



**Request for Bids  
Capital Region Airport Authority**

<b>Bid Number</b>	19-05
<b>RFB Title</b>	Runway De-Icing Fluid
<b>Issue Date</b>	November 8, 2019
<b>Purpose</b>	To solicit bids from responsive and responsible bidders to provide potassium-acetate based runway de-icing fluid in accordance with the attached specifications.
<b>Deadline for Bid Submissions</b>	<b>November 26, 2019, 3:30 PM</b>
<b>Submit Bid to This Address</b>	Capital Region Airport Authority 4100 Capital City Blvd. Lansing, MI 48906
<b>Required Bid Copies</b>	One (1) original and two (2) copies
<b>Direct All Inquiries To</b>	<a href="mailto:purchasing@craa.com">purchasing@craa.com</a>
<b>This RFB is Comprised Of</b>	Part 1 – Standard Terms and Conditions Part 2 – Specifications Part 3 – CRAA Bid Form

## Part 1 – Standard Terms and Conditions

### 1. Introduction:

The Capital Region Airport Authority (Authority) invites and will accept bids for the goods outlined in Part 2 - Specifications. The Authority intends to use the results of this process to issue a purchase order.

### 2. Specifications:

The specifications herein are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability or performance level, or any combination thereof, desired. When alternates are proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. The Authority shall be the sole judge of equivalency.

### 3. Deviations and Exceptions:

Deviations and exceptions from terms, conditions, or specifications shall be described fully on the vendor's letterhead, signed, and attached to the bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all the terms, conditions, and specifications, and vendor shall be held liable for any injury resulting from any deviation.

### 4. Quality:

Unless otherwise indicated in the request, all materials shall be first quality. No pre-owned, remanufactured, obsolete, discontinued or defective materials shall be used.

### 5. Quantities:

The quantities shown herein are based on estimated needs. The Authority reserves the right to increase or decrease quantities to meet actual needs.

### 6. Delivery:

Deliveries shall be F.O.B. destination freight prepaid and included unless otherwise specified. Authority will reject shipments sent C.O.D. or freight collect.

Failure of the vendor to adhere to the delivery schedule as specified or to promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include administrative costs.

### 7. Warranty:

Unless specifically expressed otherwise in writing, goods and equipment purchased as a result of this request shall be warranted against defects by the vendor for one (1) year from the date of receipt. An equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the vendor.

### 8. Clarification/Questions:

Any questions concerning this Bid must be submitted in writing by mail, fax or email at least FIVE WORKING DAYS prior to the bid deadline. Requests submitted after that time WILL NOT be considered. All inquiries must be directed to the person indicated on the cover page.

Should a vendor find any discrepancy in or omissions from the bid documents, he/she should

notify the Authority in writing.

**9. Addendums:**

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFB, revisions/amendments and/or supplements will be posted on the Capital Region International Airport website at [www.flylansing.com](http://www.flylansing.com). Bidders are reminded to regularly monitor the web site for any such postings.

The Authority has the sole authority for modifications of this specification and or bid.

**10. Acceptance:**

Bid shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date of the bid. The Authority also retains the right to accept or reject any or all bids, to waive any technicality in any bid submitted and to accept any part of a bid as deemed to be in the best interest of the Authority.

Each vendor must complete and return the attached Bid Form, filling in the form completely and in full accordance with the instructions. BID FORMS RETURNED WITHOUT AN AUTHORIZED SIGNATURE WILL BE REJECTED.

Bids must be received by the Authority at the location specified on or before the date and time that the bid is due. LATE BIDS WILL BE REJECTED – NO EXCEPTIONS.

**11. Withdrawal of Bids:**

Bidders may withdraw a bid in writing, at any time up to the bid due date and time. The written request must be signed by an authorized representative of the bidder and submitted to the Authority. If a previously submitted bid is withdrawn before the bid due date and time, the bidder may submit another bid, at any time up to the bid due date and time.

**12. Preliminary Evaluation**

Bids must be submitted on the attached bid forms. The bid will be reviewed initially to determine if any technical requirements are met (when applicable).

**13. Award:**

Written notice of award to a vendor in the form of a purchase order or other document, mailed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid.

The Authority will award the bid to the responsive and responsible bidder whose bid is most advantageous to the Authority. In determining the most advantageous bid, the Authority will consider criteria such as, but not limited to, cost, bidder's past performance and/or service reputation, and service capability, quality of the bidder's staff or services, customer satisfaction, references, the extent to which the bidder's staff or services meet the Authority's needs, bidder's past relationship with the Authority, total long term cost to the Authority, fleet continuity and any other relevant criteria listed elsewhere in this solicitation. The Authority may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

The Authority reserves the right to accept or reject any bids, or to award a purchase order on such basis as deemed to be in the Authority's best interest.

**14. Termination of Contract:**

If for any reason the successful bidder fails to fulfill the requirements of the purchase order for providing the specified goods, the Authority shall have the right to cancel the purchase order at any time and negotiate with another vendor. This paragraph shall not relieve the Authority of its responsibility to pay for goods or services provided or furnished to Authority prior to the effective date of termination.

**15. Satisfactory Work:**

Any goods found to be in any way defective or unsatisfactory shall be corrected by the vendor at its own expense at the order of the Authority. The Authority also reserves the right to purchase substitute goods elsewhere. The Authority reserves the right to charge the vendor for any or all costs incurred or retain/deduct the amount of such costs incurred from any monies due or which may become due under this purchase order.

**16. Pricing:**

The price quoted shall include all materials and other costs necessary in accordance with the specifications of this request for bid.

All prices, costs, and conditions outlined in the bid shall remain fixed.

State Sale Tax/Federal Excise Tax: Bids should not include Federal Excise and Michigan Sales Taxes, as the Authority is exempt from payment of such taxes. The Authority's Tax Identification Number is 38-1949776.

**17. Payment Terms and Invoicing:**

Payment: The Authority's normal payment terms are net 30 days.

Unless otherwise agreed, the Authority will pay properly submitted vendor invoices within thirty (30) days of receipt of goods. Payment will not be made until goods are delivered and accepted as specified.

Vendor shall submit invoice(s) for all goods delivered. All invoices shall contain complete and accurate information.

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order. In no instance shall the vendor invoice the Authority for more than is authorized by the Authority on the issued purchase order.

**NON-ALLOWED CHARGES.** Other incidental or standard industry charges not specifically identified in the purchase order will not be allowed. Examples of such charges are those used to help the vendor pay various fluctuating current and future costs including, but not limited to, costs directly or indirectly related to the environment, energy issues, fuel charges, service and delivery of goods and services.

## Part 2 – Specifications

The Capital Region Airport Authority (Authority) invites and will accept bids for potassium-acetate based Runway De-Icing Fluid for use at the Capital Region International Airport in Lansing, Michigan. The Authority typically uses 8,000 – 12,000 gallons of de-icing fluid annually; however, that amount may increase or decrease depending upon weather conditions.

### A. Fluid Specifications:

1. Fluid shall meet FAA approved specification SAE AMS 1435C.
2. Fluid shall be minimum 50% potassium acetate by weight with a freezing point of -76 degrees Fahrenheit (-60 degrees Celsius) or lower (method ASTM D1177).
3. Fluid shall contain no urea, ethylene or propylene glycol.
4. Fluid density shall be 10.68 pounds/U.S. gallon (1.28 kg/1) at 68 degrees Fahrenheit (20 degrees Celsius).
5. Fluid pH shall be in the range of 10.5-11.5.
6. For long term storage purposes, fluid shall be stable and shall not separate in storage.

### B. Information to Be Supplied By Vendor:

1. Name and location of the fluid production site and a copy of independent laboratory certification of the fluid to AMS 1435C. The certification shall be dated within 24 months of bid submittal. Fluid manufactured under license or by a subcontractor will not be accepted, successful bidder must produce the fluid and its primary component potassium acetate.
2. A complete acute aquatic toxicity test report for the fluid. The report shall be by an independent party and state compliance with U.S EPA test methods 40 Code of Federal Regulations parts 797.1300 and 797.1400.
3. A report of the fluid's biochemical oxygen demand (BOD) and theoretical total oxygen demand (TOD). The report shall be by an independent party and state compliance with EPA test methods.
4. A report of the fluid's components. This report shall be for fluid vendor is bidding and shall contain all ingredients used in manufacture of the fluid, manufacturing processes, and methods of inspection on fluid. Should it become necessary to change ingredients or manufacturing processes, successful bidder shall not do so without submitting changes for approval by the Authority and, if requested, a sample of the fluid manufactured with new ingredients and processes. Fluid manufactured with new ingredients and under new manufacturing processes shall not be shipped prior to approval by the Authority and all information required to be submitted in 1-4 above shall also apply to fluid manufactured under any new processes, provided new processes are approved by the Authority.
5. Written technical information covering the fluid's environmental impact if not included elsewhere.

**C. Delivery:**

For each shipment to the Capital Region International Airport, the following information is to be supplied:

1. MSDS, handling, storage and application guidelines.
2. A report showing the results of tests evidencing conformance to all technical requirements (AMS 1435C).
3. Manufacturer's product identification, lot number, quantity, and purchase order number (to be issued by the Authority).
4. For identification purposes, fluid shall have blue dye added. When delivered, fluid shall be identified as "Steve Ball's deicer" on shipping papers for each shipment ordered. If fluid is not identified as above, shipment will not be accepted by the Authority.
5. Supplier must be able to guarantee delivery within 14 days after receiving purchase order.
6. Fluid must be shipped within six (6) hours of receipt of order.
7. Pricing is to be submitted as F.O.B., Capital Region International Airport, Field Maintenance Facility, 3168 West State Road, Lansing MI 48906.

**D. Terms:**

Bid pricing shall be good for a period of three hundred sixty-five (365) days from receipt of Purchase Order.

## Part 3 - CRAA Bid Form

Instructions: Mail form to arrive or deliver by the time and place shown in the bid invitation in sealed envelope clearly marked with item being bid on. No late, faxed, or emailed bids will be accepted.

The undersigned has read and understands the bid specification and agrees to provide products and/or services in accordance with the bid specifications as follows:

### RUNWAY DE-ICING FLUID

Price per gallon FOB:        \$ \_\_\_\_\_

**Bid prices remain firm for 365 days.**

<b>Company Name</b>	<b>Phone</b>
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**Address**

<b>City</b>	<b>State</b>	<b>Zip</b>
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**AUTHORIZED SIGNATURE**

**Print Name**

<b>Title</b>	<b>Date</b>
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