



# City of Cottonwood, Arizona

## NOTICE OF FORMAL SOLICITATION

**SOLICITATION TYPE:**  
**COMMODITY/SERVICE SOUGHT:**  
**SOLICITATION NO.:**  
**PROPOSAL DUE DATE AND TIME:**  
**LOCATION:**

**REQUEST FOR PROPOSALS**  
**Aircraft Mechanic and Miscellaneous Airport Services**  
**2013-PW-09**  
**Thursday, May 23, 2013 - 2:00 pm local Arizona time**  
**City of Cottonwood**  
**Administrative Services Department**  
**Temporarily located at the Public Safety Conference Rooms**  
**199 S 6th Street**  
**Cottonwood, AZ 86326**

**Note: There will be a Pre-Proposal Conference at the Airport terminal building, 1001 W Mingus Ave, Cottonwood, AZ on Thursday, May 9, 2013 at 10:00 a.m. local Arizona time.**

The City of Cottonwood is soliciting proposals from qualified mechanics or individuals to provide aircraft mechanic and miscellaneous airport services. The City of Cottonwood is proposing to lease a 40 foot by 60 foot aircraft hangar located at the Cottonwood airport, 1001 W Mingus Ave. Cottonwood, AZ 86326 to a mechanic who will provide aircraft mechanic services to the public and will also perform other duties at the Cottonwood Airport as described within the Statement of Work. Offeror must have at least one Airframe and Power Plant (A&P) mechanic that is certified to provide aircraft maintenance services in compliance with all Federal Aviation Regulations (FAR). The winning Mechanic will be selected based on past business experience and the ability to perform duties assigned within the Statement of Work. The lease space, start date and rental rate, if any, will be negotiated with the highest rated Offerer. The City is amenable to renting the hangar free for the first year of business and/or basing the rental rate on a percentage of the Mechanics gross income depending on the proposed business model. The City is also amenable to negotiating other terms and conditions not discussed in this RFP which would be mutually beneficial to both parties. *The Mechanic will provide private mechanic services independently of the City, which will not monitor, certify, or warranty the Mechanic's work. However, the Mechanic will be required to carry liability insurance for itself and its operations which names the City as an additional insured, and to indemnify the City from and against any and all claims against the City arising out of or relating to the services it performs at the Airport.*

Solicitation documents are available by email or by contacting the Purchasing Division at (928) 340-2714 or hard copies can be picked up at the City of Cottonwood, Administrative Services Department temporarily located at the Public Safety Building Conference Rooms located at 199 S 6<sup>th</sup> Street, Cottonwood, AZ 86326. Documents can also be obtained through the Public Purchase website at [www.publicpurchase.com](http://www.publicpurchase.com) .

Sealed offers for the commodity or service specified will be received by the City of Cottonwood, Administrative Services Department, Purchasing Division, temporarily located at the Public Safety Building Conference Rooms located at 199 S 6<sup>th</sup> Street, Cottonwood, Arizona 86326, until the time and date cited above. Offers received by the correct time and date will be opened publicly and the name of the Proposers shall be read aloud at the Purchasing Division Office.

Offers must be in the actual possession of the Purchasing Division Office and stamped by a member of the Administrative Services staff on or prior to the exact time and date indicated above. Late submittals or unsigned submittals will not be considered under any circumstances.

Offers must be submitted in a sealed envelope with the Solicitation Number and the Offeror's name and address clearly indicated on the envelope. All offers must be completed in ink or typewritten. Additional instructions for preparing your offer are provided in the Information and Instructions to Offerors.

Publish Date: Verde Independent – Sunday, April 14, 2013 and Sunday, April 21, 2013

**PUBLISHERS AFFIDAVIT REQUIRED**