

Auburn Lewiston Municipal Airport

80 Airport Drive, Auburn, ME 04210
(207) 786 0631 FAX: (207) 782 3024
www.flytomaine.com

Request for Proposals - Flight Line Staffing Services

BID #LA 2024- 004

Auburn Lewiston Municipal Airport, KLEW

www.flytomaine.com

Release Date: May 3rd, 2024

Questions Due: May 9th, 2024

Answers Posted Online: May 13, 2024

Due Date: May 17th, 2024

Contact: Jonathan P. LaBonte, Board Chair

80 Airport Drive,

Auburn, Maine 04210

207-333-6601 ext 1070

j.labonte@auburnmaine.gov

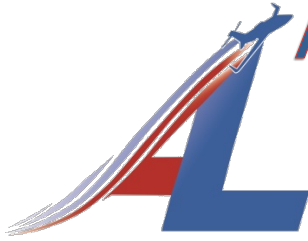
OVERVIEW

The Auburn-Lewiston Municipal Airport (KLEW) is issuing a Request for Proposals (“RFP”) for flight line staffing services. KLEW is located in Auburn, Maine, 30 miles north of Portland, and is sponsored by the cities of Auburn and Lewiston, with a combined population of over 60,000. KLEW is seeking a partner to provide supplementing staffing for our flight line services.

KLEW contains over 600 acres and is situated near Exit 75 of the Maine Turnpike. The Airfield is equipped with two asphalt runways, 4/22 which is 5,001 feet long and 100 feet wide and 17/35 which is 2,750 feet long and 75 feet wide. KLEW actively manages two hangars (8,000 square feet and 27,400 square feet) and over sixty (60) tie-downs for based-aircraft and transient use and one 20,000-gallon 100 LL tank and one 30,000-gallon Jet A tank. 100 LL is currently provided to customers via trailer, though the Airport has a contract in place to install a self-serve system this year. Jet A is delivered via a refueler leased under a current contract with Avfuel.

KLEW’s objectives are to promote aeronautical development, generate revenue to further enhance the Airport facilities, and to seek continued improvement in the quality and viability of flight line services.

The anticipated staffing agreement term will be for two years, with the Airport stating its interest to pursue privatization of the service through a formal FBO RFP at that time. KLEW requires that the contractor have staff capable of providing fueling, GPU, lav services, pilot and passenger service coordination, and hangar and tie down management alongside Airport personnel and using Airport systems and equipment.



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SECTION ONE

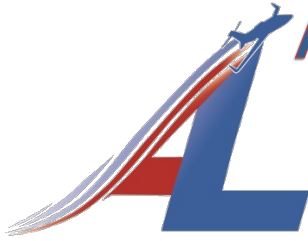
LINE SERVICE STAFFING REQUIREMENTS

a) Required Services

The contracted staff will be required to provide a variety of flightline services including those listed below:

- Qualified personnel necessary to perform aviation fueling (100 LL and Jet A) in accordance with current FAA regulatory procedures.
- Collection of GA Landing Fees, Hangar rentals, Tie-Down rental and management and fuel flowage fee.
- Engine pre-heating, catering services coordination, battery charging and servicing, aircraft lavatory service, de-icing, engine pre-heating and starting.
- Staffing service availability seven days a week, hours of operation to be negotiated.
- Removal of disabled aircraft from operational areas.
- Ramp parking and tie-down with airport towing equipment to safely move aircraft.
- Vehicle rental services coordination
- Uniform required
- NATA Safety First trained staff as part of fulfilling the contemplated contract
- Other related administrative and operations duties may be assigned that are relevant to the delivery and support of flight line services at the Airport.

Existing airport equipment, including technology (FlightBridge, Avfuel HUB point of sale, etc) would be used to support service delivery during the term of the contract. The Airport currently offers flight line services seven days a week from 8:00 AM to 5:00 PM every day of the year except for Christmas Day. In addition, it offers call-out services for before and after hours at an additional fee for customers. While airport staff may cover some shifts and on-call evenings, respondents should have staff available for these times. Schedule of shifts would be done in coordinated with the Airport Director. Projected contracted hours would range from 80 to 120 hours per week, with flexibility during peak business days to exceed this amount with Airport Director approval.



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SECTION TWO

AVAILABLE FACILITIES

The following Airport owned buildings are part of its FBO management and would be utilized by contracted staff in service delivery and flight line support.

Facility Name	Square foot-age	Description
Administration/FBO Terminal Building (Building #1)	7,000	Private offices, unrented restaurant space, conference room with A/V capabilities, open area, two public restrooms, one private restroom, flight line services office, flight planning office, crew lounge
Cold Storage Hangar (World War II Hangar/Building #3)	8,000	Unheated hangar with based tenants
Building #5 (Formerly used by Lufthansa)	27,400	Heated hangar with mezzanine level, based and transient tenants
West Ramp and East Ramp Tie Downs	62 total tie-downs)	Six based tenants currently on tie-downs

FUEL SERVICES

a) Existing Fuel Contract and Sales

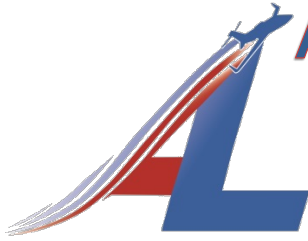
The Airport operates under a fuel contract with Avfuel that includes our lease of a 5,000 gallon refueler and access to the Avfuel HUB point of sale system. Fuel sales for Jet A are highly seasonal, driven by Maine's tourism season (May-September). A fuel sales comparison for the first 10 months of the current fiscal year (July to April) compared against the previous five is included below.

Auburn Air Center - Fuel Sales Comparison for First 10 Months of FY (FY19 to FY24)

Quantity (gallons) by Fiscal Year

Product	Pay Type	2019	2020	2021	2022	2023	2024
Avgas 100LL	Cash/Invoiced	16294.3	17710.6	11805.51	9345.3	8735.9	15926.8
Avgas 100LL	Credit Card	10730.65	10916.7	10607.7	8299.2	8871.05	10287.1
	TOTAL 100LL	27024.95	28627.3	22413.21	17644.5	17606.95	26213.9
Jet A Fuel	Cash	47733.9	51494.3	17358	14589	4679	1552
Jet A Fuel	Contract Fuel	26801	53298	38366	58295	45703.12	72676.5
Jet A Fuel	Credit Card	20676.1	17529	9071	19227	19170	18705
	TOTAL Jet A	95211	122321.3	64795	92111	69552.12	92933.5

*FY2020 included ~16,000 in Jet A sales to Elite Airways



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SECTION THREE

SUBMITTAL REQUIREMENTS

In order to expedite and to maintain consistency in the evaluation process, each submittal shall be organized in accordance with this section. Qualifications that do not follow the specific format outlined below, or that fail to provide the required documentation may receive lower scores or be disqualified if found to be non-responsive. In the event of any conflict between any of the Proposal documents, resolution thereof shall be at the airport's sole and subjective discretion. Qualifications shall, at a minimum, include the following information.

1) Cover Letter

Include a cover letter identifying the operator's company/entity status and the proposal package being submitted. Include other important general information deemed significant enough to be highlighted. The letter shall provide the name, address, telephone number, and e-mail address of the individual authorized to contractually bind the company/entity.

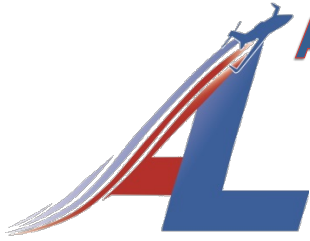
2) Business Experience

Provide a statement of the contractor's corporate status, a brief history of the entity, and a description of its experience and the staff credentials in providing flight line services. Staff credentials should include a clear description of existing or planned training and certifications for service delivery. Specific details about the contractor's experience with the customer mix likely to be served at KLEW would be valuable to include here.

3) Fee Structure

Please include:

- Hourly rates to be billed for scheduled/assigned staff
- Proposed peak and off-peak season staffing hours available per week.
- Management or overhead fees associated with supporting staff assigned by the contractor to shifts at the Airport, if not built into hourly rate.



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SECTION FOUR

EVALUATION

KLEW intends to select a flight line service staffing contractor based on a “Best Value” basis. KLEW will evaluate all requested information submitted.

a) Initial Evaluation

Each Proposal received shall first be evaluated for responsiveness (meets the minimum requirements). The written Qualifications will be evaluated and scored based upon the following proposal criteria:

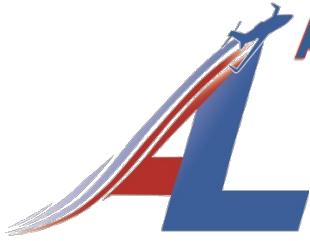
Proposal	Maximum Points	Factor Description
Cover Letter	5	Contains all required information
Qualifications (Experience and knowledge)	40	Flight line services experience and capacity to meet Airport's year-round needs shall be reviewed and evaluated
Ability to commence service contract by targeted July 1, 2024 start day	5	Includes timeline that meets Airport's desire to implement no later than July 1, 2024
Fee Structure	50	Includes sufficient detail in fee structure, including any seasonal variations, for the Airport to determine projected annual costs and competitive range
TOTAL	100	

b) Evaluation

The Airport will rank the submissions and select one or more applicants with which to negotiate. Any negotiated agreement will be subject to approval by the full Board of Directors.

c) Potential “Competitive Range” or “Best and Finals” Negotiations.

The airport reserves the right to conduct a “Best and Finals” negotiation at their sole discretion. Such “Best and Final’s negotiation may include oral interviews with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the airport in a timely manner.



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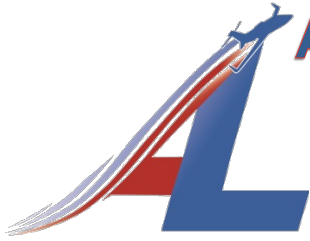
All responses to this RFP are to be submitted with one hard copy as well as electronic copy to:

Auburn Lewiston Municipal Airport
Attn: Jonathan P. LaBonte, Board Chair
80 Airport Drive, Auburn, Maine 04210
j.labonte@auburnmaine.gov

and must be received by the airport **no later than 5:00 PM, May 17, 2024.**

DEADLINE AND SCHEDULE

May 3 rd	RFP issued and advertised
May 9 th	Questions on RFP Due
May 13 th	Answers to Submitted Questions Posted
May 17 th	Proposals Due
May 20 th -22 nd	Review and evaluation of proposals
Week of May 22 nd and May 29 th	Request for Applicant interviews/negotiations
No later than Week of June 3 rd	Board action on staffing contract
July 1	Latest target date for commencement of contract



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DISCLAIMERS AND RESERVATION OF RIGHTS

a. Right to Reject, Waive, or Terminate the RFP. The airport reserves the right to reject any or all proposals, to waive any informality in the RFP process, and/or to terminate the RFP process at any time, in the airport's sole and absolute discretion, if deemed by the airport to be in its best interests. In no event shall the airport have any liability for a cancellation. The Proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

b. Right to Terminate Negotiations. The airport reserves the right to terminate negotiations at any time during the RFP process or in the negotiation of any necessary agreements. The airport in its sole and absolute discretion and for any reason or purpose may terminate this process by providing notice in writing to a selected contractor of such termination of negotiations. The airport shall have no obligation to compensate a selected contractor for any costs incurred in responding to this RFP and including travel.

Any agreement negotiated by the airport is subject to approval by the Board of Directors in their sole and absolute discretion.

By responding to the RFP and submitting a proposal, the successful Proposer acknowledges and agrees that the contractor and the airport will only execute agreements prepared by airport which are substantially approved as to form and substance by the airport and airport counsel.