, to extend the date for submittal or responses, to request additional information from any or all Proposers, to supplement, amend or otherwise modify the RFP prior to the closing date and time, to cancel this request with or without the substitution of another RFP, to re-solicit or cancel the procurement process, and accept a Proposal which is considered to be in the best interest of the Airport.

Proposals shall be submitted by 4:00 p.m. MST March 29, 2024, to:

Attention: Mike Miller  
Cheyenne Regional Airport dba Legend AeroServe  
3913 Evans Ave.  
Cheyenne, Wyoming 82001

All Proposals will be time-stamped upon receipt and any Proposals received after the time specified above will be returned unopened. All responsive Proposals become the property of the Airport and must be provided without cost to the Airport. Except as otherwise provided herein, Proposals that are incomplete or which are not in conformance with the law, may be rejected as non-responsive.

Any Proposal submitted will be deemed to be valid for a period of up to 90 days following the close date of the RFP. Timely Proposals received shall be subject to applicable laws and regulations governing public disclosure. Submission of a Proposal indicates Acceptance by the Proposer of the conditions contained in this RFP, and the intent to enter into a Contract with the Airport.

This RFP does not obligate the Airport to enter a Contract or pay any costs incurred in the preparation of a Proposal pursuant to this RFP or incurred in subsequent negotiations. It is the intent of the Airport to negotiate a Contract with the Proposer it deems most beneficial to the Airport. During the Proposal evaluation process, the Airport may request additional information or clarification from Proposers.

### **C. SCOPE OF SERVICES**

The purpose of this request is to invite prospective vendors to submit a proposal to supply a Tier 4 Diesel 28 VD GPU (or equivalent) to Cheyenne Regional Airport.

The Airport is interested in obtaining a mobile ground power unit for general aviation.

Minimum Specifications:

- EPA Tier 4 Final compliant diesel engine (or equivalent).
- 600-800 amps continuous and 2,000 amps peak.
- Engine protection (high temperature, low oil, overvoltage, etc.).
- Constructed for outdoor use in all weather conditions.
- Mounted on towable trailer with pintle hitch.
- User + service manual.
- Comprehensive 12-month warranty.
- Cold weather protection (block heater).

The Vendor shall also provide the following as requested for all Airport RFPs:

- A. If applicable, provide continual or annual cost such as warranties or service contracts.
- B. Description of its invoicing process. Invoices should itemize line items by building location.
- C. An opportunity for Cheyenne Regional Airport to complete a final inspection before acceptance of the work/product. The Vendor will arrange for the return of all damaged or miss-shipped items. There will be no restocking fee for the return of items damaged or shipped by the vendor in error. All items returned will be credited to the invoice within 14 days of receipt.
- D. Available financing options and terms.
- E. If applicable, no less than three (3) days of training to ensure adequate education of all personnel at the expense of the company providing the equipment to Cheyenne Regional Airport.

### **D. SUBMITTALS**

RFP responses must be completed and prepared in a form that provides an insightful, straightforward, and concise overview of the capabilities of your firm. In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Cheyenne Regional Airport as necessary to gain such understanding. The Cheyenne Regional Airport reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, Cheyenne Regional Airport reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of the award, if the award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to Cheyenne Regional Airport. All information provided by Cheyenne Regional Airport in this RFP is offered in good faith. Individual items are subject to change at any time. Cheyenne Regional Airport make no certification that any item is without error. Cheyenne Regional Airport is not responsible or liable for any use of the information or for any claims asserted there from.

The Cheyenne Regional Airport dba Legend AeroServe intends to select a vendor in April 2024.

Submittals will be evaluated and ranked based on:

- Quality
- Price
- Warranty
- Past performance of vendor

Cheyenne Regional Airport reserves the right in its sole discretion to accept or reject any or all proposals, in whole or in part, without incurring any cost of liability whatsoever, and to waive informalities and minor irregularities in bids received. The Cheyenne Regional Airport shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in their original form in any archival copy. Any modifications of these, in the vendor's submission, is grounds for immediate disqualification.

**E. REPRESENTATIONS AND CERTIFICATIONS**

Full name and address of the business with a short description of the business.

Include a description of the following:

- A. Business organization.
- B. Year established.
- C. Federal ID number.
- D. State tax ID number (if applicable).
- E. The business' legal formation (e.g. corporation, sole proprietor, etc.).
- F. State of Incorporation (if applicable).
- G. List the location and address of the business' office that will provide the equipment requested.

**F. REFERENCES**

RFP reviewers may solicit references from some or all client contacts provided with previous experience examples above. Please include three (3) references.

**G. COMPENSATION / FEES**

Identify all costs including expenses to be charged for delivering and/or installing the equipment.

**H. CONFLICT OF INTEREST**

Disclose any conflicts or perceived conflicts of interest.

Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

**I. INSTRUCTIONS FOR FIRMS:**

For your bid to qualify, you must submit three (3) hard copies in your SEALED BID to **Michael Miller** no later than **4:00 p.m. on DATE: March 29, 2024.**

CHEYENNE REGIONAL AIRPORT dba LEGEND AEROSERVE  
ATTN: Mike Miller

3913 EVANS AVENUE  
CHEYENNE, WYOMING 82001

CERTIFICATION

I hereby state that I have read, understand, and become thoroughly familiar with and understand the terms and scope of work contained in the RFP.

I hereby state that all the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this RFP which becomes the basis for a binding contract if accepted by the Cheyenne Regional Airport dba Legend AeroServe.

I hereby state that this quote will remain valid for six (6) months from this certification date.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_