

REQUEST FOR QUOTES  
CHARLOTTESVILLE ALBEMARLE AIRPORT

Quote Number 01-20

**I. INSTRUCTIONS FOR REQUESTS FOR QUOTES**

A. General

1. The Charlottesville Albemarle Airport Authority is seeking quotes for the purchase of Runway De-Icing/Anti-Icing Fluid on an "as needed and requested" basis with no minimum quantity for a period of approximately twelve (12) months.
2. Submit quote quotation on the blank quote form included herein, filling in all spaces and information; failure to answer all questions, provide all information and return all pages of this Request for Quotes may be cause for disqualification of the bidder.
3. All quotes must be signed by an authorized representative of the responding firm.
4. The quote must be received by 3:00 p.m. (Eastern Standard Time) on Monday, December 30, 2019 at the following address:

Charlottesville-Albemarle Airport Authority  
100 Bowen Loop, Suite 200  
Charlottesville, Virginia 22911

Attention: Quote - Airfield Deicing Fluid

Place in lower left hand corner:

Runway De-Icing Fluid  
Quote Number 01-20  
Charlottesville Albemarle Airport

5. If quote is sent by mail, it shall be sent by certified mail or overnight express carrier.
6. Only those quotes received in the Administrative Offices, Second Floor Terminal Building, prior to the quote opening date and time specified above shall be considered. Quotes received after the quote opening time and date will be returned unopened.
7. Quotes will be evaluated on the basis of commercial references and the lowest price for each 4,000 gallon shipment delivered to the Charlottesville Albemarle Airport, by a responsive and responsible bidder who is not in default on any other Commission Contract.
8. **Any questions concerning this Request for Quote shall be provided in writing to Jason Devillier, Director of Operations and Maintenance, on or before 4:30 p.m. EST,**

**December 23, 2019 at the address above, by FAX to (434) 974-7476 or by email [jdevillier@gocho.com](mailto:jdevillier@gocho.com) ; otherwise, bidders shall not contact any Authority employee concerning the quotes until the quotes have been opened.**

**B. Additional Quote Requirements:**

1. Quote, on the basis of a 4,000 gallon shipment, shall include all transportation, delivery, handling and any other associated costs, and training of Authority personnel.
2. Each company shall include on the quote form the name of at least three Airport references for the same product, including the name and telephone number of a contact at the reference Airport. Such references should be the same approximate distance from the bidder's distribution facility as is the Charlottesville-Albemarle Airport.
3. Each company shall submit, with its quote, at no cost to the Authority, a certification by an independent third party laboratory that its product meets the specifications contained herein.
4. Each company shall submit, with its quote, an MSDS for the Runway De-Icing/Anti-Icing product it proposes to provide.
5. Any changes, including corrections of omissions and discrepancies that may be made to the Request for Quote will be in the form of an Addendum which will be provided to all Companies. Receipt by the Company of such addendum shall be acknowledged on the quote form.
6. The requirements for the purchase, including the detailed specifications and other requirements, terms and conditions which will be imposed on the successful company are included in the attached Proposed Contract.

**C. Additional Information to Assist Suppliers:**

1. The Authority does not desire to purchase a prototype product, and requires that the proposed product shall have been used by at least three airports, specified in the quote, for at least one full winter season.
2. Shipments must be delivered to the Charlottesville Albemarle Airport within twenty-four (24) hours of each request for shipment. Companies unable to meet the delivery time shall be considered non-responsive.
3. The successful company must provide a telephone contact available to receive requests for shipments 24 hours per day.
4. The Charlottesville Albemarle Airport Authority currently has sufficient storage for 6,000 gallons of deicer and has 6,000 gallons already on hand. The actual usage is totally dependent upon weather conditions. These estimates are provided for the benefit of the potential companies and shall in no way be construed to require the Authority to purchase

any minimum amount of de-icing fluid, nor constrain it from purchasing more than it has purchased in previous years. However, unless the contract is cancelled or otherwise terminated or an emergency condition develops, the Authority shall be required to purchase all of its requirements for Potassium Acetate Liquid De-icer, as determined by Authority, during the contract term from the successful company.

5. This Contract shall begin January 1, 2020 or upon full execution, whichever is later and shall expire on December 31, 2020.
6. The Charlottesville Albemarle Airport Authority is a political subdivision of the Commonwealth of Virginia, and may qualify for any government discount a company may offer.

D. Quote Award

1. The Authority reserves the right to award the Contract to a Company other than that with the apparent low quote. Should a Contract be awarded to a Company other than the apparent low quoter, it will be awarded to the lowest responsive and responsible Company meeting all specifications, and having positive commercial references, who is not in default on any other Authority contract.
2. The Authority reserves the right to waive any informality in any quote and to reject any or all quotes should said action be deemed to be in the best interest of the Authority.
3. Quotes shall be valid for 60 days. Within sixty (60) consecutive calendar days after the Quote Opening date, the Charlottesville Albemarle Airport Authority may give written "Notice of Quote Acceptance". The successful Company shall be required, within ten (10) consecutive calendar days after the receipt of the "Notice of Quote Acceptance" to execute the Contract.
4. Should the successful Company fail to execute and return the Contract within the time allowed, the Authority may proceed to contract with the next lowest responsive and responsible Quote meeting all specifications, and may act to debar the first successful quote from future pricing opportunities.
5. The quote award shall not be final and effective, nor the Authority legally bound, until the fully executed contract is returned to the successful company.

II. **QUOTE FORM**

DATE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

Firm Name

Charlottesville Albemarle Airport Authority  
100 Bowen Loop, Suite 200  
Charlottesville, Virginia 22911

The undersigned hereby proposes and agrees, if this Quote is accepted, to contract with the Charlottesville-Albemarle Airport Authority, to sell, transport and deliver Runway De-Icing/Anti-Icing Fluid to the Charlottesville-Albemarle Airport, upon request, with no minimum quantity, for a period of approximately twelve (12) months, in accordance with this Quote Form, the Instructions for Requests for Quotes, the Proposed Contract and any Addenda to the Request for Quote, as prepared by the Charlottesville Albemarle Airport Authority, Charlottesville, Virginia.

**Quote Price Per Shipment of Potassium Acetate Liquid Runway De-Icing Fluid (as described in Section I.D. of the Proposed Contract and based on 4,500 gallon shipments).**

Price Per Shipment: \_\_\_\_\_ (\$ \_\_\_\_\_)

Commercial name of Liquid Potassium Acetate De-Icing Fluid being quote:

Manufacturer's Name and Address:

Location of Supplier's storage and distribution facility:

Storage Capacity of Supplier's storage and distribution facility:

\*\*4000 Gallons of Runway De-Icing Fluid must be delivered within 24 hours after receiving each notice to proceed or purchase order from the Authority.

All quotes shall remain valid for 60 days.

All prices quoted by the successful company shall remain in effect for the term of the Contract, and shall include all delivery, transportation, travel, and other incidental costs.

**Company shall attach a certification by an independent laboratory demonstrating that the proposed product meets the requirements of SAE, AMS 1435, and shall provide such other documentation as is necessary to demonstrate that it meets all specifications contained in Section I.D. of the proposed contract.**

**Company shall attach an MSDS for the Liquid Potassium Acetate De-Icing Fluid it proposes to sell to the Authority.**

**Airport References (See Section I.B.2. of the Invitation to Quote):**

<u>Airport</u>	<u>City &amp;</u>	<u>Phone Number</u>	<u>Contact</u>	<u>Year(s) of</u>
<u>Name</u>	<u>State</u>		<u>Person</u>	
<u>Sales</u>				

State the complete legal firm name:

Delivery Address:

Mailing Address:

Telephone: \_\_\_\_\_

Fax:

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date