



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 09-12-2024

CORRECT ORDER NUMBER MUST
APPEAR ON ALL PACKAGES, INVOICES,
AND SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CMA 0215 4282 AVN2500000001 1	Procurement Folder:	1478432
Document Name:	Scheduled, Un-scheduled, and/or Emergency Repairs	Reason for Modification:	Award of CRFQ AVN2500000001
Document Description:	Scheduled, Un-scheduled, and/or Emerg Repairs on Helicopters		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-09-17
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-09-16

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000197971 SUMMIT HELICOPTERS INC 525 MCCLELLAND ST SALEM VA 24153 US Vendor Contact Phone: 540-992-5500 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Tierra S Gable Requestor Phone: (304) 558-0403 Requestor Email: tierra.s.gable@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION AVIATION DIVISION 502 EAGLE MOUNTAIN RD CHARLESTON WV 25311 US	DEPARTMENT OF ADMINISTRATION AVIATION DIVISION 502 EAGLE MOUNTAIN RD CHARLESTON WV 25311 US

9/16/24 GC

Total Order Amount:

Open End

Purchasing Division's File Copy

MKP 09/12/2024

PURCHASING DIVISION AUTHORIZATION
DATE: Tara Hef 9/15/2024
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: John L. Gray
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 9/16/24
ELECTRONIC SIGNATURE ON FILE

9/19/2024

Extended Description:

OPEN-END CONTRACT (CMA)

The Vendor, Summit Helicopters, of Salem, VA agree to enter into this Open-End contract with the West Virginia Aviation Division to provide aircraft scheduled, unscheduled maintenance, and/or emergency repairs for the following aircraft:

Aircraft Registration

Make/Model (Tail Number) Serial Number

1980 Bell 206B Jet Ranger - N6WV - SN: 3138
2003 Bell 206L4 - Long Ranger N5WV - SN: 52279
2006 Bell 407 - N3WV - SN: 53713
2001 Bell 206B - Jet Ranger N890SP - SN: 5269
1995 Bell 206B - Jet Ranger N895SP - SN: 5220

Per the bid requirements, specifications, terms and conditions, Addendum No. 1 dated 08/23/2024, Addendum No. 2 dated 08/23/2024 and the Vendors submitted and accepted bid dated 09/04/2024 incorporated herein by reference and made a part hereof.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	78181802			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: MAINTENANCE AND REPAIR FOR THE STATE OF WV HELICOPTERS

Extended Description:

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of one year upon award of contract. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☒ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

☐☐☐☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☐ **Commercial General Liability Insurance** in at least an amount of: _____ per occurrence.

☐ **Automobile Liability Insurance** in at least an amount of: _____ per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☒ **Commercial General Liability Insurance or Aircraft Products/Completed Operations and Grounding Liability Insurance**, minimum amount required is \$ 1,000,000.00 per Section 3.1.1.11 of the specifications.

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9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) John N. Milko

(Address) 525 McClelland Street

(Phone Number) / (Fax Number) 540-375-8909 540-375-8904

(email address) john.milko@summithelicopters.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Summit Helicopters, Inc.

(Company)

(Signature of Authorized Representative)

John N. Milko Secretary/Treasurer 8/20/2024

(Printed Name and Title of Authorized Representative) (Date)

540-375-8909 540-375-8904

(Phone Number) (Fax Number)

john.milko@summithelicopters.com

(Email Address)

REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia Aviation Division to establish an open-ended contract for scheduled and unscheduled maintenance for the helicopter fleet listed in Section 3 below.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions. This list is not inclusive of all terms that may be used in a bid response.
 - 2.1 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3, Subsection 1 below.
 - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
 - 2.4 **“Agency”** means the State of West Virginia Aviation Division.
 - 2.5 **“FAA”** means Federal Aviation Administration.
 - 2.6 **“PMA”** means Parts Manufacturer Approval.
 - 2.7 **“FAA Repair Station Certificate”** means a aviation business that has met the FAA regulations and requirements of FAR Part 145 and has been issued and FAA Repair Station Certificate with specific authorizations.
 - 2.8 **“AUTHORIZED SERVICE CENTER”** means a manufacturer approved and supported repair facility that also holds an FAA Repair Station Certificate.
 - 2.9 **C.A.M.P.** Continuous Airworthiness Maintenance Program. A specialized program used by the Division of Aviation to track and monitor the airworthiness and maintenance activities of the fleet of aircraft listed in Section 3, Subsection 1.1 below.
 - 2.10 **‘Inspection’** means a required disassembly and inspection/repair of an airframe, engine, or other component. May be based on calendar time or operational hours.

REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET

- 2.11 ‘AD’** means Airworthiness Directive, an FAA issued legal compliance directive for certain aircraft and maintenance issues.
- 2.12 ‘SB/MSB/SIL’** means Service Bulletin, Mandatory Service Bulletin, or Service Installation Letter issued by the aircraft, engine, or other parts manufacturer.
- 2.13 ‘STC’** means Supplemental Type Certificate applies to a specific accessory installed in an aircraft.
- 2.14 “Inspection Authorization”** means an FAA Certificated Airframe and Powerplant Mechanic who also is authorized to endorse and certify completion of specific aircraft inspections and maintenance procedures.
- 2.15 “Airframe”** means that portion of the aircraft that constitutes to body of the aircraft that is attributed to the manufacturer of the aircraft.
- 2.16 “Powerplant”** means the engine or device(s) that provides the propulsion of the aircraft.
- 2.17 “Rotor”** means the device(s) and accessories required to translate the rotational power of the powerplant into motive thrust.
- 2.18 “Accessories”** means those devices attached to the airframe or powerplant(s) required for the correct and proper operation and safety of the aircraft.
- 2.19 “Avionics”** means those devices installed in the aircraft to provide Flight Instrumentation, Auto-Flight Control, Radio Communications, Navigation, and other electronic functions.
- 2.20 ‘Flat Rate’** means the cost of performing a maintenance event or inspection without regard to the time and materials used.
- 2.21 “Consumables”** means paper towels, wash solution, cleaners. Vendor will incorporate this figure in Hourly Shop Rates on Pricing Page as instructed.

REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET

3. GENERAL REQUIREMENTS:

3.1 Contract Items and Mandatory Requirements: Vendor shall provide the Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.1.1 AIRCRAFT MAINTENANCE AND REPAIR: To provide aircraft scheduled, un-scheduled maintenance, and/or emergency repairs for the following aircraft:

<u>Make/Model</u>	<u>Aircraft Registration (Tail Number)</u>	<u>Serial Number</u>
1980 Bell 206B Jet Ranger	N6WV	SN: 3138
2003 Bell 206L4 Long Ranger	N5WV	SN: 52279
2006 Bell 407	N3WV	SN: 53713
2001 Bell 206B Jet Ranger	N890SP	SN: 5269
1995 Bell 206B Jet Ranger	N895SP	SN: 5220

3.1.1.1 INSPECTION, MAINTENANCE, REPAIRS AND SERVICES:

The vendor shall provide inspections, scheduled and unscheduled maintenance and services as may be required, as well as emergency repairs in the field. Unscheduled maintenance and emergency repairs will be conducted in a timely manner so as to prevent prolonged down time in accordance with prevailing circumstances at that time.

The vendor will commence maintenance no later than the next business day, after delivery of the aircraft to the vendor, and continue maintenance until the aircraft is approved for return to service.

REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET

Delays in excess of two weeks beyond the agreed upon return date of aircraft to agency, except those which are caused by the unavailability of parts, may be cause for cancellation of this contract.

3.1.1.2 EMERGENCY REPAIRS: Those unforeseen events causing extended or prolonged grounding time of an aircraft in the field, or home facility, which require immediate action in order to restore the aircraft to an airworthy condition such that it is available for the protection of human life or the prevention of damage to property.

3.1.1.3 AIRCRAFT REPAIR STATION: The vendor shall be an FAA Certificated Aircraft Repair Station that has Airframe, Powerplant, and Avionics authorizations for the specific aircraft and their respective engines, avionics, and other components, listed in this RFQ, and have a minimum of 10 continuous years of operation as a Repair Station. The vendor shall continuously meet the minimum requirements listed on their Repair Station Certificate to maintain their certificate for the duration of the award. The vendor shall provide a copy of their FAA Repair Station Certificate and authorizations with their bid response.

3.1.1.4 AUTHORIZED SERVICE CENTER: The vendor shall be a Textron/Bell Authorized Customer Service Center for the model(s) of aircraft specified in this RFQ. The vendor must have a minimum of 10 continuous years of operation as an Authorized Service Center.

REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET

The vendor shall maintain the minimum personnel, parts, tools and capabilities as required by the manufacturer's Service Center agreement for the duration of the contract. The vendor must provide a copy of their Service Center Certificate with their bid response.

3.1.1.5 CERTIFIED MECHANICS AND AVIONICS

TECHNICIANS: The vendor shall employ at least five (5) certificated airframe and powerplant mechanics experienced in aircraft maintenance, and two (2) avionics technicians, and at least one (1) person with FAA authorized inspector having at least three (3) years current aircraft experience for the model(s) of aircraft specified herein. The vendor shall maintain all staffing and training requirements in accordance with their FAA Repair Station Certificate and, if applicable, their Service Facility agreement for the duration of this Contract.

The vendor should provide the Agency with a current employee roster listing by name and FAA Airframe and Powerplant Certificate number of each mechanic and Authorized Inspectors employed by the vendor as a part of their bid response. It is preferred that this information be provided with the bid response but will be required before award of Contract.

REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET

3.1.1.6 FAA APPROVED ANTIDRUG AND ALCOHOL

MISUSE PREVENTION PROGRAM: The vendor shall have an established Antidrug and Alcohol Misuse Prevention Program for all employees that perform safety-sensitive functions in accordance with Title 14, Part 120 of the Code of Federal Regulations. The vendor shall provide the Agency with a copy of their Antidrug and Alcohol Misuse Prevention Program Operations Specification. It is preferred that this information be provided with the bid response and is required before award of Contract.

3.1.1.7 EXPERIENCE IN AIRCRAFT OPERATIONS:

The vendor shall have at least ten (10) years of experience in aircraft operations and maintenance for the model(s) of aircraft specified herein. A corporate resume outlining the corporate history and experience of the vendor shall be provided. It is preferred that this information be provided with the bid response but is required before award of Contract.

3.1.1.8 INSPECTIONS AND MAINTENANCE SERVICE:

The vendor shall provide all inspections and maintenance as directed by the Agency. Both scheduled and unscheduled maintenance will be considered scheduled maintenance as per the aircraft maintenance manual, engine maintenance manual, and Federal Aviation Regulations. Maintenance will include all Airworthiness Directives (AD's) and Service Bulletins (MSB/SB's) which apply. Service Information Letters will be at the Agency's discretion.

**REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET**

At such time as an engine or major avionics component requires extensive maintenance due to internal malfunctions, or an overhaul, due to the time, and the maintenance repair cannot be accomplished at the vendor's facility, the vendor will remove said engine/component and prepare the same for shipping to a Maintenance Repair Overhaul (MRO) shop chosen by the Agency for overhaul and / or repair.

The vendor shall provide the Agency with a listing of the vendor's typical Certified MRO facilities as a part of their bid response.

At such time the Agency's certificated mechanic is performing an inspection and or maintenance on the aircraft at the Agency facility and an engine or major avionics component is discovered to need extensive maintenance, the Agency will remove said engine/component and prepare the same for shipping. The Agency shall ship the engine/component directly to a vendor's MRO upon prior coordination with the vendor.

The vendor will obtain estimates from the manufacturer approved facilities for engine accessory overhaul, repair or exchange.

The vendor will provide all parts necessary to accomplish said maintenance or service as required. Only FAA or PMA approved materials and parts shall be used. Life Limited and flight safety critical parts, components and materials will be obtained from Textron/Bell Helicopter or their approved

**REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET**

vendors. Other non-critical standard hardware, consumable parts or materials may be obtained from other approved vendors. The vendor shall install or replace any or all approved parts that may be provided by the Agency to restore the aircraft to an airworthy condition.

The Agency may, at its discretion, require the vendor to employ alternate freight carriers to expedite delivery of helicopter repair parts. In such instances, the Agency will absorb the actual cost of the freight. The vendor will prepay freight charges and charge back to the Agency. The vendor shall provide a copy of the freight bill with their invoice.

Scheduled maintenance and inspections will be conducted at the vendor's facility in accordance with the manufacturer-approved maintenance program.

The vendor shall provide a detailed work order describing all maintenance performed, parts installed and removed by part number and serial number, and disposition of removed parts, on Agency aircraft after scheduled/unscheduled maintenance is performed.

**REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET**

The agency will provide the vendor with credentials to access the agency aircraft fleet in C.A.M.P. and prefers that the vendor make the appropriate entries in C.A.M.P and provide a paper copy of the Maintenance Transaction Report for entry into the Agency's permanent paper logbooks for each aircraft as appropriate. The vendor will endorse each aircraft as Returned to Service and provide a copy of the C.A.M.P.10 Aircraft Status Report upon release of the aircraft back to the Agency.

3.1.1.9 AVIONICS EQUIPMENT AND SPECIAL

INSTRUMENTATION: The vendor shall employ at least one avionics technician that will provide the removal, replacement, or repair of avionics components as necessary. The vendor shall provide the Agency with an updated roster listing the avionics technician(s) by name and Technicians certificate number as a part of their bid response.

3.1.1.10 DAMAGE CAUSED BY THE VENDOR: The vendor agrees to reimburse or cause repair to the Agency for any damage occasioned thereto by the misfeasance or nonfeasance of said vendor, its employees, agents, subcontractors, or employees thereof, in respect to the operation of this contract.

REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET

3.1.1.11 CALL BACK - EMAIL BACK SERVICE: Calls or Emails from the Agency to the vendor during regular business hours, as listed on Exhibit A- Pricing Page, will be returned within 24 hours. Calls or Emails from the Agency to the vendor after regular business hours, as listed on Exhibit A- Pricing Page, will be returned by close of business the following regular business day.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide the Agency with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

4.2 Pricing Pages: Vendor should complete the Exhibit A- Pricing Page in its entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

1. Exhibit A, Section A, Line Items 1 through 3: Unit Cost multiplied by Estimated Quantity for contract year 1, plus optional renewal contract years 2-4 equals Extended Cost.

**REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET**

2. Exhibit A, Section A, Line Items 4 and 5: “Parts” Percent Discount.
Vendors must show the percentage discount and enter the percentage discount into the pricing page for Year 1 plus the optional renewal contract years 2 – 4 for both Bell Parts and Non-Bell Parts. The percentage discount is then multiplied by the Estimated List Cost which equals the Amount of Discount. The Amount of Discount minus the Estimated List Cost equals Discounted Cost. Discounted Cost for contract year 1, plus optional renewal contract years 2-4 equals the Extended Cost.
3. Exhibit A, Section A, Line Items 6 through 10: Equipment Use
Estimated List Cost multiplied by Estimated Quantity for contract year 1, plus optional renewal years 2-4 equals Extended Cost
4. Exhibit A, Section A, Line Item 11: Consumables is the sum of Extended Cost of Line Items 1-3 multiplied by Vendor percentage for Cost of Consumables. If vendor does not charge for Consumables, then enter “0” in the percentage field for NO COST.
5. Exhibit A, Sections B and C: Nautical Miles and Road Miles is the estimated round-trip travel by the Agency to the vendor facility over the life of the contract. Section B and C amounts are for evaluation purposes only and will not be included in the award total.
6. Total Bid is the sum of “Section A” (+) “Section B” (+) “Section C” (=) Total Pricing Page Bid Amount.

REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET

5. ORDERING AND PAYMENT:

5.1 Ordering: Vendor shall accept orders by wvOASIS, regular mail, facsimile, e-mail, or any other written or verbal forms of communication. The vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how the Agency may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

5.2 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

5.3 Invoicing: All invoices, delivery slips or freight bills must show the Agency and purchase order number as indicated on the Central Master Agreement (CMA). Invoices including labor must specify the quantity of labor hours and the labor rate per Exhibit A-Pricing Page. Invoices including parts must specify the part number as a Bell part or non-Bell part. Each part listed must display the list price, percent discount and contract unit price per Exhibit A-Pricing Page.

The Agency shall reimburse the vendor in accordance with the state of West Virginia travel management regulations for meals and lodging of employees when they are required to travel over fifty (50) miles from the vendor's facility and that travel involves an overnight stay. Mileage charges will be reimbursed based on the current West Virginia travel regulations which can be found at:
<http://www.state.wv.us/admin/purchase/travel>.

REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET

6. DELIVERY AND RETURN:

- 6.1 Delivery Time:** Vendor shall deliver standard orders within two (2) business days after orders are received. Vendor shall deliver emergency orders within one (1) business day after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.
- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to the Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.
- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 6.4 Warranty of Workmanship and Parts:** The Vendor shall provide a 6-month warranty period on all workmanship and labor. All parts shall be subject to the warranty period provided by the part manufacturer or vendor, or a minimum of thirty (30) days after the date the aircraft is Returned to Service. The Agency shall have a minimum of ten (10) days after the Return to Service Date to make any warranty claims.

REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET

6.5 Return of Unacceptable Items: If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion

6.6 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned item

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.

7.1.2 Failure to comply with other specifications and requirements contained herein.

7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

7.1.4 Failure to remedy deficient performance upon request.

REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET

7.1.5 Failure to correct the same deficiency after three (3) attempts.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:

8.1 No Substitutions: Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

8.2 Vendor Supply: Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

8.3 Reports: Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

REQUEST FOR QUOTATION
MAINTENANCE AND REPAIR FOR THE STATE OF WV
HELICOPTER FLEET
CRFQ AVN250000001

- 8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Eric Labiosa

Telephone Number: 540-375-8909

Fax Number: 540-375-8904

Email Address: eric.labiosa@summithelicopters.com



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1478432			Reason for Modification: Addendum No. 1
Doc Description: Scheduled, Un-scheduled, and/or Emerg Repairs on Helicopters			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2024-08-23	2024-09-05 13:30	CRFQ 0215 AVN2500000001	2

BID RECEIVING LOCATION
BID CLERK DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON ST E CHARLESTON WV 25305 US

VENDOR		
Vendor Customer Code:		
Vendor Name :		
Address :		
Street :		
City :		
State :	Country :	Zip :
Principal Contact :		
Vendor Contact Phone:	Extension:	

FOR INFORMATION CONTACT THE BUYER Melissa Pettrey (304) 558-0094 melissa.k.pettrey@wv.gov		
Vendor Signature X	FEIN#	DATE

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 1 is issued to publish and distribute the attached information to the vendor community.

REQUEST FOR QUOTATION

The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia Aviation Division to establish an open-ended contract for scheduled and unscheduled maintenance for the helicopter fleet listed in the attached specifications. Per the bid requirements, specifications and the terms and conditions as attached hereto.

INVOICE TO**SHIP TO**

DEPARTMENT OF
ADMINISTRATION
AVIATION DIVISION
502 EAGLE MOUNTAIN RD
CHARLESTON WV
US

DEPARTMENT OF
ADMINISTRATION
AVIATION DIVISION
502 EAGLE MOUNTAIN RD
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	MAINTENANCE AND REPAIR FOR THE STATE OF WV HELICOPTERS	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
78181802			

Extended Description:

Vendors:

Please download Exhibit A - Pricing page and include with your bid.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Vendor question deadline @ 10 AM	2024-08-19

SOLICITATION NUMBER: AVN2500000001

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☒ Modify bid opening date and time
- ☒ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☒ Correction of error
- ☐ Other

Description of Modification to Solicitation:

1. To publish a revised Exhibit A pricing page.
2. To move the bid opening date to 09/05/2024 @1:30 PM.
3. Section 3.1.1.4 regarding the requirement for the vendor to be a Textron/Bell authorized customer service center was not intended to be a requirement in the RFQ. Section 3.1.1.4 and corresponding Section 2.8 will be removed in their entirety.

No other changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Exhibit A - Pricing Page

State of WV Helicopters

CRFQ:

REVISED 08/22/2024

Vendor:

Vendors must complete Exhibit A- Pricing Page in its entirety in legible form and submit with their bid.

Section A:

Normal working hours are considered to be MON - FRI: 0:00 am to 0:00 pm.

RATE SCHEDULE:

Line Item	Description Unit of Measure Items 1-3 = Per Hour	Unit Cost				Estimated Quantity				Extended Cost
		Year 1	*Year 2	*Year 3	*Year 4	Year 1	*Year 2	*Year 3	*Year 4	
1	Straight Hourly Shop Rate	\$0.00	\$0.00	\$0.00	\$0.00	1	1	1	1	\$0.00
2	Shop Rate other than Normal Working	\$0.00	\$0.00	\$0.00	\$0.00	1	1	1	1	\$0.00
3	Hourly Rate at other than Contractor Facility	\$0.00	\$0.00	\$0.00	\$0.00	1	1	1	1	\$0.00

PARTS:

Line Item	Description	% Discount from List Cost				Estimated List Cost				Extended Cost
		Year 1	*Year 2	*Year 3	*Year 4	Year 1	*Year 2	*Year 3	*Year 4	
4 Bell Parts	Percent Discount:	0.00%	0.00%	0.00%	0.00%	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$20,000.00
	Amount of Discount (% Discount*Estimated List Cost):	\$0.00	\$0.00	\$0.00	\$0.00					
	Discounted Cost (Estimated List Cost- Amount of Discount):					\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
5 Non-Bell Parts	Percent Discount:	0.00%	0.00%	0.00%	0.00%	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$12,000.00
	Amount of Discount (% Discount*Estimated List Cost):	\$0.00	\$0.00	\$0.00	\$0.00					
	Discounted Cost (Estimated List Cost- Amount of Discount):					\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	

Exhibit A - Pricing Page

State of WV Helicopters

CRFQ: REVISED 08/22/2024

Vendor:

Vendors must complete Exhibit A- Pricing Page in its entirety in legible form and submit with their bid.

EQUIPMENT USE FEES:

Line Item	Description	Unit of Measure	Estimated List Cost				Estimated Quantity				Extended Cost
			Year 1	*Year 2	*Year 3	*Year 4	Year 1	*Year 2	*Year 3	*Year 4	
6	Main Rotor Track & Balance		\$0.00	\$0.00	\$0.00	\$0.00	1	1	1	1	\$0.00
7	Tail Rotor Balance		\$0.00	\$0.00	\$0.00	\$0.00	1	1	1	1	\$0.00
8	Battery Capacity Check		\$0.00	\$0.00	\$0.00	\$0.00	1	1	1	1	\$0.00
9	24 Month Altimeter & Transponder Recertifications (Vendor performs at Vendor Facility)		\$0.00	\$0.00	\$0.00	\$0.00	1	1	1	1	\$0.00
10	24 Month Altimeter & Transponder Recertifications (Vendor performs at Agency Facility)		\$0.00	\$0.00	\$0.00	\$0.00	1	1	1	1	\$0.00

OTHER FEES:

Line Item	Description	Consumables will be calculated based on a percentage of the total labor cost of lines 1-3. Vendors must enter a percentage amount that will be multiplied by the total labor cost which will be used to calculate the extended cost of consumables. Vendors not charging for consumables will enter a "0" in the Percentage field.	% for cost of Consumables	Extended Cost
11	Consumables		0.00%	\$0.00
Subtotal A:				\$32,000.00

Section B (Evaluation Purposes Only, will not be included in Award Total):

Vendor to enter nautical miles (NM) below to calculate flight time between Yeager Airport (CRW) in Charleston, WV and vendor facility. Round Trip Cost Calculation will be based on the straight line distance of the vendor's facility from CRW in NM divided by aircraft nominal speed multiplied by the Agency's billing rate per hour multiplied by two. Agency estimates making four trips to the vendor over the life of this contract.

Description		Extended Cost
	NM to vendor facility divided by 125 (knots) x \$1100.00 (per hour) x 2 (roundtrip) x 4 (total estimated trips)	N3WV \$0.00
	NM to vendor facility divided by 100 (knots) x \$800.00 (per hour) x 2 (roundtrip) x 4 (total estimated trips)	N5WV \$0.00
	NM to vendor facility divided by 100 (knots) x \$600.00 (per hour) x 2 (roundtrip) x 4 (total estimated trips)	N6WV \$0.00
	NM to vendor facility divided by 100 (knots) x \$600.00 (per hour) x 2 (roundtrip) x 4 (total estimated trips)	N890SP \$0.00
	NM to vendor facility divided by 100 (knots) x \$600.00 (per hour) x 2 (roundtrip) x 4 (total estimated trips)	N895SP \$0.00
Subtotal B:		\$0.00

Exhibit A - Pricing Page

State of WV Helicopters

CRFQ: REVISED 08/22/2024

Vendor:

Vendors must complete Exhibit A- Pricing Page in its entirety in legible form and submit with their bid.

Section C (Evaluation Purposes Only, will not be included in Award Total):

Vendor to enter road miles (RM) below to calculate travel time by car between Yeager Airport (CRW) in Charleston, WV and vendor facility. Vendor to enter the mileage of the shortest distance via Google Map Driving Directions. 67 cents per mile is the current State of WV mileage reimbursement rate. Agency estimates making four trips to the vendor over the life of this contract.

Description	Extended Cost
Road Miles to vendor facility x 67 cents per mile x 2 (roundtrip) x 4 (total estimated trips)	\$0.00
Subtotal C:	\$0.00
Subtotal Section A:	\$32,000.00
Subtotal Section B:	\$0.00
Subtotal Section C:	\$0.00
Total Bid:	\$32,000.00

Notes:

- 1) The quantities listed above are provided for bid evaluation purposes only. The actual quantities may vary based on the need of agency and will be determined based on the unit price supplied in the vendors bid.
- 2) Vendors should complete this form in its entirety in lieu of submitting other quote forms. Submitted form should be provided in a legible form. (Typewritten form preferred.)
- 3) Vendors must submit unit prices for all line items. Failure to provide unit prices will result in the disqualification of the vendor's bid.
- 4) Consumable fee is captured on Line 11 as a percentage of the labor fees (items 1, 2, 3). Any Vendor not charging for Consumables will enter a "0" in the percentage field to reflect no cost.



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Service - Prof

Proc Folder: 1478432

Doc Description: Scheduled, Un-scheduled, and/or Emerg Repairs on Helicopters

Reason for Modification:

Addendum No. 2 to add the electronic version of the revised pricing page.

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2024-08-23	2024-09-05 13:30	CRFQ 0215 AVN2500000001	3

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
(304) 558-0094
melissa.k.pettrey@wv.gov

**Vendor
Signature X**

FEIN#

DATE

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 2 is issued to publish and distribute the attached information to the vendor community.

REQUEST FOR QUOTATION

The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia Aviation Division to establish an open-ended contract for scheduled and unscheduled maintenance for the helicopter fleet listed in the attached specifications. Per the bid requirements, specifications and the terms and conditions as attached hereto.

INVOICE TO

DEPARTMENT OF
ADMINISTRATION
AVIATION DIVISION
502 EAGLE MOUNTAIN RD
CHARLESTON WV
US

SHIP TO

DEPARTMENT OF
ADMINISTRATION
AVIATION DIVISION
502 EAGLE MOUNTAIN RD
CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	MAINTENANCE AND REPAIR FOR THE STATE OF WV HELICOPTERS	0.00000	EA		

Comm Code**Manufacturer****Specification****Model #**

78181802

Extended Description:

Vendors:

Please download Exhibit A - Pricing page and include with your bid.

SCHEDULE OF EVENTS**Line****Event****Event Date**

1

Vendor question deadline @ 10 AM

2024-08-19

SOLICITATION NUMBER: AVN2500000001

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☒ Other

Description of Modification to Solicitation:

1. To publish the electronic version of the revised Exhibit A pricing page.

No other changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: AVN2500000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

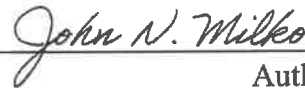
(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Summit Helicopters, Inc.

Company



Authorized Signature

8/23/2024

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Exhibit A - Pricing Page

CRFQ:

REVISED 08/22/2024

State of WV Helicopters

Vendor:

Summit Helicopters, Inc.

Section A:

Normal working hours are considered to be MON - FRI: 8:00 am to 5:00 pm.

RATE SCHEDULE:

Line Item	Description Unit of Measure Items 1-3 = Per Hour	Unit Cost			
		Year 1	*Year 2	*Year 3	*Year 4
1	Straight Hourly Shop Rate	\$100.00	\$105.00	\$110.00	\$115.00
2	Shop Rate other than Normal Working	\$100.00	\$105.00	\$110.00	\$115.00
3	Hourly Rate at other than Contractor Facility	\$100.00	\$105.00	\$125.00	\$115.00

PARTS:

Line Item	Description	% Discount from List Cost			
		Year 1	*Year 2	*Year 3	*Year 4
4	Bell Parts				
	Percent Discount:	7.00%	7.00%	7.00%	7.00%
	Amount of Discount (% Discount*Estimated List Cost):				
	Discounted Cost (Estimated List Cost- Amount of Discount):				

5 Non-Bell Parts

Percent Discount:	7.00%	7.00%	7.00%	7.00%
Amount of Discount (% Discount*Estimated List Cost):				
Discounted Cost (Estimated List Cost- Amount of Discount):				

EQUIPMENT USE FEES:

Line Item	Description Unit of Measure Items 6-11 = Per Use	Estimated List Cost			
		Year 1	*Year 2	*Year 3	*Year 4
6	Main Rotor Track & Balance	\$250.00	\$300.00	\$325.00	\$350.00
7	Tail Rotor Balance	\$250.00	\$300.00	\$325.00	\$350.00
8	Battery Capacity Check	\$175.00	\$200.00	\$225.00	\$250.00
9	24 Month Altimeter & Transponder Recertifications (Vendor performs at Vendor Facility)	\$500.00	\$500.00	\$500.00	\$500.00
10	24 Month Altimeter & Transponder Recertifications (Vendor performs at Agency Facility)	\$500.00	\$500.00	\$500.00	\$500.00

OTHER FEES:

Line Item	Description	
11	Consumables	Consumables will be calculated based on a percentage of the total labor cost of lines 1-3. Vendors must enter a percentage amount that will be multiplied by the total labor cost which will be used to calculate the extended cost of consumables. Vendors not charging for consumables will enter a "0" in the Percentage field.

**% for cost of
Consumables**

1.00%