



**State of West Virginia  
Department of Administration  
Purchasing Division**

**NOTICE**

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

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

# Request for Quotation

RFQ NUMBER  
 AVN086610

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 KRISTA FERRELL  
 304-558-2596

\*709002848 ~~864-678-6000~~

VENDOR

STEVENS AVIATION INC  
~~600 DELAWARE STREET~~  
 3500 HANGAR DRIVE  
~~GREENVILLE SC 29605~~  
 VANDALIA, OH 45377

SHIP TO

DEPARTMENT OF ADMINISTRATION  
 PURCHASING  
 AVIATION OFFICE  
 502 EAGLE MOUNTAIN ROAD  
 CHARLESTON, WV  
 25311 558-0403

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/24/2011				

BID OPENING DATE: 03/22/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		929-08		
<p>AIRCRAFT MAINTENANCE FOR BEEHCRAFT B300N1WV</p> <p>REQUEST FOR QUOTATION (RFQ)            OPEN END CONTRACT</p> <p>THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF AVIATION, IS SOLICITING BIDS TO PROVIDE THE AGENCY WITH AN OPEN END CONTRACT FOR AIRCRAFT MAINTENANCE AND EMERGENCY REPAIR SERVICES FOR (1) 2007 BEEHCRAFT MODEL B300 N1WV AIRCRAFT PER THE ATTACHED SPECIFICATIONS.</p> <p>TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA MAIL AT THE ADDRESS SHOWN IN THE BODY OF THIS RFQ, VIA FAX AT 304-558-4115, OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV. FOR ALL INQUIRIES, IT IS STONGLY PREFERRED THAT THE RFQ NUMBER APPEAR ON YOUR REQUEST AND IF VIA EMAIL THAT THAT NUMBER APPEAR IN THE SUBJECT LINE OF YOUR EMAIL. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 03/09/2011 AT THE CLOSE OF BUSINESS. ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL ADDENDUM TO BE ISSUED BY THE PURCHASING DIVISION AFTER THE DEADLINE HAS LAPSED.</p> <p>ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RFQ SPECIFICATIONS</p>						

RECEIVED

2011 MAR 21 AM 9:33

WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: 737-454-3400 DATE: 3/18/11

TITLE: General Manager FEIN: 57-0885551 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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\*709002848 ~~864-678-6000~~ **937-454-3400**

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~~STEVENS AVIATION INC  
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**3500 HANBAR DRIVE  
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
BY AN OFFICIAL ADDENDUM BY PURCHASING IS BINDING.  NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE STATE BUYER. VIOLATION MAY RESULT IN THE REJECTION OF THE BID. THE STATE BUYER NAMED IN THIS RFQ IS THE SOLE CONTACT FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.  EXHIBIT 10  REQUISITION NO.: .....  ADDENDUM ACKNOWLEDGEMENT  I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.  ADDENDUM NO.'S:  NO. 1 ..... NO. 2 ..... NO. 3 ..... NO. 4 ..... NO. 5 .....  I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.  VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Ronald [Signature]</i>	TELEPHONE 937-454-3400	DATE 3/18/11
TITLE General Manager	FEIN 57-0885551	ADDRESS CHANGES TO BE NOTED ABOVE

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 937-454-3400

VENDOR

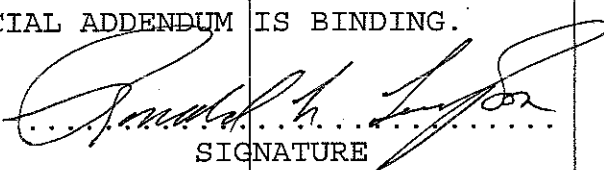
STEVENS AVIATION INC  
~~600 DELAWARE STREET~~  
 3500 HANBAR Drive  
~~GREENVILLE SC 29605~~  
 VANDALIA, OH 45377

SHIP TO

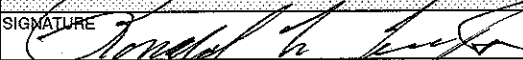
DEPARTMENT OF ADMINISTRATION  
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<p>ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">             SIGNATURE            STEVENS AVIATION            COMPANY            3/18/11            DATE         </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATION IN ACCORDANCE WITH SECTION 148-1-4 (F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1)</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE 	TELEPHONE 937-454-3400	DATE 3/18/11
TITLE General Manager	FAX 58-088551	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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\*709002848 ~~864-678-6000~~ **937-454-3400**

VENDOR

STEVENS AVIATION INC  
~~600 DELAWARE STREET~~  
**3500 HANGAR DRIVE**  
~~GREENVILLE SC 29605~~  
**VANDALA, OH 45377**

SHIP TO

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<p>YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICE SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Ronald H. [Signature]</i>	TELEPHONE <b>937-454-3400</b>	DATE <b>3/18/11</b>
TITLE <b>General Manager</b>	FAX <b>57-0885551</b>	ADDRESS CHANGES TO BE NOTED ABOVE

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VENDOR

STEVENS AVIATION INC  
~~600 DELAWARE STREET~~  
**3900 HANGAR DRIVE**  
~~GREENVILLE SC 29605~~  
**VANDALIA, OH 45377**

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BID OPENING DATE: 03/22/2011		BID OPENING TIME 01:30PM		

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<p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. 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.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>INSURANCE: THE SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO THE ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENT THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.00.</p> <p>WORKER'S COMPENSATION: THE VENDOR IS REQUIRED TO</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *Ronald L. Luff* TELEPHONE: **987-454-3400** DATE: **3/18/11**

TITLE: *General Manager* FEIN: **57-0885551** ADDRESS CHANGES TO BE NOTED ABOVE

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ADDRESS CORRESPONDENCE TO ATTENTION OF:  
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\*709002848 ~~864-678-6800~~

VENDOR FOR

STEVENS AVIATION INC  
~~600 DELAWARE STREET~~  
 3500 HANGAR DRIVE  
~~GREENVILLE SC 29605~~  
 VANDALIA OH 45377

SHIP TO

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BID OPENING DATE: 03/22/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING TIME: 1:30 PM  PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: <u>937-454-3499</u> CONTACT PERSON (PLEASE PRINT CLEARLY): <u>LISA GORMAN</u>  ***** THIS IS THE END OF RFQ AVN086610 ***** TOTAL: <u>\$ 31,950<sup>00</sup></u>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: [Signature] TELEPHONE: 937-454-3400 DATE: 3/18/11  
 TITLE: General Manager FEIN: 57-0885551 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



**AIRCRAFT MAINTENANCE AND REPAIR (King Air)**

To provide maintenance, and / or emergency repairs for the following aircraft:

2007 Beechcraft B300, N1WV, SN: FL-527

**INSPECTION, MAINTENANCE 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 one (1) working 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.

**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.

**AIRCRAFT REPAIR STATION:** The vendor will meet all requirements as set forth by the Federal Aviation Administration and will be licensed as an Aircraft Repair Station. The repair station will maintain parts and tools as required. The station will 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.

**AUTHORIZED SERVICE CENTER:** The vendor shall be a Hawker Beechcraft Authorized Service Center for the model(s) of aircraft specified herein. The vendor shall provide a copy of their Hawker Beechcraft Service Center Certificate. It is preferred that this information be provided with the bid response.

**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 models of aircraft specified herein. The vendor shall maintain all staffing and training requirements in accordance with the Hawker Beechcraft Authorized Service Center agreement for the duration of this purchase order. All inspections, maintenance and services will 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 & powerplant mechanics and authorized inspectors employed by the vendor. It is preferred that this information be provided with the bid response.

**FAA APPROVED ANTIDRUG AND ALCOHOL MISUSE PREVENTION PROGRAM:** The vendor shall have an established Antidrug and Alcohol Misuse Prevention Program for all employees that performs 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.

**EXPERIENCE IN AIRCRAFT OPERATIONS:** 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.

**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 provide all parts necessary to accomplish said maintenance or service as required. Only Federal Aviation Administration approved materials and parts shall be used. Life limited and flight safety critical parts, components and materials will be obtained from Hawker Beechcraft or equal. 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 parts that may be provided by the Department of Administration, Aviation Division to restore the above aircraft to an airworthy condition.

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

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

The vendor shall furnish the agency with a computer generated aircraft maintenance status report after scheduled/unscheduled maintenance is performed.

The vendor shall provide a detailed work order describing all maintenance performed on agency aircraft after scheduled/non scheduled maintenance is performed.

**AVIONICS EQUIPMENT AND SPECIAL INSTRUMENTATION:** The vendor shall employ at least one (1) Hawker Beechcraft factory trained avionics technician that will provide the removal, replacement or repair of avionics components as necessary. The vendor shall provide the State of West Virginia with an updated roster listing by name(s) the Hawker Beechcraft Factory trained avionics technician(s) employed by the vendor. It is preferred that this information be provided with the bid response.

**DAMAGE CAUSED BY THE VENDOR:** The vendor agrees to reimburse or cause repair to the Department of Administration, Aviation Division for any damage occasioned thereto by the misfeasance or non-feasance of said vendor, its employees, agents, subcontractors, or employees thereof, in respect to the operation of this contract.

**INVOICING:** All invoices, delivery slips or freight bills must show the Department of Administration, Aviation Division, purchase order number.

The 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 miles from the vendor's facility and that travel involves an overnight stay. Current WV 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 WV travel management regulations can be found at <http://www.state.wv.us/admin/purchase/travel>.

**TIME:** Time consumed in delivery and / or performance is of the essence in this contract.

**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.

**RATE SCHEDULE:** (See attached pricing sheet)

## Aviation Cost Scenario Sheet (King Air)

Vendors must complete the below cost scenario.

### Section A:

Normal working hours are considered to be Monday thorough Friday from 5:00 am to 9:00 pm.

#### RATE SCHEDULE:

Line Item	Description	Unit Cost	Unit of Measure	Estimated Quantity	Extended Cost
1	Straight Hourly Shop Rate	\$ 75 <sup>00</sup>	per hour	100	\$ 7500 <sup>00</sup>
2	Shop Rate other than Normal Working	\$ 112 <sup>50</sup>	per hour	10	\$ 1125 <sup>00</sup>
3	Single Phase Inspection Flat Rate Labor	\$ 5500	per insp.	1	\$ 5500 <sup>00</sup>
4	Combined Two Phase Inspection Flat Rate Labor	\$ 6500	per insp.	1	\$ 6500 <sup>00</sup>
5	Combined Three Phase Inspection Flat Rate Labor	\$ 6500	per insp.	1	\$ 6500 <sup>00</sup>
6	Complete Inspection, Phase 1-4, Flat Rate Labor	\$ 6500	Per insp.	1	\$ 6500 <sup>00</sup>

#### PARTS:

Line Item	Description	% Discount from List	Estimated List Price	Extended Cost
7	Beechcraft Parts:	10 %	\$3,000	\$ 2700 <sup>00</sup>
8	Non-Beechcraft Parts	10 %	\$2,000	\$ 1800 <sup>00</sup>

#### EQUIPMENT USE FEES:

Line Item	Description	Unit Cost	Unit of Measure	Estimated Quantity	Extended Cost
9	Battery Service Fee (Lead Acid)	\$ 325 <sup>00</sup>	per use	1	\$ 325 <sup>00</sup>

#### OTHER FEES:

Line Item	Description	Will Be Billed At:	Extended Cost
10	Consumables	250 <sup>00</sup>	\$ 250 <sup>00</sup>

**Subtotal A: \$ 31,950<sup>00</sup>**

**Section B:**

Current WV Travel Management Regulations can be found at

<http://www.state.wv.us/admin/purchase/Travel/default.htm>

Line Item	Description	Unit Cost	Unit of Measure	Estimated Quantity	Extended Cost
11	Lodging at Contractor's Location	\$ 60 <sup>00</sup>	Per Diem	3	\$ 180 <sup>00</sup>
12	Meals at Contractor's Location	\$ 30 <sup>00</sup>	Per Diem	3	\$ 90 <sup>00</sup>
<b>Subtotal B:</b>					<b>\$ 270<sup>00</sup></b>

**Section C:**

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
152.8 NM to contractor's facility divided by 290 (KTAS) x \$1400.00 (per hour) x 2	\$ 1484 <sup>00</sup>
<b>Subtotal C:</b>	
<b>\$ 1484<sup>00</sup></b>	
<b>Subtotal Section A: \$ 31,950<sup>00</sup></b>	
<b>Subtotal Section B: \$ 270<sup>00</sup></b>	
<b>Subtotal Section C: \$ 1484<sup>00</sup></b>	
<b>Total Bid: \$ 33,704<sup>00</sup></b>	

**Notes:**

1) The following Phase inspection man hour flat rates, as set forth by Hawker/Beechcraft, will be used to compute the following line items above. See attached Phase Inspection Schedule Outline.

Line 3, Any Single Phase inspection - Based on and not to exceed 68 man hours.

Line 4, Combined Two Phase Inspection (Phase 1&2 or 3&4) - Based on and not to exceed 92 man hours.

Line 5, Combined Three Phase Inspection (Phase 2, 3, and 4) - Based on and not to exceed 97 man hours.

Line 6, Complete Phase Inspection (Phase 1, 2, 3, and 4) - Based on and not to exceed 120 man hours.

2) The Cost of Flight Time, Meals, and Lodging for the Department of Administration Aviation Division personnel to the Contractor's facility will be used to award this contract.

3) The quantities listed above are provided for bid evaluation purposes only. The actual quantities may vary based on the needs of the agency and will be determined based on the unit price supplied in the vendor's bid.

4) 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.)

5) Vendors must submit unit prices for all line items. Failure to provide unit prices will result in the disqualification of the vendor's bid.

# King Air Phase Inspections

INSPECTION SCHEDULE OUTLINE					
A/C TIME (HOURS)	INSPECTION PHASE				TYPE OF INSPECTION
	1	2	3	4	
200	X				Nose Landing Gear Area, Nose Gear, Pilot's Compartment, Cabin Section, Rear Fuselage and Empennage, Wings, Main Gear Area, Engines, Landing Gear Retraction, Operational Inspection, Post Inspection.
400		X			Nose Avionics Compartment, Nose Landing Gear Area, Nose Gear, Pilot's Compartment, Cabin Section, Rear Fuselage and Empennage, Wings, Main Landing Gear Area, Engines, Landing Gear Retraction, Operational Inspection, Post Inspections.
600			X		Nose Landing Gear Area, Nose Gear, Pilot's Compartment, Cabin Section, Rear Fuselage and Empennage, Wings, Main Landing Gear Area, Engines, Landing Gear Retraction, Operational Inspection, Post Inspections.
800				X	Nose Section, Nose Avionics Compartment, Nose Landing Gear Area, Nose Gear, Pilot's Compartment, Cabin Section, Rear Fuselage and Empennage, Wings, Main Landing Gear Area, Engines, Landing Gear Retraction, Operational Inspection, Post Inspection.
AFTER THE "PHASE 4" INSPECTION IS COMPLETED, REPEAT THE INSPECTION SEQUENCE.					



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Cincinnati Flight Standards District Office  
4358 Ferguson Drive  
Cincinnati, OH 45245  
Phone: 513-842-9600  
Fax: 513-842-9620

October 12, 2007

Stevens Aviation, Inc.  
Dayton International Airport  
P.O. Box 399  
Vandalia, Ohio 45377

Dear Mr. Porter,

In accordance with FAA Notice N8900.18, the Operations Specification Paragraph A449, Antidrug and Alcohol Misuse Prevention Program, is being reissued to conform to National Policy issued by the Federal Aviation Administration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Stanley P. Faske".

Stanley P. Faske  
Principal Maintenance Inspector  
Cincinnati FSDO

**A449. Antidrug and Alcohol Misuse Prevention Program**

**HQ Control:** 01/22/04  
**HQ Revision:** 000

- 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 sightseeing operation as defined by 14 CFR §135.1(c).
- b. The certificate holder certifies that it will comply with the requirements of 14 CFR Part 121 appendices I and J 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**

<b>Location &amp; Telephone of Antidrug and Alcohol Misuse Prevention Program Records:</b>	
<b>Telephone Number:</b>	A3 864-678-6137
<b>Address:</b>	600 Delaware
<b>Address:</b>	N/A
<b>City:</b>	Greenville
<b>State:</b>	SC
<b>Zip code:</b>	29605

- 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:
3. These Operations Specifications are approved by direction of the Administrator.

  
Ishant, Michael S.

Principal Maintenance Inspector

GL05

4. Date Approval is effective: 2/10/09
  5. I hereby accept and receive the Operations Specifications in this paragraph.
- Amendment Number: 4



Adkins, Mark D.

Chief Inspector

Date: 2/10/09

# NATIONAIR

AVIATION INSURANCE

## CERTIFICATE OF INSURANCE

DATE OF ISSUE: April 26, 2010

CERTIFICATE NUMBER: 006

THIS IS TO CERTIFY TO: TO WHOM IT MAY CONCERN

that insurers, EACH FOR HIS OWN PART AND NOT ONE FOR THE OTHER, are providing the following insurance

NAMED INSURED: Stevens Aviation, Inc., et al, and all subsidiary and affiliated companies, executives, employees, directors, stockholders and volunteers  
P.O. Box 310  
Conestee, South Carolina 29636-0310

PERIOD OF INSURANCE: May 1, 2010 to May 1, 2011 on both dates at 12:01 a.m. Local Standard Time at the Address of the Named Insured

GEOGRAPHICAL LIMITS: Worldwide

SCHEDULE OF INSURER PARTICIPANTS:

### INSURER

### POLICY NO.

Allianz Global Risks  
Issued through Allianz Aviation Managers, LLC

A4GA000387910AM - 50% - LEAD

Federal Insurance Company  
Issued through Starr Aviation Agency, Inc.

9957-3075-02 -- 25%

Catlin Insurance  
Issued through W. Brown & Associates

NQF-4006421 -- 20%

Old Republic Insurance Company  
Issued through Phoenix Aviation Managers, Inc.

AP974802 -- 5%

### SEVERAL LIABILITY NOTICE

The subscribing insurers' obligation under contracts of insurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscriptions. The subscribing insurers are not responsible for the subscription of any co-subscribing insurer who for any reason does not satisfy all or parts of its obligations.

TABLE OF CONTENTS

PART A - General

	HQ CONTROL DATE	EFFECTIVE DATE	AMENDMENT NUMBER
1 Issuance and Applicability	11/16/04	07/11/06	5
2 Definitions and Abbreviations	11/16/04	07/11/06	4
3 Ratings and Limitations	01/30/04	02/09/09	13
4 Summary of Special Authorizations and Limitations	09/23/98	07/11/06	6
5 Exemptions	02/20/98	(Not used)	
7 Designated Persons	12/19/06	12/18/08	6
25 Electronic/Digital Recordkeeping System, Electronic/Digital Signature, and Electronic Media	11/16/04	(Not used)	
60 European Aviation Safety Authority Ratings for Repair Stations Located Outside the United States	11/16/04	(Not used)	
101 Additional Fixed Locations	11/16/04	(Not used)	
449 Antidrug and Alcohol Misuse Prevention Program	01/22/04	02/10/09	4

**A001. Issuance and Applicability**

HQ Control: 11/16/04  
HQ Revision: 050

- a. These operations specifications are issued to Stevens Aviation, a Domestic Repair Station, pursuant to Title 14 Code of Federal Regulations (CFR) Section 145.53. The repair station certificate holder shall conduct operations in accordance with CFR Part 145 and these operations specifications.

The certificate holder's address:

Fixed Location:  
Dayton International Airport  
Vandalia, OH 45377

Mailing Address:  
Dayton International Airport  
P. O. Box 399  
Vandalia, OH 45377

- b. The holder of these operations specifications is the holder of Certificate Number VIB4368K and shall hereafter be referred to as the certificate holder.
- c. These operations specifications are issued as part of this Repair Station Certificate, and are in effect as of the Date Approval is effective. This certificate and operations specifications shall remain in effect until the domestic repair station certificate is surrendered, suspended, or revoked.
- d. The repair station specified on these operations specifications performs maintenance and/or alteration of aircraft and/or aeronautical products to be installed on aircraft under the terms and conditions of a Bilateral Aviation Safety Agreement and associated Maintenance Implementation Procedures between the Federal Aviation Administration and a Foreign National Aviation Authority identified in Advisory Circular 145-8.

The certificate holder is authorized to use only the business name which appears on the certificate to conduct the operations described in subparagraph a.

Delegated authorities: None

1. Issued by the Federal Aviation Administration.  
2. These Operations Specifications are approved by direction of the Administrator.

  
Faske, Stanley P.

Principal Maintenance Inspector

GL05

3. Date Approval is effective: 7/11/06  
4. I hereby accept and receive the Operations Specifications in this paragraph.

Amendment Number: 5

  
Porter, Andrew

Chief Inspector

Date: 7/11/06

**A002. Definitions and Abbreviations**

**HQ Control:** 11/16/04  
**HQ Revision:** 050

Unless otherwise defined in these operations specifications, all words, phrases, definitions, and abbreviations have identical meanings to those used in the Title 14 Code of Federal Regulations (CFR) Regulations and Title 49 United States Code as cited in Public Law 103-272, as amended. Additionally, the definitions listed below are applicable to operations conducted in accordance with these operations specifications:

**Bilateral Aviation  
Safety Agreement  
(BASA)**

An executive agreement concluded between the United States and a foreign country for the purpose of promoting aviation safety; also known as an Agreement for the Promotion of Aviation Safety.

**Certificate Holder**

In these operations specifications the term "certificate holder" shall mean the holder of the repair station certificate described in these operations specifications in Part A paragraph A001 and any of its officers, employees, or agents used in the conduct of operations under this certificate.

**CFR**

Code of Federal Regulations

**Class rating**

As used with respect to the certification, ratings, privileges, and limitation of aircraft within a category having similar operating characteristics.

**Domestic Repair  
Station**

A certificated repair station located in the United States.

**Exemption**

An authorization that permits an alternate means of compliance with a specific CFR. The exemption must meet the procedural requirements of CFR 14, Part 11.

**FAA Accountable  
Manager**

A person designated by the certificated repair station who is responsible for and has authority over all repair station operations that are conducted under 14 CFR Part 145, including ensuring that the repair station's personnel follow the regulations and serving as the primary contact with the FAA.

**FAA Form 8000-4-1**

The FAA Form 8000-4-1 has been replaced with the form contained within this operations specifications application (OPSS) for the generation of the 14 CFR Part 145 Repair Station Operations Specifications.

**Foreign Repair Station**

A certificated repair station located outside of the United States.

**Geographic  
Authorization**

An approval provided to a foreign repair station to perform maintenance support under contract for a U.S. air carrier, or operator of U.S. - registered aircraft under 14 CFR Part 129, at a location other than the repair station facility. A geographic authorization is issued by the FAA to respond to the need of a U.S. air carrier or Part 129 foreign operator for maintenance at a station where the frequency and scope of that maintenance does not warrant permanently staffing and equipping the station for its accomplishment.

**EASA**

European Aviation Safety Agency

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<u><b>EASA Accountable Manager</b></u>	The manager who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by the EASA full member Authority.
<u><b>Limited Rating</b></u>	Rating issued to repair stations for the performance of maintenance on particular makes and models of airframes, powerplants, propellers, radios, instruments, accessories, and/or parts.
<u><b>Limited Ratings - Specialized Services</b></u>	Rating issued for a special maintenance function when the function is performed in accordance with a specification or data acceptable to the Administrator.
<u><b>Line Maintenance</b></u>	Any unscheduled maintenance resulting from unforeseen events; or scheduled checks where certain servicing and/or inspections do not require specialized training, equipment, or facilities.
<u><b>Maintenance</b></u>	The inspection, overhaul, repair, preservation, and the replacement of parts, but excludes preventive maintenance.
<u><b>Maintenance Implementation Procedures (MIP)</b></u>	Procedures for implementing the provisions of a BASA that apply to maintenance.
<u><b>MOE</b></u>	Maintenance Organization Exposition - Pertains to European Aviation Safety Agency member countries that use an MOE in place of a Repair Station Manual and a Quality Control Manual.
<u><b>Preventive Maintenance</b></u>	As defined in Appendix A subparagraph (c) of 14 CFR Part 43.
<u><b>QCM</b></u>	Quality Control Manual
<u><b>RSM</b></u>	Repair Station Manual
<u><b>Substantial Maintenance</b></u>	Any activity involving a C-check (routine airframe maintenance) or greater maintenance; any engine maintenance requiring case separation or teardown; and/or major alterations or major repairs performed on airframes, engines, or propellers.

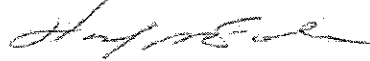
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U.S. Department  
of Transportation  
Federal Aviation  
Administration

Operations Specifications

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1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.

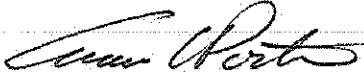


Faske, Stanley P.

Principal Maintenance Inspector

GL05

3. Date Approval is effective: 7/11/06. Amendment Number: 4
4. I hereby accept and receive the Operations Specifications in this paragraph.



Porter, Andrew

Chief Inspector

Date: 7/11/06

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**A003. Ratings and Limitations**

**HQ Control:** 01/30/04  
**HQ Revision:** 010

The Certificate Holder is authorized the following Ratings and/or Limitations:

**Class Ratings**

Airframe Class 3: All-Metal Construction of Small Aircraft

Radio Class 1: Communications Equipment

Radio Class 2: Navigational Equipment

Radio Class 3: Radar Equipment

Accessory Class 1: Mechanical Accessories

Accessory Class 2: Electrical Accessories

Accessory Class 3: Electronic Accessories

**Limited Ratings**

<u>Rating</u>	<u>Manufacturer</u>	<u>Make / Model</u>	<u>Limitations</u>
Airframe	From the accepted Capability List, as amended.	From the accepted Capability List, as amended.	See accepted capability list.
PowerPlant	From the accepted Capability List, as amended.	From the accepted Capability List, as amended.	See accepted capability list.
Instruments - Autopilot	Bendix/King	All Series	Bench Repair and Line Maintenance
	Collins	All Series	Line Maintenance
	STec	All Series	Line Maintenance
	Century	All Series	Bench Repair and Line Maintenance
	Brittain	All Series	Line Maintenance
	Garmin	All Series	Bench Repair and Line Maintenance
	Chelton Honeywell	All Series All Series	Line Maintenance Bench Repair and Line Maintenance
Instruments - Compass Systems	Bendix/King	All Series	Bench Repair and Line Maintenance
	Collins	All Series	Bench Repair and Line Maintenance
	Century	All Series	Bench Repair and Line Maintenance
	Garmin	All Series	Bench Repair and Line Maintenance
	Chelton	All Series	Line Maintenance
	Honeywell	All Series	Line Maintenance
	Avidyne Sperry	All Series All Series	Line Maintenance Line Maintenance



**Limited Ratings**

<u>Rating</u>	<u>Manufacturer</u>	<u>Make / Model</u>	<u>Limitations</u>
Instruments - Flight Director	Bendix/King	All Series	Bench Repair and Line Maintenance
	Collins	All Series	Bench Repair and Line Maintenance
	Century	All Series	Bench Repair and Line Maintenance
	Garmin	All Series	Bench Repair and Line Maintenance
	Chelton	All Series	Line Maintenance
	Honeywell	All Series	Bench Repair and Line Maintenance
	Avidyne Sperry	All Series All Series	Line Maintenance Line Maintenance
Instruments	All Makes/Models	Airspeed and Vertical Speed Indicators	Functional Test in accordance with Manufacturer's Specifications
Instruments - EFIS	L3 & Jet	Emergency and Standby battery	Six month inspection. Annual inspection.
Instruments - Cockpit Voice Recorder	Fairchild CVR and Control units	All A100 Series, All A152 Series, All GA100 Series	Line Maintenance and Installation
Instruments - Cockpit Voice Recorder, Flight Data Recorder and Control Units	L3/Fairchild	All FA2100 Series, FA2200 Series, FA2300 Series, FA2500 Series, and F1000 Series	Line Maintenance and Installation
Instruments - Altimeter	United Instruments	Altimeter/Static Systems All Series	Test and Inspect per FAR 43 Appendix E
	Aerosonic	Altimeter/Static Systems All Series	Test and Inspect per FAR 43 Appendix E
	Mitchel	Altimeter/Static Systems All Series	Test and Inspect per FAR 43 Appendix E
	Bendix/King	Altimeter/Static Systems All Series	Test and Inspect per FAR 43 Appendix E
	Meggitt	Altimeter/Static Systems All Series	Test and Inspect per FAR 43 Appendix E
	Avidyne	Altimeter/Static Systems All Series	Test and Inspect per FAR 43 Appendix E
	Honeywell	Altimeter/Static Systems All Series	Test and Inspect per FAR 43 Appendix E
	Shadin	Altimeter/Static Systems All Series	Test and Inspect per FAR 43 Appendix E
	Southern Star	Altimeter/Static Systems All Series	Test and Inspect per FAR 43 Appendix E
	Sperry	Altimeter/Static Systems All Series	Test and Inspect per FAR 43 Appendix E
Kollsman	Altimeter/Static Systems All Series	Test and Inspect per FAR 43 Appendix E	

**Limited Ratings**

<u>Rating</u>	<u>Manufacturer</u>	<u>Make / Model</u>	<u>Limitations</u>
Landing Gear	Beech Aircraft	King Air 90 Series, King Air F90, King Air 100 Series, Super King Air 200 Series, Super King Air 300/B300 Series, Baron 55 Series, Baron 58, Baron 58TC, Baron 58P, Duke 60 Series.	none

**Limited Ratings - Specialized Services**

<u>Rating</u>	<u>Specifications</u>	<u>Limitations</u>
Acrylic Window Refurbishing and Restoration	IAW manufacturer's approved data and MIL-P-8184C and MIL-P-25690 as revised.	Use the methods, techniques and practices prescribed in the current manufacturers maintenance manual or instructions for continued airworthiness, or other methods, techniques and practices acceptable to the Administrator.
Eddy Current and Liquid Penetrant Inspection	MIL-STD-6866 and MIL-STD-271 as revised.	Use the methods, techniques and practices prescribed in the current manufacturers maintenance manual or instructions for continued airworthiness, or other methods, techniques and practices acceptable to the Administrator.
Magnetic Particle Inspection	ASTM E-1444 as revised	Use the methods, techniques and practices prescribed in the current manufacturers maintenance manual or instructions for continued airworthiness, or other methods, techniques and practices acceptable to the Administrator.

1. Issued by the Federal Aviation Administration.
2. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.

  
Isham, Michael S.

Principal Maintenance Inspector

GL05

4. Date Approval is effective: 2/9/09
5. I hereby accept and receive the Operations Specifications in this paragraph.

Amendment Number: 13

  
Adkins, Mark D.

Chief Inspector

Date: 2/9/09

**A004. Summary of Special Authorizations and Limitations**

HQ Control: 9/23/1998  
HQ Revision: 010

a. The certificate holder, in accordance with the reference paragraphs, is authorized to:

	<u>Reference Paragraphs</u>
Conduct operations choosing to have an antidrug and alcohol misuse prevention program.	A449
Perform work, excluding continuous operations, at additional locations other than at its primary Fixed Location.	D100

b. The certificate holder is *not authorized and shall not*:

Use Exemptions.	A005
Perform work, including continuous operations, at additional locations other than at its primary fixed location.	A101
Perform maintenance in accordance with foreign repair station geographic authorizations.	B050
Perform line maintenance for cert. holders conducting operations under Parts 121 and 135 and for foreign carriers/persons operating U.S. registered aircraft in common carriage under Part 129, apart from D100 which authorizes that work away from station.	D107

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.

  
Faske, Stanley P. Principal Maintenance Inspector GL05

3. Date Approval is effective: 7/11/06 Amendment Number: 6
4. I hereby accept and receive the Operations Specifications in this paragraph.

  
Porter, Andrew Chief Inspector Date: 7/11/06

**A007. Designated Persons**

HQ Control: 12/19/06  
HQ Revision: 030

a. The personnel listed in the following table are designated to officially apply for and receive operations specifications for the certificate holder indicated below.

**Table 1 – Designated Persons to Apply for and Receive Authorizations**

Title	Name	Parts Authorized
Chief Inspector	Adkins, Mark D.	A,D
General Manager	Tennyson, Ronald L.	A,D

b. The following personnel listed in Table 2 are designated by the certificate holder to receive Information for Operators (INFO) messages for the certificate holder as indicated below. A receipt for the information by an operator or person is not required.

**Table 2 – Designated to Receive INFO Messages**

Name	Email Address	Telephone No.	Type of Information to Receive
Mark D. Adkins	MADKINS@STEVENS AVIATION.COM	937-454-3442	ALL


1. Issued by the Federal Aviation Administration.
2. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.

  
Isham, Michael S.

Principal Maintenance Inspector

GL05

4. Date Approval is effective: 12/18/08 Amendment Number: 6
5. I hereby accept and receive the Operations Specifications in this paragraph.

  
Adkins, Mark D.

Chief Inspector

Date: 12/18/08

TABLE OF CONTENTS

PART D - Additional Maintenance Authorizations & Limitations

	HQ CONTROL DATE	EFFECTIVE DATE	AMENDMENT NUMBER
100 Work to be Performed at a Place Other Than the Repair Station Fixed Location(s)	11/16/04	07/11/06	4
107 Line Maintenance Authorization	11/16/04	(Not used)	

**D100. Work to be Performed at a Place Other Than the  
Repair Station Fixed Location(s)**

HQ Control: 11/16/04  
HQ Revision: 050

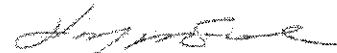
- a. The certificate holder may perform work at a place other than its Fixed Location (as listed in paragraph A001, and paragraph A101 if issued, of these operations specifications) provided it has the facilities, material, equipment and technical personnel to perform the work authorized in the following table.

Table 1

Work Authorized	Repair Stations Manual References	Quality Control Manual References
As Authorized in A003	Chapter 7, Page 7-1	Chapter 5.8, Page 7

- b. The certificate holder **may not** perform **continuous** operation at a facility other than the station's Fixed Location listed in paragraph A001, and paragraph A101 if issued.
- c. Line Stations. Privileges of a line station, as set forth by the EASA certificate and scope of work and located within the country where the main facility is domiciled are listed in Table 1 are authorized.
- d. Work may be due to a special circumstance or on a recurring basis. If on a recurring basis, the repair station must have procedures in its manual.

1. Issued by the Federal Aviation Administration.  
2. These Operations Specifications are approved by direction of the Administrator.

  
Faske, Stanley P.

Principal Maintenance Inspector

GL05

3. Date Approval is effective: 7/11/06 Amendment Number: 4  
4. I hereby accept and receive the Operations Specifications in this paragraph.

  
Porter, Andrew

Chief Inspector

Date: 7/11/06

UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

# Air Agency Certificate

*Number* VIB4368K

*This certificate is issued to*

STEVENS AVIATION

*whose business address is*

DAYTON INTERNATIONAL AIRPORT  
VANDALIA, OHIO 45377

*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:*

AIRFRAME

RADIO

ACCESSORIES

LIMITED: AIRFRAME (6/19/02), ENGINE (6/19/02), INSTRUMENT,  
LANDING GEAR (5/2/01) and SPECIALIZED SERVICES

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

*By direction of the Administrator*

*Date issued:*

AUGUST 4, 1989

REISSUED JUNE 19, 2002

  
MARK A. HOLTGRAVE, MANAGER

CVG FSDO, CINCINNATI, OHIO

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*

## Capabilities List

Stevens Aviation, Inc  
VIB4368K

Manufacture or Vendor	Part Name	Model/Part Number	FAA Rating	Model Aircraft	Description of Limitation
Hawker Beechcraft Corporation	King Air	N/A	Airframe Limited	300 B300 B300C	Performance of maintenance, preventative maintenance, and alterations of airframes to be accomplished in accordance with manufacturers maintenance manuals, structural repair manuals, service bulletins, wiring manuals, and or other FAA approved data and in accordance with the operators inspection program.
Hawker Beechcraft Corporation	Hawker	N/A	Airframe Limited	700 Series	Performance of maintenance, preventative maintenance, and alterations of airframes to be accomplished in accordance with manufacturers maintenance manuals, structural repair manuals, service bulletins, wiring manuals, and or other FAA approved data and in accordance with the operators inspection program.
Hawker Beechcraft Corporation	Hawker	N/A	Airframe Limited	800 Series	Performance of maintenance, preventative maintenance, and alterations of airframes to be accomplished in accordance with manufacturers maintenance manuals, structural repair manuals, service bulletins, wiring manuals, and or other FAA approved data and in accordance with the operators inspection program.
Hawker Beechcraft Corporation	Beechjet/ Hawker	N/A	Airframe Limited	Beechjet MU-300-10 400 400A 400XP 400T	Performance of maintenance, preventative maintenance, and alterations of airframes to be accomplished in accordance with manufacturers maintenance manuals, structural repair manuals, service bulletins, wiring manuals, and or other FAA approved data and in accordance with the operators inspection program.



## Capabilities List

Stevens Aviation, Inc  
VIB4368K

Manufacture or Vendor	Part Name	Model/Part Number	FAA Rating	Model Aircraft	Description of Limitation
Hawker Beechcraft Corporation	Diamond	N/A	Airframe Limited	MU-300	Performance of maintenance, preventative maintenance, and alterations of airframes to be accomplished in accordance with manufacturers maintenance manuals, structural repair manuals, service bulletins, wiring manuals, and or other FAA approved data and in accordance with the operators inspection program.
Hawker Beechcraft Corporation	Premiere	N/A	Airframe Limited	390	Performance of maintenance, preventative maintenance, and alterations of airframes to be accomplished in accordance with manufacturers maintenance manuals, structural repair manuals, service bulletins, wiring manuals, and or other FAA approved data and in accordance with the operators inspection program.
Cessna Aircraft Corporation	Citation	N/A	Airframe Limited	500 550 S550 552 560 560XL	Performance of maintenance, preventative maintenance, and alterations of airframes to be accomplished in accordance with manufacturers maintenance manuals, structural repair manuals, service bulletins, wiring manuals, and or other FAA approved data and in accordance with the operators inspection program.
Cessna Aircraft Corporation	Citation	N/A	Airframe Limited	CE-650 Series	Perform stripping, cleaning, complete re-painting, refinish exterior surfaces, and balancing of aircraft controls. Perform repairs or reupholster of interior components, seats, berths, and/or litters. Perform repairs, apply laminate, veneer, and refinish of aircraft interior cabinets, bulkheads, racks, and/or shelves.

### Capabilities List

Stevens Aviation, Inc  
VIB4368K

Manufacture or Vendor	Part Name	Model/Part Number	FAA Rating	Model Aircraft	Description of Limitation
Learjet Corporation	Learjet	N/A	Airframe Limited	30 Series	Performance of maintenance, preventative maintenance, and alterations of airframes to be accomplished in accordance with manufacturers maintenance manuals, structural repair manuals, service bulletins, wiring manuals, and or other FAA approved data and in accordance with the operators inspection program.
Learjet Corporation	Learjet	N/A	Airframe Limited	40 Series	Performance of maintenance, preventative maintenance, and alterations of airframes to be accomplished in accordance with manufacturers maintenance manuals, structural repair manuals, service bulletins, wiring manuals, and or other FAA approved data and in accordance with the operators inspection program.
Learjet Corporation	Learjet	N/A	Airframe Limited	55 Series	Performance of maintenance, preventative maintenance, and alterations of airframes to be accomplished in accordance with manufacturers maintenance manuals, structural repair manuals, service bulletins, wiring manuals, and or other FAA approved data and in accordance with the operators inspection program.
Learjet Corporation	Learjet	N/A	Airframe Limited	60 Series	Performance of maintenance, preventative maintenance, and alterations of airframes to be accomplished in accordance with manufacturers maintenance manuals, structural repair manuals, service bulletins, wiring manuals, and or other FAA approved data and in accordance with the operators inspection program.

## Capabilities List

Stevens Aviation, Inc  
VIB4368K


Manufacture or Vendor	Part Name	Model/Part Number	FAA Rating	Model Aircraft	Description of Limitation
Gulfstream Aerospace Corporation	N/A	N/A	Limited	1125 Westwind Astra, Astra Spx, Gulfstream 100, Gulfstream G150	Perform stripping, cleaning, complete re-painting, refinish exterior surfaces. Removal, balancing and installation of flight controls. Perform repairs or reupholster of interior components, seats, berths, and/or litters. Perform repairs, apply laminate, veneer, and refinish of aircraft interior cabinets, bulkheads, racks, and/or shelves. Perform aircraft maintenance and alterations <u>NOT</u> requiring specific aircraft training.
Embraer	N/A	N/A	Limited	EMB-500	Performance of maintenance, preventative maintenance, and alterations of airframes to be accomplished in accordance with manufacturers maintenance manuals, structural repair manuals, service bulletins, wiring manuals, and or other FAA approved data and in accordance with the operators inspection program.

Approved by the Repair Station

  
 Mark D. Adkins  
 Chief Inspector / Accountable Manager

Date

Accepted by the FAA

  
 Michael S. Isham  
 PMI

Date

## Capabilities List

Stevens Aviation, Inc  
VIB4368K

Manufacture or Vendor	Part Name	Model/Part Number	FAA Rating	Model Aircraft	Description of Limitation
Pratt & Whitney of Canada	N/A	PT6A Series	PowerPlant Limited	N/A	Line and heavy maintenance in accordance with Pratt & Whitney of Canada current applicable maintenance manuals and service bulletins or other FAA approved data
Pratt & Whitney of Canada	N/A	JT15D Series	PowerPlant Limited	N/A	Line and heavy maintenance in accordance with Pratt & Whitney of Canada current applicable maintenance manuals and service bulletins or other FAA approved data
Pratt & Whitney of Canada	N/A	PW530 Series	PowerPlant Limited	N/A	Line maintenance in accordance with Pratt & Whitney of Canada current applicable maintenance manuals and service bulletins or other FAA approved data
Pratt & Whitney of Canada	N/A	PW305 Series	PowerPlant Limited	N/A	Line maintenance in accordance with Pratt & Whitney of Canada current applicable maintenance manuals and service bulletins or other FAA approved data
Honeywell (Garrett)	N/A	TPE331 Series	PowerPlant Limited	N/A	Line maintenance in accordance with Honeywell current applicable maintenance manuals and service bulletins or other FAA approved data
Honeywell (Garrett)	N/A	TFE731 Series	PowerPlant Limited	N/A	Line maintenance in accordance with Honeywell current applicable maintenance manuals and service bulletins or other FAA approved data
Williams International	N/A	FJ44 Series	PowerPlant Limited	N/A	Line maintenance in accordance with Williams current applicable maintenance manuals and service bulletins or other FAA approved data

## Capabilities List

Stevens Aviation, Inc  
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Manufacture or Vendor	Part Name	Model/Part Number	FAA Rating	Model Aircraft	Description of Limitation
Teledyne Continental Motors	N/A	All Models (Except Radial Engines)	PowerPlant Limited	N/A	Limited to the following functions not involving disassembly of the crankcase; inspection, maintenance, engine component replacement, cylinder removal and replacement, and testing in accordance with applicable Teledyne Continental maintenance manuals, service bulletins or other FAA approved data.
Textron Lycoming	N/A	All Models (Except Radial Engines)	PowerPlant Limited	N/A	Limited to the following functions not involving disassembly of the crankcase; inspection, maintenance, engine component replacement, cylinder removal and replacement, and testing in accordance with applicable Lycoming maintenance manuals, service bulletins or other FAA approved data.

Approved by the Repair Station

*Mark D. Adkins* 03/03/2009  
 Mark D. Adkins Date  
 Chief Inspector / Accountable Manager

Accepted by the FAA

*Michael S. Isham* 03/03/2009  
 Michael S. Isham Date  
 PMI

## Capabilities List

Stevens Aviation, Inc  
VIB4368K

Manufacture or Vendor	Part Name	Model/Part Number	FAA Rating	Model Aircraft	Description of Limitation
Gulfstream Aerospace Corporation	N/A	N/A	Limited	1125 Westwind Astra, Astra Spx, Gulfstream 100, Gulfstream G150	Altimeter system and altitude reporting equipment test and inspection in accordance with FAR 91.411 and FAR 43 appendix E, ATC transponder test and inspection in accordance with FAR 91.413 and FAR 43 appendix F, RVSM certification.
Dassault Aviation	N/A	N/A	Limited	Falcon 2000 2000EX	Avionics Maintenance. Altimeter system and altitude reporting equipment test and inspection in accordance with FAR 91.411 and FAR 43 appendix E, ATC transponder test and inspection in accordance with FAR 91.413 and FAR 43 appendix F, RVSM certification.
Saberliner Corporation	N/A	N/A	Limited	NA-265, NA-265-20, NA-265-30, NA-265-40, NA-265-60, NA-265-65, NA-265-70, NA-265-80	Avionics Maintenance. Altimeter system and altitude reporting equipment test and inspection in accordance with FAR 91.411 and FAR 43 appendix E, ATC transponder test and inspection in accordance with FAR 91.413 and FAR 43 appendix F, RVSM certification.
Gulfstream Aerospace Corporation	N/A	N/A	Limited	Galaxy, G200	Avionics Maintenance. Altimeter system and altitude reporting equipment test and inspection in accordance with FAR 91.411 and FAR 43 appendix E, ATC transponder test and inspection in accordance with FAR 91.413 and FAR 43 appendix F, RVSM certification.

## Capabilities List

Stevens Aviation, Inc  
VIB4368K

Manufacture or Vendor	Part Name	Model/Part Number	FAA Rating	Model Aircraft	Description of Limitation
Gulfstream Aerospace Corporation	N/A	N/A	Limited	G-1159, G-1159A, G-1159B, G-IV, G-V, GV-SP, GIV-X	Avionics Maintenance. Altimeter system and altitude reporting equipment test and inspection in accordance with FAR 91.411 and FAR 43 appendix E, ATC transponder test and inspection in accordance with FAR 91.413 and FAR 43 appendix F, RVSM certification.
Bombardier	N/A	N/A	Limited	CL-600, CL-601, CL-601-3A Variant, CL-601-3R Variant and CL-604 Variant	Avionics Maintenance. Altimeter system and altitude reporting equipment test and inspection in accordance with FAR 91.411 and FAR 43 appendix E, ATC transponder test and inspection in accordance with FAR 91.413 and FAR 43 appendix F, RVSM certification.
Cirrus Design Corp	N/A	N/A	Limited	SR20 SR22 SR22T	Avionics Maintenance. Altimeter system and altitude reporting equipment test and inspection in accordance with FAR 91.411 and FAR 43 appendix E, ATC transponder test and inspection in accordance with FAR 91.413 and FAR 43 appendix F, RVSM certification.
Cessna (Previous Columbia or Lanciar)	N/A	N/A	Limited	LC40-550FG LC41-550FG LC42-550FG	Avionics Maintenance. Altimeter system and altitude reporting equipment test and inspection in accordance with FAR 91.411 and FAR 43 appendix E, ATC transponder test and inspection in accordance with FAR 91.413 and FAR 43 appendix F, RVSM certification.

### Capabilities List

Stevens Aviation, Inc  
VIB4368K

Manufacture or Vendor	Part Name	Model/Part Number	FAA Rating	Model Aircraft	Description of Limitation
Liberty	N/A	N/A	Limited	XL-2	Avionics Maintenance. Altimeter system and altitude reporting equipment test and inspection in accordance with FAR 91.411 and FAR 43 appendix E, ATC transponder test and inspection in accordance with FAR 91.413 and FAR 43 appendix F, RVSM certification.
Israel Aircraft Industries, LTD	N/A	N/A	Limited	1121, 1121A, 1121B, 1123, 1124, 1124A	Avionics Maintenance. Altimeter system and altitude reporting equipment test and inspection in accordance with FAR 91.411 and FAR 43 appendix E, ATC transponder test and inspection in accordance with FAR 91.413 and FAR 43 appendix F, RVSM certification.

Approved by the Repair Station

*Mark D. Adkins* 9-22-2010  
 Mark D. Adkins Date  
 Chief Inspector / Accountable Manager

Accepted by the FAA

*Larry V. Ward* 09/27/2010  
 Larry V. Ward Date  
 PAI



- 1950 Founded as the J.P. Stevens Aviation Department located at the Greenville Downtown Municipal airport in Greenville SC
- 1962 Incorporated as Stevens Aviation Inc. and relocated to new facilities at the Greenville Spartanburg airport in Greer SC
- 1967 Awarded a Beechcraft Aircraft Dealership and Authorized Service Center status by the Beechcraft Aircraft Company
- 1981 Established a Stevens Service Center at the Nashville International airport (BNA) in Nashville TN
- 1987 Established a Stevens Service Center at the Dayton International airport (DAY) in Dayton OH
- 1989 Current Owner Purchased J.P. Stevens
- 1994 Established a Stevens Service Center at the Jefferson County Airport (BJC) in Denver Co
- 1998 Built 200,000 sq ft, completions and maintenance facility at the Donaldson Air Park (GYH) in Greenville SC
- 2001 Awarded Piaggio Avanti P180 Authorized Service Center status
- 2001 Awarded Bombardier Learjet Authorized Service Center status
- 2006 Awarded GROB Authorized Service Center status
- 2006 Awarded Embraer Authorized Service Center status
- 2006 Awarded Sino Swearingen Authorized Service Center Status

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 Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:

- 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, 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, 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% resident vendor preference for the reason checked:

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% resident vendor preference for the reason checked:

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% resident vendor preference for the reason checked:

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% resident vendor preference who is a veteran for the reason checked:

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% resident vendor preference who is a veteran for the reason checked:

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.

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: Stevens Aviation Inc.

Signed: Ronald A. Long

Date: 3/18/11

Title: General Manager

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**West Virginia Code §5A-3-10a states:** 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 the debt owed is an amount greater than one thousand dollars in the aggregate.

**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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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 exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

**WITNESS THE FOLLOWING SIGNATURE**

Vendor's Name: STEVENS AVIATION

Authorized Signature: *Ronald L. Long* Date: 3/18/2011

State of Ohio

County of Montgomery, to-wit:

Taken, subscribed, and sworn to before me this 18<sup>th</sup> day of March, 2011.

My Commission expires October 31, 2011.

AFFIX SEAL HERE

NOTARY PUBLIC *Roberta L. Seardoff*