

**CITY OF TOMBSTONE  
OFFICE OF THE CITY CLERK  
613 E. ALLEN STREET  
TOMBSTONE, ARIZONA 85638**

**REQUEST FOR PROPOSALS (RFP)**

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The City of Tombstone, Arizona is seeking responses to a request for proposals for services at the Tombstone Municipal Airport.

Sealed proposals will be received in the Office of the City Clerk, City Hall, located 613 E. Allen Street, Tombstone, Arizona 85638 until 4:30 p.m. on July 29, 2022.

**PROPOSAL NUMBER: AIRPORT 2022-01**

**PROPOSAL NAME: FIXED BASE OPERATOR**

**SERVICES DESCRIPTION:**

- 1. Provide aviation fuel.**
- 2. Provide air charter service.**
- 3. Provide 24-hour airport security.**
- 4. Provide flight training.**
- 5. Provide aircraft rental.**

**PUBLISHED: 07/13/2022**

**ALL PROPOSAL INFORMATION TO BE CONSIDERED MUST BE SUBMITTED BY THE DATE AND TIME LISTED ABOVE. NO ADDITIONAL INFORMATION WILL BE ACCEPTED OR CONSIDERED IF PROVIDED AFTER SAID DATE UNLESS SPECIFICALLY REQUESTED BY THE CITY COUNCIL.**

**NO FAXED PROPOSALS WILL BE ACCEPTED.**

## **BACKGROUND**

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The City of Tombstone operates the Tombstone Municipal Airport. The City, with grant funding assistance, has made a significant investment in this airport and that investment is paying off in increased activity and interest. As such the City of Tombstone wishes to expand operations at the airport by establishing a fixed base operator to provide and maintain airport services.

## **INSTRUCTIONS TO RESPONDENTS**

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1. Proposals will be received by the City of Tombstone, (herein called the "OWNER") at 613 E. Allen Street, Tombstone, Arizona 85638, until 4:30 P.M., July 29, 2022.
2. All proposals will be submitted to the Airport Advisory Committee for their recommendations to City Council. Final determination on said proposals will be decided by the City Council at the next regularly scheduled City Council meeting.
3. Each respondent (herein called "RESPONDENT"), must submit a proposal in a sealed envelope, addressed to the City of Tombstone at 613 E. Allen Street, Tombstone, Arizona 85638. Each sealed envelope containing proposals must be plainly marked on the outside as a proposal for the ***FIXED BASE OPERATOR – AIRPORT 2022-01*** and the envelope should bear on the outside the RESPONDENT'S name and address. If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the City of Tombstone, P.O. Box 339, Tombstone, Arizona 85638.
4. All proposals must contain the minimum required specifications as set forth below.
5. RESPONDENTS are encouraged to add any additional specifications to their proposals. In the event a contract is entered into between the City of Tombstone and the successful RESPONDENT, inclusion of additional specifications shall be negotiated.
6. No proposal may be withdrawn after the scheduled closing time for receipt of proposals for at least sixty (60) days.
7. **HOLD HARMLESS PROVISIONS:** All land leases entered in to between successful RESPONDENT(S) shall include a Hold Harmless provision which shall read substantially as follows: RESPONDENT does hereby covenant and agree to indemnify and hold harmless the OWNER, appointed boards and commissions, officers and employees, individually and collectively, from all fines, suits, claims, demands, actions, or liability of any kind and nature, by reason of any and all of its operations hereunder and does hereby agree to, and does, assume all the risk in the operation of his/her business hereunder, and shall be solely responsible and answerable for any and all accidents or injuries to persons or property arising out of his/her performance of this contract.

8. **RESPONSIBILITY FOR COMPLIANCE WITH LEGAL REQUIREMENTS:**  
RESPONDENT shall warrant that his/her products, services and facilities are in full compliance with all applicable Federal, State, and local health, building, environmental and safety laws, regulations, standards and ordinances, regardless of whether or not they are referred to in this RFP.
10. The OWNER will not be liable for any costs incident to the preparation of proposals, proposal materials, reproductions, presentations, etc. Proposal preparation cost and presentations, if any, shall be the sole responsibility of the RESPONDENT.
11. The OWNER reserves the right to reject any or all proposals or any part thereof, or to accept any proposal or any part thereof, or to waive any informality in the proposal, deemed to be in the best interest of the OWNER. Further, OWNER reserves the right to request additional information from any one or all RESPONDENTS being considered by the City Council.
12. The OWNER reserves the right to reject the proposal of any RESPONDENT who has previously failed to perform adequately, whether or not such failure directly involved the OWNER. Nothing contained in this RFP shall create any contractual relationship between any RESPONDENT and the OWNER.

**MINIMUM MANDATORY REQUIREMENTS:**

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All proposals must include all five (5) services requested and must specify how each service would be provided by the SUPPLIER and the payment amount to be provided to the OWNER for the privilege of operating these services at the Tombstone Municipal Airport.

**ADDITIONAL INFORMATION:**

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1. Sanitary Facilities:

The RESPONDENT shall be responsible for providing all sanitary facilities for employees and customers in accordance with health and A.D.A. codes.

2. Electric Power:

The contractor shall be responsible for supplying all needed electric power for the provision of services at an office (if any) and for the fuel service.