



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header

List View

General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#)

Procurement Folder: 238628

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0215

Vendor ID: 00000189653

SO Doc ID: AVN170000001

Legal Name: PAC INTERNATIONAL

Published Date: 8/9/16

Alias/DBA:

Close Date: 8/18/16

Total Bid: \$0.00

Close Time: 13:30

Response Date: 08/17/2016

Status: Closed

Response Time: 8:36

Solicitation Description: Addendum 1 - Maint and Repair of (4) State of WV Helicopter

Total of Header Attachments: 0

Total of All Attachments: 0



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 238628

Solicitation Description : Addendum 1 - Maint and Repair of (4) State of WV Helicopter

Proc Type : Central Master Agreement

| Date issued | Solicitation Closes | Solicitation Response | Version |
|-------------|------------------------|------------------------------|---------|
| | 2016-08-18 13:30:00 | SR 0215 ESR07291600000000401 | 1 |

| VENDOR |
|-----------------------------------|
| 000000189653 PAC INTERNATIONAL |

Solicitation Number: CRFQ 0215 AVN1700000001

Total Bid : \$0.00 **Response Date:** 2016-08-17 **Response Time:** 08:36:09

Comments:

FOR INFORMATION CONTACT THE BUYER
 Linda Harper
 (304) 558-0468
 linda.b.harper@wv.gov

| | | |
|--------------------------|---------------|-------------|
| Signature on File | FEIN # | DATE |
|--------------------------|---------------|-------------|

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

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---|---------|------------|-----------------|-----------------------------|
| 1 | MAINTENANCE AND REPAIR SERVICES OF STATE | 0.00000 | EA | \$55,618.440000 | \$0.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 78181802 | | | |

| | |
|-------------------------------|---|
| Extended Description : | Vendors: Please download Exhibit A - Pricing page and include with your bid. |
|-------------------------------|---|

Exhibit A - Pricing Page (Helicopter)

Vendors must complete the below cost scenario.

Section A:

Normal working hours are considered to be Monday thorough Friday from

7:00 am to 5:30 pm.

RATE SCHEDULE:

| Line Item | Description | Unit Cost | Unit of Measure | Estimated Quantity | Extended Cost |
|------------------------|---|-----------|-----------------|--------------------|--------------------|
| 1 | Straight Hourly Shop Rate | \$102.00 | per hour | 300 | \$30,600.00 |
| 2 | Hourly Rate at other than Contractor Facility | \$102.00 | per hour | 10 | \$1,020.00 |
| 3 | Shop Rate other than Normal Working Hours | \$153.00 | per hour | 10 | \$1,530.00 |
| Total Lines 1-3 | | | | | \$33,150.00 |

PARTS:

| Line Item | Description | | % Discount from List | Estimated List Price | Extended Cost |
|-----------|----------------|--|----------------------|----------------------|---------------|
| 4 | Bell Parts | | 93.00% | \$5,000 | \$4,650.00 |
| 5 | Non-Bell Parts | | 93.00% | \$3,000 | \$2,790.00 |

EQUIPMENT USE FEES:

| Line Item | Description | Unit Cost | Unit of Measure | Estimated Quantity | Extended Cost |
|-----------|----------------------------|-----------|-----------------|--------------------|---------------|
| 6 | Main Rotor Track & Balance | \$553.00 | per use | 3 | \$1,659.00 |
| 7 | Tail Rotor Balance | \$349.00 | per use | 3 | \$1,047.00 |
| 8 | Battery Deep Cycle | \$503.00 | per use | 3 | \$1,509.00 |
| 9 | Battery Capacity Check | \$324.00 | per use | 3 | \$972.00 |

OTHER FEES:

| Line Item | Description | | Extended Cost |
|-----------|---|---------------------------|---------------|
| 10 | Consumables | | |
| | Consumables will be calculated based on a percentage of the total labor cost (Total 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 | |
| | | 0.00% | \$0.00 |

Subtotal A: \$45,777.00

Section B:

Flight time calculation to fly Round Trip from Charleston, WV

Round Trip Cost Calculation will be based on the straight line distance of the contractor's facility from Yeager Airport in Charleston, WV in nautical miles divided by aircraft nominal airspeed multiplied by the Aviation Division's billing rate per hour multiplied by two.

| Description | | Per Trip |
|----------------------------|---|-------------------------------|
| <u>141.4</u> | NM to contractor's facility divided by 125 (knots) x \$1100.00 (per hour) x 2 | N3WV \$2,488.64 |
| <u>141.4</u> | NM to contractor's facility divided by 100 (knots) x \$800.00 (per hour) x 2 | N5WV \$2,262.40 |
| <u>141.4</u> | NM to contractor's facility divided by 100 (knots) x \$600.00 (per hour) x 2 | N6WV \$1,696.80 |
| <u>141.4</u> | NM to contractor's facility divided by 100 (knots) x \$600.00 (per hour) x 2 | N61528 (N890SP) \$1,696.80 |
| <u>141.4</u> | NM to contractor's facility divided by 100 (knots) x \$600.00 (per hour) x 2 | N67876 (N895SP) \$1,696.80 |
| Subtotal B: | | \$9,841.44 |
| Subtotal Section A: | | \$45,777.00 |
| Subtotal Section B: | | \$9,841.44 |
| Total Bid: | | \$55,618.44 |

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 10 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.

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: August 8, 2016, 3:00 pm

Submit Questions to: Linda B. Harper, Senior Buyer
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)
Email: Linda.B.Harper@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID: Helicopter Maintenance and Repair
BUYER: Linda Harper
SOLICITATION NO.: AVN1700000001
BID OPENING DATE: AUGUST 18, 2016
BID OPENING TIME: 1:30 P.M.
FAX NUMBER:

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

For Request For Proposal ("RFP") Responses Only: In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus N/A convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

- Technical
 Cost

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: AUGUST 18, 2016, 1:30 PM

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATES: Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately opened and/or viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening if those documents are required with the bid.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. 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.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid 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: This Contract becomes effective on September 17, 2016 and extends for a period of one (1) year(s).

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 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. 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 thirty-six (36) months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

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, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional _____ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed _____ months in total. Automatic renewal of this Contract is prohibited.

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.

Other: See attached.

4. NOTICE TO PROCEED: Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

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 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.

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 a 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 below must be provided to the Purchasing Division by the Vendor as specified below.

BID BOND (Construction Only): Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

PERFORMANCE BOND: The apparent successful Vendor shall provide a performance bond in the amount of _____. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

LABOR/MATERIAL PAYMENT BOND: The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

MAINTENANCE BOND: The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

INSURANCE: The apparent successful Vendor shall furnish proof of the following insurance prior to Contract award and shall list the state as a certificate holder:

Commercial General Liability Insurance: In the amount of \$250,000.00
_____ or more.

Builders Risk Insurance: In an amount equal to 100% of the amount of the Contract.

Property Damage Insurance: minimum amount of \$250,000.00

Professional Liability Insurance: minimum amount \$250,000.00

The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed above.

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

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

8. WORKERS' COMPENSATION INSURANCE: The apparent successful 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.

9. LITIGATION BOND: The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

10. LIQUIDATED DAMAGES: Vendor shall pay liquidated damages in the amount of

for _____.

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.

11. 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.

12. 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.

13. PAYMENT: Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

14. PURCHASING CARD ACCEPTANCE: The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

15. 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.

16. 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 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.

17. 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.

18. 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 § 148-1-6.1.e.

19. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

20. 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.

21. COMPLIANCE: 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

27. 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.

28. 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.

29. BANKRUPTCY: In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

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 <http://www.state.wv.us/admin/purchase/privacy/default.html>.

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. 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.

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 CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) 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; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall 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. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

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. PURCHASING AFFIDAVIT: In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE: This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

39. 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.

40. 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.requisitions@wv.gov.

41. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. 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.

42. 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 heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. 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
- d. 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.

43. 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.

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.



(Name, Title)

Harold E. Wahl - Director of Maintenance

(Printed Name and Title)

226 Airport Rd., Moutn Pleasant, PA 15666

(Address)

724-887-4413 / 724-887-4447

(Phone Number) / (Fax Number)

ewahl@paradigm-aero.com

(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation 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 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 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.

Paradigm Aviation, Inc. (dba PAC International)

(Company)



(Authorized Signature) (Representative Name, Title)

Harold E. Wahl - Director of Maintenance

(Printed Name and Title of Authorized Representative)

8/16/2016

(Date)

724-887-4413 ext. 184 / 724-887-4447

(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:

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 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 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.

Paradigm Aviation, Inc. (dba PAC International)

Company



Authorized Signature

8/16/2016

Date

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

REQUEST FOR QUOTATION
HELICOPTER MAINTENANCE AND REPAIR

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia Department of Administration Aviation Division to establish an open-end contract for scheduled and unscheduled maintenance for the helicopters 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.
 - 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 **“Consumables”** means paper towels, wash solution, cleaners. Vendor will incorporate this figure in Hourly Shop Rates on Pricing Page as instructed.

 - 2.5 **“FAA”** means Federal Aviation Administration.

 - 2.6 **“KTS”** means knots true air speed

3. **GENERAL REQUIREMENTS:**
 - 3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide 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 helicopter 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 | N61528 (N890SP) | SN: 5269 |

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1995 Bell 206B Jet Ranger

N67876 (N895SP) SN: 5220

The current tail number N61528 will soon change to N890SP

The current tail number N67876 will soon change to N895SP

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. All maintenance and services will be accomplished promptly and without delay.

The vendor will commence maintenance no later than the next business day, after agreed upon date, and continue maintenance until the aircraft is returned to the Department of Administration, Aviation Division, State of West Virginia, in an airworthy condition.

Unnecessary delays, 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 meet all requirements as set forth by the FAA and will be licensed as an Aircraft Repair Station. The Vendor will maintain parts and tools as required by the FAA for an Aircraft Repair Station. The Repair Station shall also be authorized and certified to accomplish inspections, maintenance, and service on turbine engines. The vendor shall provide a copy of their FAA Repair Station License. It is preferred that this information be provided with the bid response but is required before award of Contract.

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HELICOPTER MAINTENANCE AND REPAIR

- 3.1.1.4 AUTHORIZED SERVICE CENTER:** The vendor shall be a Certified Bell Helicopter Customer Service Facility for the model(s) of aircraft specified herein for the duration of the purchase order. The vendor shall maintain the minimum parts and tools as required by a Certified Bell Helicopter Customer Service Facility. The vendor shall provide a copy of their Bell Helicopter Customer Service Facility Certificate. It is preferred that this information be provided with the bid response but is required before award of Contract.
- 3.1.1.5 CERTIFIED MECHANICS:** The vendor shall employ at least five (5) licensed airframe and power plant mechanics experienced in aircraft maintenance, and an 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 the Bell Helicopter Customer Service Facility agreement for the duration of this purchase order. All inspections, maintenance and services shall be entered in the aircraft log books by a repair station representative, authorized inspector, or airframe and power plant mechanic employed by the vendor as appropriate. The vendor shall provide the State of West Virginia with an updated roster listing by name and FAA mechanics certificate number licensed Airframe & Power Plant Mechanics and Authorized Inspectors employed by the vendor. It is preferred that this information be provided with the bid response but is required before award of Purchase Order.
- 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 State of West Virginia 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 Purchase Order.

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HELICOPTER MAINTENANCE AND REPAIR

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.

3.1.1.8 INSPECTIONS AND MAINTENANCE SERVICE: The vendor shall provide all inspections and maintenance as required by the agency. Both scheduled and unscheduled maintenance will be considered scheduled maintenance as per the aircraft maintenance and overhaul manual, engine maintenance manual, and Federal Aviation Regulations. Maintenance will include all Airworthiness Directives and Service Bulletins which apply. Service letters will be at agency request.

At such time as an engine 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 and prepare the same for shipping. The engine will be sent to an overhaul shop chosen by the agency for overhaul and / or repair.

The vendor will obtain estimates from approved facilities for engine accessory overhaul, repair or exchange. The engine accessory will be sent to an overhaul shop chosen by the agency for overhaul, repair and or exchange.

The vendor will provide all parts necessary to accomplish said maintenance or service as required. Only FAA approved materials and parts shall be used. Life limited and flight safety critical parts, components and materials will be obtained from Bell Helicopter. 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 Department of Administration, Aviation Division to restore the above aircraft to an airworthy condition.

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4. CONTRACT AWARD:

- 4.1 Contract Award:** The Contract is intended to provide Agencies 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 Exhibit A - Pricing Page contains 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. Unit Cost multiplied Estimated Quantity equals Extended Cost. For Line Items 1 through 3 and 6 through 9 of Section "A".
2. Items 4 and 5 "Parts" Percent Discount from list proposed by vendor multiplied by Estimated List Price for Extended Cost.
3. Consumables Item 10 is the sum of Items 1 and 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.
4. Round trip cost calculation for Section "B" will be calculated as follows. Nautical Miles to Contractors Facility from Yeager Airport, Charleston, WV divided by aircraft nominal speed (N3WV 125 KTS, N5WV, N6WV, N61528 (N890SP), and N67876 (N895SP) 100 KTS) multiplied by The Aviation Divisions billing rate (N3WV \$1100.00 per hour, N5WV \$800.00 per hour, N6WV, N61528 (N890SP) and N67876 (N895SP) \$600.00 per hour) multiplied by 2. Mileage will be verified using: <http://www.infoplease.com/atlas/calculate-distance.html>
5. Total Bid is the sum of Section "A" (+) "Section (B) (=) Total Pricing Page Bid Amount.

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Vendor's who wish to respond to a Centralized Master Agreement Requisition (CRQM) online may submit information through the State's wvOASIS Vendor Self Service (VSS). Vendors must download the Exhibit "A": Pricing Page that is attached separately to the CRQM and published to the VSS. Vendors must complete this form with their pricing information and include it as an attachment to their online response with an Attachment Type of "Pricing". The Pricing Page attachments (Pricing) are then downloaded by the Buyer during the scheduled bid opening for bid evaluation.

If unable to respond online please submit the Exhibit "A" Pricing Page with your bid prior to the scheduled bid opening date.

5. ORDERING AND PAYMENT:

- 5.1 Ordering:** Vendor shall accept orders by wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication. 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 Agencies 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 Department of Administration, Aviation Division, Purchase Order Number.

The West Virginia Department of Administration, Aviation Division 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 travels involves an overnight stay. Current West Virginia travel management regulations can be found at: <http://www.state.wv.us/admin/purchase/travel>.

Mileage charges will be reimbursed based on the current West Virginia travel regulations. Current West Virginia travel management regulations can be found at: <http://www.state.wv.us/admin/purchase/travel>.

6. DELIVERY AND RETURN:

- 6.1 Delivery Time:** Vendor shall deliver standard orders within one (1) business day

REQUEST FOR QUOTATION
HELICOPTER MAINTENANCE AND REPAIR

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 an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

- 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 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.

REQUEST FOR QUOTATION
HELICOPTER MAINTENANCE AND REPAIR

6.5 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 items.

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.

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 Adding and Deleting Aircraft: The State of West Virginia, Aviation Division, reserves the right to add or delete aircraft from this contract with approval from the State of WV Purchasing Division.

8.2 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.

Exhibit A - Pricing Page (Helicopter)

Vendors must complete the below cost scenario.

Section A:

Normal working hours are considered to be Monday thorough Friday from

7:00 am to 5:30 pm.

RATE SCHEDULE:

| Line Item | Description | Unit Cost | Unit of Measure | Estimated Quantity | Extended Cost |
|------------------------|---|-----------|-----------------|--------------------|--------------------|
| 1 | Straight Hourly Shop Rate | \$102.00 | per hour | 300 | \$30,600.00 |
| 2 | Hourly Rate at other than Contractor Facility | \$102.00 | per hour | 10 | \$1,020.00 |
| 3 | Shop Rate other than Normal Working Hours | \$153.00 | per hour | 10 | \$1,530.00 |
| Total Lines 1-3 | | | | | \$33,150.00 |

PARTS:

| Line Item | Description | | % Discount from List | Estimated List Price | Extended Cost |
|-----------|----------------|--|----------------------|----------------------|---------------|
| 4 | Bell Parts | | 93.00% | \$5,000 | \$4,650.00 |
| 5 | Non-Bell Parts | | 93.00% | \$3,000 | \$2,790.00 |

EQUIPMENT USE FEES:

| Line Item | Description | Unit Cost | Unit of Measure | Estimated Quantity | Extended Cost |
|-----------|----------------------------|-----------|-----------------|--------------------|---------------|
| 6 | Main Rotor Track & Balance | \$553.00 | per use | 3 | \$1,659.00 |
| 7 | Tail Rotor Balance | \$349.00 | per use | 3 | \$1,047.00 |
| 8 | Battery Deep Cycle | \$503.00 | per use | 3 | \$1,509.00 |
| 9 | Battery Capacity Check | \$324.00 | per use | 3 | \$972.00 |

OTHER FEES:

| Line Item | Description | | Extended Cost |
|-----------|---|---------------------------|---------------|
| 10 | Consumables | | |
| | Consumables will be calculated based on a percentage of the total labor cost (Total 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 | |
| | | 0.00% | \$0.00 |

Subtotal A: \$45,777.00

Section B:

Flight time calculation to fly Round Trip from Charleston, WV

Round Trip Cost Calculation will be based on the straight line distance of the contractor's facility from Yeager Airport in Charleston, WV in nautical miles divided by aircraft nominal airspeed multiplied by the Aviation Division's billing rate per hour multiplied by two.

| Description | | Per Trip |
|----------------------------|---|----------------------------|
| <u>141.4</u> | NM to contractor's facility divided by 125 (knots) x \$1100.00 (per hour) x 2 | N3WV \$2,488.64 |
| <u>141.4</u> | NM to contractor's facility divided by 100 (knots) x \$800.00 (per hour) x 2 | N5WV \$2,262.40 |
| <u>141.4</u> | NM to contractor's facility divided by 100 (knots) x \$600.00 (per hour) x 2 | N6WV \$1,696.80 |
| <u>141.4</u> | NM to contractor's facility divided by 100 (knots) x \$600.00 (per hour) x 2 | N61528 (N890SP) \$1,696.80 |
| <u>141.4</u> | NM to contractor's facility divided by 100 (knots) x \$600.00 (per hour) x 2 | N67876 (N895SP) \$1,696.80 |
| Subtotal B: | | \$9,841.44 |
| Subtotal Section A: | | \$45,777.00 |
| Subtotal Section B: | | \$9,841.44 |
| Total Bid: | | \$55,618.44 |

- 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 10 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.

State of West Virginia
VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. **Application is made for 2.5% vendor preference for the reason checked:**
 na Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
 na Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
 na Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,
2. **Application is made for 2.5% vendor preference for the reason checked:**
 na Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
3. **Application is made for 2.5% vendor preference for the reason checked:**
 na Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
4. **Application is made for 5% vendor preference for the reason checked:**
 na Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
 na Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
 na Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**
 na Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Paradigm Aviation, Inc.

Signed: 

Date: 8/16/2016

Title: Director of Maintenance

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Paradigm Aviation, Inc. (dba PAC International)

Authorized Signature: _____ Date: 8/16/2016

State of Pennsylvania

County of Fayette, to-wit:

Taken, subscribed, and sworn to before me this 16 day of August, 2016.

My Commission expires August 30th, 2017.

AFFIX SEAL HERE

NOTARY PUBLIC

Darria R. Lewandowski

Purchasing Affidavit (Revised 08/01/2015)

COMMONWEALTH OF PENNSYLVANIA

Notarial Seal

Darria R. Lewandowski, Notary Public
Upper Tyrone Twp., Fayette County
My Commission Expires Aug. 30, 2017

MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES



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

State of West Virginia
 Request for Quotation
 33 — Service - Misc

Proc Folder: 238628

Doc Description: Maintenance and Repair of (4) State of WV Helicopters

Proc Type: Central Master Agreement

| Date Issued | Solicitation Closes | Solicitation No | Version |
|-------------|------------------------|-------------------------|---------|
| 2016-07-25 | 2016-08-18 13:30:00 | CRFQ 0215 AVN1700000001 | 1 |

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

Paradigm Aviation, Inc.
 (dba PAC International)
 226 Airport Rd.
 Mount Pleasant, PA 15666
 724-887-4413

FOR INFORMATION CONTACT THE BUYER

Linda Harper
 (304) 558-0468
 linda.b.harper@wv.gov

Signature X

FEIN # 46-0655670

DATE 8/16/2016

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

ADDITIONAL INFORMATION:

The West Virginia Purchasing Division for the Agency, The West Virginia Aviation Division is soliciting bids from qualified vendors to establish an "Open-End" contract for Helicopter Maintenance and Repair per the Specifications, Terms & Conditions and bid requirements as attached.

| INVOICE TO | | SHIP TO | |
|---|--|---|--|
| ACCOUNTING SECTION DEPARTMENT OF ADMINISTRATION 2019 WASHINGTON ST E PO BOX 50121 CHARLESTON WV25305-0121 US | | DEPARTMENT OF ADMINISTRATION AVIATION DIVISION 502 EAGLE MOUNTAIN RD CHARLESTON WV 25311 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---|---------|------------|-------------|-------------|
| 1 | MAINTENANCE AND REPAIR SERVICES OF STATE | 0.00000 | EA | \$55,618.44 | \$55,618.44 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|-----------------|-----------------------|----------|
| 78181802 | Bell Helicopter | Maintenance & Repairs | Multiple |

Extended Description :

Vendors:

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

SCHEDULE OF EVENTS

| Line | Event | Event Date |
|------|-----------------------------|------------|
| 1 | Question Deadline 3:00 p.m. | 2016-08-08 |

| | | | |
|---------------|--------------------------------|---|------------------------------|
| AVN1700000001 | Document Phase Final | Document Description Maintenance and Repair of (4) State of WV Helicopters | Page 3 of 3 |
|---------------|--------------------------------|---|------------------------------|

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



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

State of West Virginia
 Request for Quotation
 33 — Service - Misc

Proc Folder: 238628

Doc Description: Addendum 1 - Maint and Repair of (4) State of WV Helicopter

Proc Type: Central Master Agreement

| Date Issued | Solicitation Closes | Solicitation No | Version |
|-------------|------------------------|-------------------------|---------|
| 2016-08-09 | 2016-08-18 13:30:00 | CRFQ 0215 AVN1700000001 | 2 |

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

Paradigm Aviation, Inc.
 (dba PAC International)
 226 Airport Road
 Mount Pleasant, PA 15666
 724-887-4413

FOR INFORMATION CONTACT THE BUYER

Linda Harper
 (304) 558-0468
 linda.b.harper@wv.gov

Signature X

FEIN # 46-0655670

DATE 8/16/2016

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

ADDITIONAL INFORMATION:

Addendum # 1 was issued for the following reasons:

1. To publish the vendor questions and responses.

No other changes

| INVOICE TO | | SHIP TO | |
|---|--|---|--|
| ACCOUNTING SECTION DEPARTMENT OF ADMINISTRATION 2019 WASHINGTON ST E PO BOX 50121 CHARLESTON WV25305-0121 US | | DEPARTMENT OF ADMINISTRATION AVIATION DIVISION 502 EAGLE MOUNTAIN RD CHARLESTON WV 25311 US | |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|---|---------|------------|-------------|-------------|
| 1 | MAINTENANCE AND REPAIR SERVICES OF STATE | 0.00000 | EA | \$55,618.44 | \$55,618.44 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|-----------------|-----------------------|----------|
| 78181802 | Bell Helicopter | Maintenance & Repairs | Multiple |

Extended Description :

Vendors:

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

SCHEDULE OF EVENTS

| Line | Event | Event Date |
|------|-----------------------------|------------|
| 1 | Question Deadline 3:00 p.m. | 2016-08-08 |

SOLICITATION NUMBER: AVN1700000001

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:

Addendum # 1 was issued for the following reasons:

1. To publish the vendor questions and responses.

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.

ATTACHMENT A

CRFQ AVN1700000001

Open-end Helicopter Maintenance

Vendor Questions

Q.1 In section 6.1 of the specifications, it is stated that deliveries shall be made in 1 business day. As this solicitation is for repairs, a one day delivery would not be feasible. We can quote estimated delivery times after the repairs are evaluated. Can this section be updated or removed from the contract?

A.1 Section 6 applies to ordering and delivering of miscellaneous parts for maintenance/repairs done by the Agency at their facility. Refer to 3.1.1.1 paragraph 2 for inspection/repairs timeline for maintenance/repairs/inspections performed by the Vendor at their facility.

Q.2 In section 6.3, it states the vendor shall quote delivery charges. Based on the bid sheet, I was of the understanding that the Agency would be delivering and picking up the aircraft. Is this not the case?

A.2 Section 6 applies to ordering and delivering of miscellaneous parts for maintenance/repairs done by the Agency at their facility. Yes, the Agency will deliver and pick up the aircraft per Section 4.2 and corresponding Section B of Exhibit A-Pricing Pages.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: AVN170000001

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 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 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.

Paradigm Aviation, Inc. (dba PAC International)

Company



Authorized Signature

8/16/2016

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number GS1R177K

This certificate is issued to
PARADIGM AEROSPACE CORPORATION

whose business address is

226 AIRPORT ROAD
MOUNT PLEASANT, PENNSYLVANIA 15666

*upon finding that its organization complies in all respects
with the requirements of the Federal Aviation Regulations
relating to the establishment of an Air Agency, and is
empowered to operate an approved* REPAIR STATION.

with the following ratings:

LIMITED AIRFRAME
LIMITED POWERPLANT
LIMITED RADIO
LIMITED INSTRUMENT
LIMITED ACCESSORY
LIMITED ALTIMETER STATIC SYSTEMS TESTS AND INSPECTIONS
LIMITED TRANSPONDER SYSTEMS TESTS AND INSPECTIONS

*This certificate, unless canceled, suspended, or revoked,
shall continue in effect* INDEFINITELY.

Date issued:

NOVEMBER 7, 1976

By direction of the Administrator



WENDY L. GRIMM

REISSUED: JULY 12, 2007

MANAGER, AEA-FSDO-03

**This Certificate is not Transferable, AND ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF,
SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION**

Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both

State of West Virginia



Certificate

EXEMPTION CERTIFICATE

An Exemption is hereby issued to: PARADIGM AVIATION, INC.

whose address is: 1214 HAWN AVE
SHREVEPORT, LA 71107 USA

Issue Date: August 27, 2012

Assigned Control number: 99WM5

According to the information supplied in your letter or application, your organization is not required to obtain a Certificate of Authority from the Office of Secretary of State.

West Virginia Code specifically limits activities which do not constitute conducting affairs in this state. Your organizational activity falls under subsection # 10. Should the character or duration of your business change, you may be required to qualify as a foreign entity in the future.

A handwritten signature in black ink, appearing to be "A. B. H.", written over a horizontal line.

Clerk, Corporations Division



A Textron Company

**Authorized
Customer Service Facility**

**Paradigm Aerospace Corporation
Mt. Pleasant, Pennsylvania**

Has satisfactorily met all specified requirements to qualify as a Bell Helicopter Approved Independent Customer Service Facility for the following Bell helicopters:

Listed Products

Field Maintenance: 206A,B / 206L / 212 / 222 / 230 / 407 / 412 / 427 / 429 / 430

Component Overhaul: 206A,B / 206L / 212 / 222 / 230 / 407 / 412 / 430

Eric Cardinali

*Executive Vice President,
Customer Support and Services*



A Textron Company

Effective: May 1, 2014

Expires: April 30, 2017

| Employee | Title | Certifications | Years Experience | |
|-------------------|---|----------------------------|------------------|-------------------------------|
| Bevington, Todd | Chief Inspector | A&P 2832041 | 33 | <i>Inspector</i> |
| Blough, Martin | Project Coordinator/Manager | FCC PG-2-18515 | 24 | |
| Bollig, Michael | Avionics | NA | 11 | |
| Bomberger, Chris | Sr. Painter/Shift Manager | NA | 41 | |
| Carmichael, Greg | Avionics | FCC (Pending) | 8 | |
| Cavallo, David | Paint Refinisher | NA | 21 | |
| Crise, Jamie | Paint Refinisher | NA | 27 | |
| Dolfi, Lance | Avionics | A&P 3132460/FCC PG209176 | 10 | |
| Dragan, David | Mechanic/Technician | NA | 26 | |
| Edwards, Andy | Mechanic/Technician | A&P 2751878 | 26 | |
| Falat, Greg | Mechanic/Technician/Inspector | A&P 3111625 | 21 | <i>Inspector</i> |
| Felker, Michael | Mechanic/Technician | A&P 3818752 | 6 | <i>Inspector (parts only)</i> |
| Fisher, Bryan | Sr. Painter/Refinisher/Paint Shop Manager | NA | 25 | <i>Inspector (paint only)</i> |
| Gaffey, Michael | Mechanic/Technician | A&P 3076445 | 11 | |
| Halleman, Timothy | Mechanic/Technician | A 3147413 | 26 | <i>Inspector</i> |
| Irwin, William | Paint Refinisher | NA | 20 | |
| Kukonik, Michael | Avionics | NA | 4 | |
| Logan, Timothy | Mechanic/Technician | A&P 3500512/FCC 0022120364 | 2.5 | <i>Inspector</i> |
| MacRonald, Peter | Avionics | A&P 159528120 | 12 | |
| Mitchell, Patrick | Mechanic/Technician | A&P 3751558 | 15 | |
| Monahan, Luke | Mechanic/Technician | NA | 6 | |
| Morrison, Richard | Paint Refinisher | NA | 25 | |
| Moss, Michael | Mechanic/Technician | NA | 27 | <i>Inspector</i> |
| Omerzo, Mark | Mechanic/Technician | A&P 2656756 | 30 | <i>Inspector</i> |
| Radziwon, Anthony | Mechanic/Technician | A&P 185602493 | 15 | |
| Sirgey, Brandin | Avionics | NA | 6 | |
| Varner, Andrew | Mechanic/Technician/Inspector | A&P 3205213 | 26 | <i>Inspector</i> |
| Wagner, Jason | Avionics | A&P 3820771 | 10 | |
| Wahl, Harold | DOM/Mechanic/Technician/Inspector/IA | A&P 3400147 IA | 33 | |
| Wiltrout, John | Paint Refinisher | NA | 18 | |
| Yoder, Donald | Avionics | A&P 3248860 | 12 | <i>Inspector</i> |

A449 . Antidrug and Alcohol Misuse Prevention Program

HQ Control: 07/17/2009

HQ Revision: 00a

- a. The Part 145 repair station certificate holder has elected to implement an Antidrug and Alcohol Misuse Prevention Program, because the certificate holder performs safety-sensitive functions for a 14 CFR Part 121, and 135 certificate holder and/or for a 14 CFR Part 91 operator conducting operations under Section 91.147.
- b. The certificate holder certifies that it will comply with the requirements of 14 CFR Part 120 and 49 CFR Part 40 for its Antidrug and Alcohol Misuse Prevention Program.
- c. Antidrug and Alcohol Misuse Prevention Program records are maintained and available for inspection by the FAA's Drug Abatement Compliance and Enforcement Inspectors at the location listed in Table 1 below:

Table 1

| | Location & Telephone of Antidrug and Alcohol Misuse Prevention Program Records: |
|-------------------|---|
| Telephone Number: | A1 724-887-4413 |
| Address: | Paradigm Aerospace Corporation |
| Address: | 226 Airport Road |
| City: | Mount Pleasant |
| State: | PA |
| Zip code: | 15666 |

d. Limitations and Provisions.

- (1) Antidrug and Alcohol Misuse Prevention Program inspections and enforcement activity will be conducted by the Drug Abatement Division. Questions regarding these programs should be directed to the Drug Abatement Division.
- (2) The certificate holder is responsible for updating this operations specification when any of the following changes occur:
 - (a) Location or phone number where the Antidrug and Alcohol Misuse Prevention Program Records are kept.
 - (b) If the certificate holder's number of safety-sensitive employees goes to 50 and above, or falls below 50 safety-sensitive employees.
- (3) The certificate holder with 50 or more employees performing a safety-sensitive function on January 1 of the calendar year must submit an annual report to the Drug Abatement Division of the FAA.
- (4) The certificate holder with fewer than 50 employees performing a safety-sensitive function on January 1 of any calendar year must submit an annual report upon request of the Administrator, as specified in the regulations.

The certificate holder has fewer than 50 safety-sensitive employees.

1. Issued by the Federal Aviation Administration .
2. Support information reference: Corrections made to A449 Admt 4
3. These Operations Specifications are approved by direction of the Administrator.



2011.12.12 11:38:06 Central Standard Time
Location: WebOPSS
Digitally signed by William D Glasser,
Principal Maintenance Inspector (EA03)

4. Date Approval is effective: 12/07/2011 Amendment Number: 5
5. I hereby accept and receive the Operations Specifications in this paragraph.

Cisson, Kirt Darren, Director of Quality Control

A handwritten signature in black ink, appearing to be "Kirt Cisson", written over a horizontal line.

Date: 12/07/2011



PAC International, officially known as Paradigm Aviation, Inc., a subsidiary of Metro Aviation, Inc., began operation in 1976 as Western Pennsylvania Helicopter Services mostly servicing private operators of Bell helicopters in the region. The business quickly grew to over 40 regular maintenance customers to include private owner/operators, charter service operators and law enforcement organizations in Pennsylvania, West Virginia, Maryland and Ohio. During this time, Bell Helicopter recognized the company as an approved Customer Service Facility.

In 1986, Helicopter Aviation Services Corporation, better known as HAS Corporation, was established at the same location to buy and sell Bell helicopters and provide completion, customization and refurbishment services, once again supporting mostly Bell helicopters. In 1993, HAS Corporation acquired Western Pennsylvania Helicopter Services and continued to grow and prosper, eventually being recognized by Bell Helicopter as a “Quality Procurement Services” (QPS-110) vendor, the highest quality rating Bell gives its approved vendors.

Although PAC International was once predominantly a Bell Helicopter-based business, it recently expanded its capabilities and is now an approved completion and customization facility for AgustaWestland and Airbus Helicopters.

In August 2012, Metro Aviation, Inc. (“Metro”), purchased the assets and operations of PAC International and named the new company, Paradigm Aviation, Inc. Metro Aviation has a long and successful history in the aviation business. It is a world and industry leader in the completion process of Eurocopter helicopters with fourteen Supplemental Type Certificates (“STCs”) issued since 1987. An STC is a certificate issued when an applicant has received approval from the Federal Aviation Administration (FAA) to modify an aircraft from its original design. The company is also a leader in the operations of EMS programs nationwide and currently manages 32 programs across the country. Headquartered in Shreveport, Louisiana, Metro’s 160,000 square foot comprehensive facility is equipped with areas dedicated to painting, avionics, machining, production and installation capabilities all under one roof. Metro’s Engine Repair and Overhaul Shop is an FAA Certified Repair Station and manufacturers authorized service center for the Allison/Rolls-Royce C-20’s, Lycoming LTS 101’s, Turbomeca and Pratt & Whitney engines. Their Fabrication Shop is the benchmark of the industry for EMS interiors and systems and the Custom Paint Shop’s attention to detail and continued dedication toward perfection is apparent in their finished products.

The management of PAC International by an industry leader such as Metro Aviation has given PAC access to the best that the industry has to offer and allowed the company to duplicate the meticulous work that has given Metro the reputation of having the highest standards in the industry.

As PAC has continued to expand, its experience and scope has evolved into what can only be described as an extremely knowledgeable and professional company. The company has successfully delivered almost 1200 helicopter completions and refurbishments, and has provided maintenance and spare parts support jobs for numerous operators. PAC has operated on an international scale by providing support service to commercial, corporate, civil government and military operators in almost 50 countries around the world and is poised to reposition itself to undertake even more international business. The company is also expanding its component repair and overhaul offerings as well as its service capabilities for operators.

Together with Metro Aviation, Paradigm Aerospace Corporation is redefining industry standards and delivering a level of quality and service that goes beyond expectations.

PAC INTERNATIONAL

226 Airport Road | Mount Pleasant, Pennsylvania 15666

Phone: 724.887.4413 | fax: 724.887.3977 | www.paradigm-aero.com



Starr Indemnity & Liability Company

Underwritten by:



**STARR
COMPANIES**

GLOBAL INSURANCE & INVESTMENTS

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

POLICY NUMBER: **SASICOM60035015-06**

PREVIOUS POLICY NUMBER: SASICOM60035014-05

| | |
|--|---|
| ISSUED BY: STARR INDEMNITY & LIABILITY COMPANY 90 PARK AVENUE, 7TH FLOOR NEW YORK, NY 10016 | PRODUCER: JOHN F. THRONE & CO. 601 UNION STREET, SUITE 4551 SEATTLE, WA 98101-2341 |
| NAMED INSURED: <u>METRO AVIATION, INC. DBA HELICOPTER FLIGHT TRAINING CENTER</u> MAILING ADDRESS: <u>P.O. BOX 7008</u> <u>SHREVEPORT, LA 71137</u> | |
| POLICY PERIOD: FROM <u>JUNE 11, 2015</u> TO <u>DECEMBER 1, 2016</u> AT <u>12:01 A.M.</u> STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE | |

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

| LIMITS OF INSURANCE | | |
|---|----|------------------------------------|
| EACH OCCURRENCE LIMIT | \$ | <u>100,000,000.</u> |
| DAMAGE TO PREMISES RENTED TO YOU LIMIT | \$ | <u>1,000,000.</u> Any one premises |
| MEDICAL EXPENSE LIMIT | \$ | <u>25,000.</u> Any one person |
| PERSONAL & ADVERTISING INJURY AGGREGATE LIMIT | \$ | <u>25,000,000.</u> |
| GENERAL AGGREGATE LIMIT | \$ | <u>NOT APPLICABLE</u> |
| PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT | \$ | <u>100,000,000.</u> |
| HANGARKEEPERS LIMIT | | |
| EACH AIRCRAFT LIMIT | \$ | <u>100,000,000.</u> |
| EACH LOSS LIMIT | \$ | <u>100,000,000.</u> |
| HANGARKEEPER'S DEDUCTIBLE | \$ | <u>AS ENDORSED</u> Each aircraft |

| DESCRIPTION OF BUSINESS | |
|---|---|
| FORM OF BUSINESS: | |
| <input type="checkbox"/> INDIVIDUAL | <input type="checkbox"/> PARTNERSHIP |
| <input type="checkbox"/> LIMITED LIABILITY COMPANY | <input checked="" type="checkbox"/> ORGANIZATION, INCLUDING A CORPORATION (BUT NOT INCLUDING A PARTNERSHIP, JOINT VENTURE OR LIMITED LIABILITY COMPANY) |
| <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> TRUST | |
| BUSINESS DESCRIPTION: <u>SUPPORTING GL POLICY</u> | |

ALL PREMISES YOU OWN, RENT OR OCCUPY

ADDRESS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

SHREVEPORT DOWNTOWN AIRPORT, SHREVEPORT, LOUISIANA, AND ANY OTHER PREMISES UTILIZED BY THE NAMED INSURED.

PREMIUM

STATE TAX OR OTHER (if applicable) \$ NOT APPLICABLE

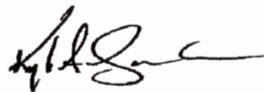
PREMIUM SHOWN AT INCEPTION IS PAYABLE: OTHER \$ INCLUDED
TRIA PREMIUM: NOT PURCHASED

ENDORSEMENTS

ENDORSEMENTS ATTACHED TO THIS POLICY:

STARR GL PROVISIONS (5/09), STARR FORMS 10060, 10076, 10078, 10080, 10086, 10087,
10089, 10092, 10109, 10110, 10111, 10294, 10116, 10117, 10179, 10498, 10466, 10127,
10457, 10181, 10053, 10135, AVN48B, AVN52G, AVN46B, AVN38B, 10055, 10007, 20025,
20087, 20101, AVN2000A, 30001

THESE DECLARATIONS, TOGETHER WITH THE COMMON POLICY CONDITIONS AND COVERAGE FORM(S) AND ANY ENDORSEMENT(S), COMPLETE THE ABOVE NUMBERED POLICY.

| | |
|-------------------------------------|--|
| Countersigned: (if required) | By:  |
| (Date) | (Authorized Representative) |

Date of Issue JUNE 12, 2015 (VD)