

**PEASE DEVELOPMENT AUTHORITY**

**REQUEST FOR PROPOSAL**

**FAA APPROVED RUNWAY SAND**

Invitation to Submit Proposal

The Pease Development Authority (the “PDA”) is seeking qualified vendors for the purchase and delivery of FAA Approved Runway Sand.

Sealed Bids, in two envelopes, plainly marked “PDA Runway Sand RFP” on the outside of the mailing envelope, as well as the sealed interior envelope, addressed to the Pease Development Authority, 55 International Drive, Portsmouth, NH 03801 will be accepted until **2:00 p.m., local time, December 11, 2023.**

The Request for Proposal (“RFP”) document may be obtained by visiting the “Bids and Opportunities” section of the PDA website at: <https://www.peasedev.org>. Addenda to this RFP, including any written answers to questions, will be posted on the PDA webpage under the project heading. Addendums will not be provided directly to proposers.

If you have any questions regarding this RFP, please email, Liz LaCava at [l.lacava@peasedev.org](mailto:l.lacava@peasedev.org). The deadline for questions is **4:00 p.m., local time, November 28, 2023**. The PDA will respond to questions at its discretion and post any questions and responses on the above referenced website as an Addenda.

The PDA reserves the right to reject this RFP, to waive technical or legal deficiencies, to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the PDA. The PDA also reserves the right to negotiate directly with the selected vendor for additional project work. The PDA expects that the selected bidder will enter into a contract with the PDA, within 30 days of official acceptance of bid.

The PDA reserves the right to make such inquiries regarding the vendors’ qualifications and reputation as it deems necessary to evaluate the vendor. The vendor may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

**CONTINUE BELOW FOR THE COMPLETE RFP.**

**PEASE DEVELOPMENT AUTHORITY**

**FAA APPROVED RUNWAY SAND**

**REQUEST FOR BIDS**

**Overview**

The Pease Development Authority (the “PDA”) is seeking qualified vendors for the purchase and delivery of FAA Approved Runway Sand to Portsmouth International Airport at Pease. The following technical specifications apply to runway sand using FAA approved U.S.A. Standard Sieves conforming to ASTM E 11-81.

**I. Specifications**

Sand that consists of dried, washed granular particles, free of stones, clay, debris, and chloride salts or other corrosive substances. The material shall meet the following grading using U.S.A. Standard Sieves confirming to ASTM E 11-81.

The FAA approved runway sand must be delivered dry and ready for use.

<b>Sieve Designation</b>	<b>% by Weight Passing</b>
8	100
30	20-50
80	0-2

**II. Insurance**

- a.** Commercial General Liability Insurance, on an occurrence basis (including vendors coverage) \$4,000,000 each occurrence, \$4,000,000 products aggregate, and \$4,000,000 general aggregate.
- b.** Automobile Liability with \$1,000,000 combined single limit.
- c.** Evidence of umbrella liability coverage, to the extent General Liability limits do not meet minimum coverage requirements.
- d.** Evidence of Workers’ Compensation coverage for all personnel performing work under the contract (state law exclusion from coverage for proprietors/partners/executive officers not permitted).

- e. All policies of insurance (except Workers' Compensation) shall name the PDA as an additional insured and include a waiver of subrogation. All policies must also be primary and non-contributory with respect to any coverage maintained by PDA.

III. **Price**

Price per ton quoted will include transportation to Pease International Tradeport, Airport Maintenance Facility, 7 Lee Street, Portsmouth, New Hampshire 03801.

IV. **Delivery**

- a. Material Safety Data Sheet and Sieve Specification Sheet required upon delivery.
- b. The sand shall be prepared for shipment in accordance with commercial practice and in compliance with applicable rules and regulations pertaining to the handling, packaging, and transportation of the sand to ensure carrier acceptance and safe delivery.
- c. Sand not conforming to this specification, or to modifications authorized by purchasers, will be rejected.
- d. Vendor must supply 24-hours, 7 days a week emergency contact names and telephone numbers. Delivery must be made to the purchaser's receiving location within 48-hours after order is placed. Holidays and weekends included.

V. **Duration of Contract**

The Pease Development Authority is seeking bids for one-year (January 1, 2024 through December 31, 2024), a two-year (January 1, 2024 through December 31, 2025), and a three-year (January 1, 2024 through December 31, 2026) contract. A vendor may elect to submit a bid for one term, two terms, or all three terms. The Pease Development Authority reserves the right to select the term (i.e. one-year, two-year, or three-year) that is in the best interests as determined by the Pease Development Authority.

## INSTRUCTIONS FOR SUBMITTING PROPOSALS

### I. Receipt and Opening of Bids

The Pease Development Authority (the“PDA”) invites proposals on the form attached hereto, all blanks of which must be filled in. The PDA will receive proposals at its offices at 55 International Drive, Portsmouth, New Hampshire until **2:00 p.m., local time, December 11, 2023**, at which time they will be opened publicly and read aloud.

Mailing Address:

Pease Development Authority  
Attn: Liz LaCava  
55 International Drive  
Portsmouth, New Hampshire 03801

Sealed proposals shall be provided in two envelopes, plainly marked “PDA Runway Sand RFP” on the outside of the mailing envelope, as well as the sealed interior envelope, addressed to the Pease Development Authority, 55 International Drive, Portsmouth, NH 03801 will be accepted until **2:00 p.m., local time, December 11, 2023**.

The PDA may consider informal any bid not prepared and submitted in accordance with the provisions herein and may waive any informalities or reject any and all proposals. Any bid may be withdrawn prior to the above scheduled time for opening or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No Vendor may withdraw a bid within 60 calendar days after the actual date of the opening thereof.

### II. Preparation of Bid

Each proposal must be submitted on the prescribed form and must be accompanied by the Statement of Qualifications.

Vendors shall submit their qualifications to the PDA on the form provided hereinafter entitled “Statement of Qualifications.” The form must be delivered to the PDA with the proposal. The PDA reserves the right to reject the proposal of any Vendor who has failed to submit its qualifications.

### **III. Term of Agreement**

One-year (January 1, 2024 through December 31, 2024), a two-year (January 1, 2024 through December 31, 2025), and a three-year (January 1, 2024 through December 31, 2026) contract. A vendor may elect to submit a bid for one year, two years, or all three years. The Pease Development Authority reserves the right to select the term (i.e. one-year, two-year, or three-year) that is in its best interests as determined by the Pease Development Authority.

### **IV. Contract Award**

The PDA will award the Contract, at its sole discretion, to the vendor submitting the bid deemed to be in the best interest of the PDA. The award will be based on both qualifications and costs. The Contract will be awarded to the proponent deemed to have the optimum combination of high qualifications at a low cost over the relevant term. Contract documents will be prepared by the PDA and forwarded to the successful proponent upon approval and acceptance of the bid by the PDA Board of Directors.

**F.A.A. APPROVED RUNWAY SAND  
PEASE DEVELOPMENT AUTHORITY**

**BID FORM**

**November 15, 2023**

The UNDERSIGNED does hereby certify that the items to be furnished to the Pease Development Authority (PDA) meet all of the specifications and requirements.

The UNDERSIGNED hereby certifies that no employee, or agent of the PDA, nor any member of their immediate family has any interest in the award of a contract herein; nor, is any such employee, officer, or agent employed by or about to become an officer or employee of any person, firm, partnership, or corporation which may benefit from the award of the contract herein.

The UNDERSIGNED must be familiar with all aspects of the delivery of the product.

This agreement is based on the foregoing issued before execution of this agreement, and any amendments hereafter to be made.

The PDA will award the contract for supply and delivery of FAA Approved Runway Sand to the lowest responsible bidder. The PDA reserves the right to reject any and all bids or to waive any informalities.

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# PROPOSAL FORM

Proposal of \_\_\_\_\_  
(hereinafter called "Proponent") a corporation\* organized under the laws of the State of \_\_\_\_\_, a limited liability company\*, partnership\*, or an individual\* doing business as \_\_\_\_\_.

\*circle the correct form of entity

To the Pease Development Authority (hereinafter called "PDA" or the "Owner").

The Proponent, having examined the specifications and related documents and being familiar with all of the conditions surrounding the proposed including the availability of the equipment, hereby proposes to furnish the required equipment in accordance with the Contract Documents, and at the prices stated below.

**Item 1: (one-year term beginning January 1, 2024):** All-inclusive price per ton for supply and delivery of dry FAA Approved Runway Sand, at Portsmouth International Airport at Pease according to the specifications contained herein:

Dollars: \$ \_\_\_\_\_ per ton

\$ \_\_\_\_\_ per ton

(Unit price is to be shown in both words and figures. In case of discrepancy, the unit price shown in words will govern.)

**Item 2: (two-year term beginning January 1, 2024):** All-inclusive price per ton for supply and delivery of dry FAA Approved Runway Sand, at Portsmouth International Airport at Pease according to the specifications contained herein:

Dollars: \$ \_\_\_\_\_ per ton

\$ \_\_\_\_\_ per ton

(Unit price is to be shown in both words and figures. In case of discrepancy, the unit price shown in words will govern.)

**Item 3: (three-year term beginning January 1, 2024):** All-inclusive price per ton for supply and delivery of dry FAA Approved Runway Sand, at Portsmouth International Airport at Pease according to the specifications contained herein:

Dollars: \$ \_\_\_\_\_ per ton

\$ \_\_\_\_\_ per ton

(Unit price is to be shown in both words and figures. In case of discrepancy, the unit price shown in words will govern.)

Respectively submitted,

Name of Proponent: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Name & Title: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Seal, if Proposal is submitted by a Corporation:



**STATEMENT OF QUALIFICATIONS**

Attach this statement, fully completed, to the Proposal Form and submit to the Owner on the date and time for opening of proposals.

All questions must be answered and the data given must be clear and comprehensive. Where necessary, questions shall be answered on separate attached sheets. The Contractor may submit any additional information desired.

1. Name of Contractor: \_\_\_\_\_

1.a Contractor is:

- Limited Liability Company
- Corporation
- Partnership
- Individual

2. Permanent main office address: \_\_\_\_\_  
\_\_\_\_\_

3. When organized: \_\_\_\_\_

4. If a corporation or LLC, where incorporated: \_\_\_\_\_

5. How many years have you been engaged in the business under your present firm or trade name? \_\_\_\_\_

6. General character of work performed by your company: \_\_\_\_\_  
\_\_\_\_\_

7. Have you ever failed to complete any service or warranty work excepted by you?

- Yes  No

If yes, where and why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Have you ever defaulted on a contract? ( ) Yes ( ) No  
If yes, where and why? \_\_\_\_\_  
\_\_\_\_\_

9. List of customers willing to be called to provide a reference (minimum of two).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number/Email: \_\_\_\_\_

Relationship/Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number/Email: \_\_\_\_\_

Relationship/Years Known: \_\_\_\_\_