

**REQUEST for QUOTE (RFQ)**  
**for**  
**PROPERTY FINANCING**



**EASTERN WEST VIRGINIA REGIONAL AIRPORT AUTHORITY**  
**170 AVIATION WAY, SUITE 105**  
**MARTINSBURG, WV 25405**  
**T: (304) 263-2106 F: (304) 267-6350**

[www.FlyMRB.com](http://www.FlyMRB.com)

RFQ No. 2020-001

February 19, 2020

## Submission Information Package

---

### REQUEST FOR QUOTE PROPERTY FINANCING

The Eastern West Virginia Regional Airport Authority (“EWVRAA”) is soliciting bids from qualified firms to provide property financing services. There is no expressed or implied obligation for EWVRAA to reimburse responding firms for any expense incurred in preparing proposals in response to this request.

#### **Submission Deadline:**

12:00 PM Local Time

March 9, 2020

---

This RFQ 2020-001 is related to a business acquisition to be potentially undertaken by the Airport Authority. The Eastern West Virginia Regional Airport Authority (EWVRAA) will accept sealed documents for the competitive financing package proposed, with any and all relevant details to be included (but not limited to): interest rate, terms, and contract duration. Proposals will be accepted until 12:00 PM local time on March 9, 2020 at 170 Aviation Way, Suite 105, Martinsburg, WV 25405 and then at said offices all bids will be publicly opened and read.

**Submit Proposals to:** Office of the Executive Director  
Eastern WV Regional Airport Authority  
170 Aviation Way, Suite 105, Martinsburg, WV 25405  
ATTN: Nicolas Diehl, Executive Director

A copy of this RFQ 2020-001 may also be found in the procurement section of the EWVRAA website at: <http://www.flymrb.com/airport/?q=site-page/procurement>

This project is confidential. Additional information needed to bid will be provided to respondents after they promptly sign, scan and return the “Attachment 4” non-disclosure agreement to the EWVRAA via email at [nic@flymrb.com](mailto:nic@flymrb.com). Additional questions or written requests may be addressed to Nicolas Diehl, Executive Director via email or at (304) 263-2106, ext. 4.

Bids should be sealed and clearly marked “Financing Proposal”. EWVRAA reserves the right to reject any and all RFQ responses and to waive any informality in bidding on such basis as EWVRAA deems to be in its best interest. Any contract resulting from bids submitted is subject to review by the EWVRAA Board of Directors. The successful bidder is required to comply with all applicable Equal Employment Opportunity laws and regulations. The successful bidder may also be required to work in concert with another lender, the West Virginia Economic Development Authority (WVEDA).

## **SECTION I – INFORMATION**

### **1.1.1 GENERAL INFORMATION AND INTRODUCTION**

The EWVRAA is requesting proposals to purchase a business and its assets. This Request for Quote (RFQ) includes supporting documentation necessary to complete and file a valid proposal for consideration. All prospective proposers are advised to thoroughly review this RFQ. In final form, this RFQ and subsequent final proposal will become binding.

Through this RFQ, the following definitions will apply:

“Agreement” means the negotiated contract between the EWVRAA and the Financial Institution for performing services as set forth in this RFQ.

“EWVRAA” means the Eastern West Virginia Regional Airport Authority, 170 Aviation Way, Suite 105, Martinsburg, WV 25405.

“Project” means the services set forth in this RFQ.

“Proposer” means the firm or corporation which submits a proposal to EWVRAA, in response to this RFQ, seeking to be selected as the Financial Institution.

“RFQ” means Request for Quote.

“Service” means the contract work to be performed for the services and products described in this RFQ.

### **1.2 PROPOSAL SUBMISSION SCHEDULE**

Proposals must be received by 12:00 PM local time, March 9<sup>th</sup>, 2020 at the EWVRAA’s offices. Proposals not received by that time and date will not be considered by the EWVRAA and will be returned unopened to the proposer. All proposals submitted must remain in effect for ninety (90) days in their entirety from the submission due date. One (1) original copy and one (1) additional copy of the proposal must be submitted to EWVRAA. Schedule is as follows:

RFQ Published	02/19/2020
Proposal Questions Due by	03/02/2020
RFQ Submission Deadline	03/09/2020 (12:00 PM)
RFQ Opening/Evaluation	03/09/2020 (4:00 PM)
Interviews	03/16/2020 (subject to change)
Award	04/13/2020 or before (Pending Board Approval)

### **1.3 PROPOSAL FORMAT**

For uniformity in all proposals, proposers shall fill in the pricing for each service as found in Attachment 1 along with the other required information. Each proposal should be prepared simply and economically, providing a straight-forward, concise description of the proposer’s ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

#### **1.4 CONTRACT TERM**

EWVRAA is soliciting proposals from financial intuitions to purchase property for service expansion. Contract terms for this project will be determined by proposals received by the proposers. Delivery will be made to 170 Aviation Way, Suite 105, Martinsburg, WV 25405.

#### **1.5 CONTRACT MODIFICATION OR DEVIATIONS**

The provisions contained in the RFQ submissions, unless the EWVRAA formally approves a waiver or deviation in writing, will be considered to be binding upon the proposers.

The Proposers have the right to provide the EWVRAA with thirty (30) days written notice to terminate the contract if the proposer is no longer able to provide the EWVRAA with the products and services that this RFQ requires.

The EWVRAA reserves the right to terminate this contract as stated in Section 4 of this RFQ.

### **SECTION II – SCOPE OF WORK**

#### **2.1 PURPOSE**

The scope of financial services shall include the interest rate, term and conditions that will support the total purchase of said property for EWVRAA service expansion. The goal of this RFQ is to award the contract to a single offeror.

### **SECTION III – RESPONSIBILITY OF THE PROPOSER**

#### **3.1 RESPONSIBILITY OF THE PROPOSER**

The Proposer shall be responsible for management, direction, service integration, scheduling, control, review, and approval of all subcontract work and services.

#### **3.2 EXPERIENCE RECORD**

The section of the proposal shall contain complete, concise, and accurate descriptions of the Proposer's experience in providing services similar to those as outlined in the Scope of Work.

#### **3.3 PAYMENT TO THE PROPOSER**

The Proposer shall submit a schedule for invoicing to the EWVRAA. The EWVRAA reserves the right to audit, randomly, accounts during normal business hours to ascertain invoicing accuracy.

### **SECTION IV – SELECTION PROCESS**

#### **4.1 SELECTION PROCESS**

The EWVRAA will accept the proposal that is determined to be in its own best overall interest. The selection process, in accordance with various requirements and policies, is to be conducted in a manner providing full and open competition as well as facilitating expeditious contract completion once the top-rated Proposer is identified. EWVRAA staff will determine the responsiveness of proposals to the RFQ. That is, they will determine if the minimum submission requirements of this RFQ have been met by the proposer. A proposal which does not meet the minimum standards in any area, will be deemed non-responsive and will not be considered further.

Ratings will be made on the basis of points with one hundred (100) points as the maximum and one (1) as the minimum. Points for each selection criteria shall be multiplied in weight to determine scores. Proposals will be compared on the basis of the total scores.

The respondent to this RFQ should understand exactly what is required to be submitted in each of the four (4) evaluation “factors” identified on Attachment 2.

#### **4.2 CONTRACT AWARD**

The EWVRAA expressly reserves the right to reject any and all proposals or to waive any irregularity or informality in any proposal or in the RFQ procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the financial services to be rendered. The EWVRAA reserves the right to terminate any proposed contracts that result from this RFQ 2020-001 selection process.

#### **4.3 COSTS**

The EWVRAA shall not be held liable for any costs incurred by proposers prior to the signing of a contract.

ATTACHMENT 1 - PROSPECTUS

Vendor: \_\_\_\_\_

Date: \_\_\_\_\_

Loan Amount: \_\_\_\_\_

Interest Rate: \_\_\_\_\_

Monthly Payment: \_\_\_\_\_

Annual Service Agreement: \_\_\_\_\_

Additional Costs: \_\_\_\_\_

Terms and Conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTACHMENT 2 – PROPOSAL EVALUATION WORKSHEET

Proposer: \_\_\_\_\_

Evaluator(s): \_\_\_\_\_ Date: \_\_\_\_\_

---

<b>Factor</b>	<b>Weight</b>	<b>Score (1-100)</b>	<b>Weighted Score (Weight x score)</b>
Completeness of Submission	10		
Prospectus Attachment 1	70		
Delivery Schedule	10		
Agreement / Commitment	10		
<b>Total</b>	<b>100</b>		

Additional Notes & Comment:

ATTACHMENT 3 – BID FORM

---

MANDATORY BID FORM-MUST BE SUBMITTED WITH BID

VENDORS CERTIFICATION OF  
UNDERSTANDING AND ACCEPTANCE

The Vendor hereby certifies that all Technical Specifications and Contract Terms and Conditions have been carefully reviewed, are fully understood and shall be adhered to in performance and completion of any contract resulting from this bid.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

SPECIFICATION COMPLIANCE

NOTE: Please check if what is offered is in exact compliance with specifications. Any discrepancies must be listed as an attachment to the bid proposal. Exact descriptions must be provided as a part of the Vendors bid proposal when submitted.

- \_\_\_\_\_ Bid proposal submitted meets and/or exceeds all specification requirements.
- \_\_\_\_\_ Bid proposal submitted contains deviations from specification requirements.  
Detailed descriptions of these deviations have been provided with this bid proposal.





phone: 304.263.2106

fax: 304.267.6350

170 Aviation Way, Suite 105  
Martinsburg, West Virginia 25405

ATTACHMENT 4 – Confidentiality Agreement  
**CONFIDENTIALITY AGREEMENT**

THIS CONFIDENTIALITY AGREEMENT (“Agreement”) is made and entered into this 19<sup>th</sup> day of February, 2020, by and between the Eastern West Virginia Regional Airport Authority (hereinafter known as the “EWVRAA”), and \_\_\_\_\_ (hereinafter the “Candidate Lender”).

**BACKGROUND & PURPOSE**

- A. The EWVRAA is in the process of purchasing a business (the “Opportunity”).
- B. Candidate Lender will receive information from the EWVRAA which is considered to be proprietary and confidential in nature.
- C. The EWVRAA will, upon receipt of this Agreement, provide Information including projections, budgets, financials, and other Information intended to facilitate Candidate Lender’s decision to provide a quote.

**AGREEMENT**

In consideration of the mutual promises herein that the parties hereby agree as follows:

- 1. To the extent allowable by law, the EWVRAA shall receive and manage the information provided by the Candidate Lender in strict confidence until an awarded/winning quote is announced.
- 2. To the extent allowable by law, Candidate lender will keep all information provided by the EWVRAA confidential throughout the process.

Signed: \_\_\_\_\_  
Nicolas H. Diehl, Executive Director, EWVRAA

Date: February 19, 2020

Signed: \_\_\_\_\_  
, Candidate Lender

Date: \_\_\_\_\_

## REQUEST FOR QUOTE - PROPERTY FINANCING

The Eastern West Virginia Regional Airport Authority is soliciting bids from qualified firms to provide financing for a potential business acquisition. Sealed submissions must contain the financing package proposed along with any and all relevant details such as interest rate, terms, and contract duration. Bids are due on March 9<sup>th</sup>, 2020 at 12:00pm. A complete copy of the RFQ 2020-001 can be found in the procurement section of the EWVRAA website: <http://www.flymrb.com/airport/?q=site-page/procurement>