



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

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: 000000198370

SO Doc ID: AVN1700000001

Legal Name: C3M INC SUMMIT HELICOPTERS INC

Published Date: 8/9/16

Alias/DBA:

Close Date: 8/18/16

Total Bid: \$0.00

Close Time: 13:30

Response Date: 08/18/2016

Status: Closed

Response Time: 13:24

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 ESR0818160000000729	1

VENDOR
000000198370 C3M INC SUMMIT HELICOPTERS INC

**Solicitation Number:** CRFQ 0215      AVN1700000001

**Total Bid :** \$0.00                      **Response Date:** 2016-08-18                      **Response Time:** 13:24:03

**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	\$52,672.500000	\$0.00

Comm Code	Manufacturer	Specification	Model #
78181802			

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



**Authorized  
Customer Service Facility**

**Summit Helicopters, Inc.  
Cloverdale, Virginia**

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: 204 / 205 / 206A,B / 206L / 212 / 407 / 412 / 429 / OH-58 A/C / UH-1H  
Component Overhaul: 204 / 205 / 206A,B / 206L / 212 / 407 / OH-58 A/C / UH-1H

**Glenn Isbell Jr.**  
*Executive Vice President  
Customer Support and Services*



Effective: March 1, 2016  
Expires: February 28, 2019  
Revised: June 16, 2016

UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

# Air Agency Certificate

*Number*      **BHHR447C**

*This certificate is issued to*

**SUMMIT HELICOPTERS, INC.**

*whose business address is*

**STATE ROAD 605  
CLOVERDALE, VIRGINIA 24077**

*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 its  
empowered to operate an approved* **REPAIR STATION**


*with the following ratings:*

**LIMITED – AIRFRAME (JANUARY 14, 1999)  
LIMITED – POWERPLANT (JANUARY 14, 1999)  
LIMITED – ACCESSORIES (JANUARY 4, 2012)**

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

*Date issued:*

JANUARY 20, 1988  
Reissued: January 4, 2012

*By direction of the Administrator*  
  
RALPH D. HUNTER  
MANAGER, AEA-FSDO-21, RICHMOND, VA

**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*

**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**

<b>Location &amp; Telephone of Antidrug and Alcohol Misuse Prevention Program Records:</b>	
<b>Telephone Number:</b>	A3
<b>Address:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip code:</b>	

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.



2011.02.01 13:31:59 Central Standard Time  
Location: WebOPSS  
Digitally signed by Kenneth L Bain,  
Principal Maintenance Inspector (EA21)

4. Date Approval is effective: 02/01/2011 Amendment Number: 0
5. I hereby accept and receive the Operations Specifications in this paragraph.

Chase, Richard, FAA Accountable Manager, 145

Date: 02/01/2011

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## Exhibit A - Pricing Page (Helicopter)

Vendors must complete the below cost scenario.

### Section A:

Normal working hours are considered to be Monday through Friday from

8:00 am to 5:00 pm.

#### RATE SCHEDULE:

Line Item	Description	Unit Cost	Unit of Measure	Estimated Quantity	Extended Cost
1	Straight Hourly Shop Rate	\$85.00	per hour	300	\$25,500.00
2	Hourly Rate at other than Contractor Facility	\$100.00	per hour	10	\$1,000.00
3	Shop Rate other than Normal Working Hours	\$125.00	per hour	10	\$1,250.00
<b>Total Lines 1-3</b>					<b>\$27,750.00</b>

#### PARTS:

Line Item	Description		% Discount from List	Estimated List Price	Extended Cost
4	Bell Parts		96.00%	\$5,000	\$4,800.00
5	Non-Bell Parts		100.00%	\$3,000	\$3,000.00

#### EQUIPMENT USE FEES:

Line Item	Description	Unit Cost	Unit of Measure	Estimated Quantity	Extended Cost
6	Main Rotor Track & Balance	\$950.00	per use	3	\$2,850.00
7	Tail Rotor Balance	\$525.00	per use	3	\$1,575.00
8	Battery Deep Cycle	\$1,040.00	per use	3	\$3,120.00
9	Battery Capacity Check	\$595.00	per use	3	\$1,785.00

#### 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	
		3.00%	\$832.50

**Subtotal A: \$45,712.50**

**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>100</u>	NM to contractor's facility divided by 125 (knots) x \$1100.00 (per hour) x 2	N3WV \$1,760.00
<u>100</u>	NM to contractor's facility divided by 100 (knots) x \$800.00 (per hour) x 2	N5WV \$1,600.00
<u>100</u>	NM to contractor's facility divided by 100 (knots) x \$600.00 (per hour) x 2	N6WV \$1,200.00
<u>100</u>	NM to contractor's facility divided by 100 (knots) x \$600.00 (per hour) x 2	N61528 (N890SP) \$1,200.00
<u>100</u>	NM to contractor's facility divided by 100 (knots) x \$600.00 (per hour) x 2	N67876 (N895SP) \$1,200.00
<b>Subtotal B:</b>		<b>\$6,960.00</b>
<b>Subtotal Section A:</b>		<b>\$45,712.50</b>
<b>Subtotal Section B:</b>		<b>\$6,960.00</b>
<b>Total Bid:</b>		<b>\$52,672.50</b>

**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.



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:

Summit Helicopters  
 Po Box 39  
 Cloverdale, VA 24077 540-992-5500

**FOR INFORMATION CONTACT THE BUYER**

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

Signature X

FEIN # 541156923

DATE 8/18/16

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		

Comm Code	Manufacturer	Specification	Model #
78181802			

Extended Description :

Vendors:

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

**SCHEDULE OF EVENTS**

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

**SOLICITATION NUMBER:** AVN1700000001

**Addendum Number: 1**

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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.: AVN1700000001**

**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.

Summit Helicopters  
Company  
John M. Mill  
Authorized Signature  
8/18/16  
Date

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





*P.O. Box 39  
595 Cougar Drive  
Cloverdale, Virginia 24077  
Ph: (540) 992-5500 FAX: (540) 992-5503  
john.milko@summithelicopters.com*

*August 18, 2016*

State of West Virginia  
Dept of Administration  
Aviation Division  
502 Eagle Mountain Rd  
Charleston, WV 25311

RE: Maintenance & Repair of (4) State of WV Helicopters AVN1700000001

Summit Helicopters, Inc. would like to take the time to thank you for allowing us the opportunity to provide pricing for the support of West Virginia's current fleet of Bell Helicopters. Summit Helicopters has had a long history of support with Bell airframes which gives us the ability to understand the State's needs and processes and be able to provide the best support possible from the closest Bell Service Facility to Charleston. Summit Helicopters, Inc. has been in business since 1980 and was awarded a Bell Customer Service Facility in 1985. Since that time Summit has had the opportunity to support several large state and local government aircraft operators in the US to include the New York State Police, North Carolina Highway Patrol, Fairfax County Police, US Customs and Border Protection, South Carolina Law Enforcement Division and City of Virginia Beach Police Department, to name a few. Summit is made up of a team of 65 employees dedicated to supporting our customers worldwide. We have 17 A&P Mechanics on staff with an average of over 15 years of experience maintaining Bell models ranging from the 206, 407, 429 all the way to the 412. We will provide a roster of mechanics and experience upon request. We work hard to provide first class support to our customers, regardless of their location or need. We are also an FAA Part 145 Repair Station and have been honored by Bell to be named a Platinum Bell Customer Service Facility from 2012-2015, the last year they recognized CSF's in this manner for their high level of support and customer service. We feel that we could provide excellent support for your organization and we are optimistic that you will find our bid favorable. If you need anything else please do not hesitate to let us know and we look forward to the possibility of working with the State of West Virginia in support of their helicopters.

Sincerely,

John Milko  
Summit Helicopters, Inc.