



**Airport Operations and Management Services for the County of Douglas County, NV, Minden-Tahoe Airport – Q&A
Amendment 2**

Date: April 4, 2023

Amendment Number: 2

RFP: AIRPORT OPERATIONS AND MANAGEMENT SERVICES FOR THE COUNTY OF DOUGLAS COUNTY, NEVADA, MINDEN-TAHOE AIRPORT

Closing Date: April 18, 2023 @ 2:00 PM

Contact Person: Stephanie Creed, CPPO, CPPB

Email Address: screed@civicinitiatives.com

Web address: <https://www.douglascountynv.gov/rfpbds>

Conditions: Answers to Vendor Questions

NAME OF COMPANY OR FIRM: _____

SIGNED BY: _____

TITLE: _____ DATE: _____

Vendor must acknowledge this Amendment by providing the vendor information and submitting this document with the vendor's proposal response.

It shall be the vendor's responsibility to monitor this website on a regular basis for any changes/addenda.

<http://admin.ks.gov/offices/procurement-and-contract>



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Question #1	Please provide three (3) years past of the full P&L and balance sheet financials for the airport.
Answer #1	Douglas County financial documents are available here: https://www.douglascountynv.gov/government/departments/finance/financial_reports
Question #2	Please provide an asset list of the airport equipment.
Answer #2	See attached Douglas Airport Asset Listing
Question #3	Will you publish a clear accounting of the operating expenses and other costs to be responsible of contractor in a proper scope document?
Answer #3	Personnel, Office Supplies, Office Equipment, costs for any special events, memberships, uniforms, promotional items, advertising, small equipment and tools, postage, training and education, cell phones, lawn chemicals, Post Office Box, banking fees, travel, professional services, rents and leased equipment, and any costs associated with daily operations and management. All financial information is available here: https://www.douglascountynv.gov/government/departments/finance/financial_reports
Question #4	Are there known unlighted obstructions in the AMA that you will disclose as needing lighted?
Answer #4	No unlit obstructions
Question #5	Name of AWOS manufacturer?
Answer #5	All Weather Inc.
Question #6	Date or age of the AWOS?
Answer #6	Upgraded December 2020
Question #7	Name of the AWOS service contractor?
Answer #7	Everest Communications



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Question #8	Are the office spaces available to the incoming contractor? Is this space free to the contractor?
Answer #8	Yes. No, space can be leased to the contractor, and this will be discussed as part of actual contract negotiations.
Question #9	Page 11, 7, a: Will you define these costs by type and \$\$ value?
Answer #9	It is generally anticipated that these such costs would include things like the cost of an operations lease, any office supplies, and the normal personnel costs incurred by the Contractor for its own staff and benefits. This item can also be discussed in more detail as part of actual contract negotiations.
Question #10	What are the requirements to do business in Douglas County?
Answer #10	Douglas County Business Licenses & Permits
Question #11	What is the agenda March 14 site visit?
Answer #11	N/A
Question #12	What will be provided to the potential contractors during the Mandatory Pre-Proposal Conference?
Answer #12	N/A
Question #13	What is the value of the cash reserve for the Airport Operating budget?
Answer #13	Airport fund is on pages 34 & 35. https://cdnsm5-hosted.civillive.com/UserFiles/Servers/Server_12493019/File/Finance/Finance_Financial%20Reports/Annual%20Comprehensive%20Financial%20Reports/FY%202021-22%20ACFR.pdf
Question #14	Is this reserve available for Airport Improvement Projects?
Answer #14	Yes, as approved by the Board of County Commissioners



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<p>Question #15</p>	<p>Page 9, letter E, at the mandatory meeting and walkthrough at the airport on March 21, 2023, it was stated all costs will be passed on to the County if it is County Property that is being repaired, replaced, etc. And the only time monies come out of the Contractor’s direct funds, is when it is the Contractors personal property.</p> <p>Does this mean anything under \$5,000.00 is paid for out of the Contractor’s bank account and then submitted for reimbursement, or does the Contractor make an educated guess on how much the Contractor may spend in a year to cover such expenses and include these costs in the proposal?</p>
<p>Answer #15</p>	<p>Yes, <u>it was clarified at the site visit that all costs of operating the Contractor’s business would be borne by the Contractor (see also Answer #9) and all costs of operating the Airport would be borne by the County.</u></p> <p>In specific reference to the question above, that means that anything under \$5,000 (which relates to the costs of operating the Airport) does not have to be guesstimated in the Contractor’s proposal, because the Airport will ultimately be responsible for such costs, regardless. The County will either directly pay for such expenditures, or reimburse the Contractor for such expenses, if the Contractor pays for them first. This can also be further discussed in actual contract negotiations.</p>
<p>Question #16</p>	<p>Page 9, letter L, States: “Once the useful life of existing County-owned or leased equipment ends: 1 The Contractor shall be responsible for purchasing and paying for the replacement equipment under \$5,000.00. This replacement equipment shall be tagged as the Contractor’s asset.</p> <p>Does this mean that if a Weed Wacker needs replacement and the cost is under \$5,000.00, the Contractor is responsible for the replacement, and it becomes the Contractor’s asset?</p> <p>If so, are these potential replacement costs to be factored into the bid?</p>
<p>Answer #16</p>	<p>Yes, any replacement equipment under \$5,000 will be paid for and owned by the Contractor. <u>Contractors should identify the specific costs which they are going to charge the County for monthly operations and do not need to specifically identify replacement costs for items under \$5,000 which the Contractor will be replacing/owning after replacement; however, please keep in mind such replacement costs as you plan internal Contractor budgets.</u></p>
<p>Question #17</p>	<p>Page 14, number 5, States: Cost Proposal and Format: “Indicate the monthly fee that would be charged for providing the services as outlined in the proposal to Douglas County for the first three (3) years of operations.”</p>



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	<p>The terms of the contract and at the mandatory meeting and walkthrough, it was mentioned this is a five (5) year contract with the option for an additional five (5) years.</p> <p>Do we still indicate the monthly fee that would be charged for providing the services outlined in the proposal to Douglas County for the first three (3) years, or do we use the first five (5) years?</p>
Answer #17	<p>The reference on Page 14 to the “first three (3) years of operations” is an allowance to negotiate years 4 and 5 of the 5-year term. Please see attached revised Attachment E.</p>
Question #18	<p>This link https://www.douglascountynv.gov/rfp_bids says the page cannot be found.</p>
Answer #18	<p>Hold down the control key and click on this link to access the page.</p> <p>https://www.douglascountynv.gov/rfp_bids</p>