

Request for Qualifications from Independent Contractors/Aviation Service Providers

Mt. Pleasant Municipal Airport

The City of Mt. Pleasant is seeking qualifications from independent contractors/ aviation service providers interested in supplementing airport staff.

DUTIES

Duties will include but are not limited to:

- Light repair and maintenance on airport equipment and grounds.
- Moving aircraft using Tronair tow bar system.
- Fueling a variety of aircraft.
- Billing aircraft for fuel and services.
- Use of ground power unit on aircraft.
- Handle day to day operations of airport on given days.
- Issue NOTAMS when required.
- Upon request, assist airport personal as needed.
- Snow removal, using city issued equipment.
- Shovel walks and areas snow equipment cannot reach.
- Other operations as assigned by airport management.
- This is not a managerial position.

REQUIREMENTS

Applicants shall meet the following requirements:

- Minimum 18 years of age.
- Possess a valid Michigan driver's License.
- Possess the knowledge and skill to perform the required task.

The independent contractor shall provide proof of insurance covering personal employed by the independent contractor with the following limits:

- Liability
- Workers compensation

To the extent permitted by law, the independent contractor shall hold the City (including its officers and employees) harmless from, indemnify it for, and defend it (with legal counsel reasonably acceptable to the City) against any demand, claim, judgment, award, legal proceeding, injury, or loss of any kind arising from the independent

contractor's services under the contract or any breach of the contract, unless caused by the willful misconduct or gross negligence of the City.

INDEPENDENT CONTRACTOR

The successful applicant/ independent contractor selected is and for all purposes shall continue to be an independent contractor while performing the services under the contract. The independent contractor and each of its employees or agents, if any, are not employees, servants, or agents of the City. Neither the independent contractor nor its employees, if any, is entitled to any benefits associated with City employment. The independent contractor shall be solely responsible for withholding and paying federal, state, or local taxes on amounts the City pays to the independent contractor for services and for any insurance the independent contractor requires or benefits provided to any independent contractor employee.

PAYMENT

The independent contractor will be paid hourly. He or she will be compensated \$12.00 per hour for time worked under the contract. Shall the need arise for work less than one hour, the independent contractor shall be compensated in minimum ½ hour increments. In order for the independent contractor to receive payment, he or she shall submit to the airport manager, a detailed invoice showing hours worked, and tasks completed. This submission shall take place every two weeks on a schedule to be designated at the onset of the contract. The independent contractor will work, at a minimum, 16 hours a week.

Submittal Instructions

The City of Mt. Pleasant staff will review all qualification packages submitted for contracted services for the Mt. Pleasant Municipal Airport. To be considered a qualified applicant, five copies of the proposal package must be submitted in a sealed envelope and clearly marked RFQ Airport Contracting Services, and received by the City of Mt. Pleasant at the clerk's office, address listed below, by 1:30 pm on Tuesday, June 3, 2014. Proposal packages must be mailed or delivered to the following address:

City Clerk's Office

320 West Broadway Street

Mt. Pleasant, MI 48858-2447

(989) 779-5361

Any packages received after this date and time will be deemed unresponsive. The city reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing, and to select the proposal deemed to be in the best interest of the City of Mt. Pleasant. Issuance of this RFQ does not obligate the City to award a contract, nor is the City liable for any cost incurred by the applicant in the preparation and submittal of this proposal. All proposals must include the following information in the order stated below.

- 1.) **Availability** – Independent Contractor to submit available days and hours that he or she could perform airport operations.

- 2.) **Knowledge, Skills, and ability** – Independent Contractor to submit information supporting the knowledge, skills, and ability required for safe airport operations, as well as understanding of FAA requirements for general utility airports.

- 3.) **Experience** – Independent Contractor to submit information to support experience level, including work history and references.

- 4.) **Company profile** – Describe on one page the background of your company, and why it is best qualified to provide the requested services to the City of Mt. Pleasant.