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# **Request for Proposal (RFP)**

**AWOS Maintenance Agreement – Halifax County, Virginia**

**RFP No.: HC-AWOS-2025-01**

**Issue Date: December 17, 2025**

**Proposal Due Date: December 31, 2025**

## **1. Introduction**

Halifax County, Virginia is soliciting proposals from qualified contractors to provide comprehensive maintenance services for the Automated Weather Observing System (AWOS) located at William M. Tuck Airport. The selected contractor will enter into a five-year agreement to ensure continuous, reliable operation of the AWOS in compliance with FAA standards.

## **2. Scope of Work**

The contractor shall provide the following services:

- Routine preventive maintenance (monthly, quarterly, and annual tasks)
- Emergency repairs and troubleshooting (response within 24 hours)
- Software updates and calibration
- FAA compliance inspections and documentation
- Replacement of worn or defective components
- Remote monitoring and diagnostics (if applicable)
- Coordination with FAA and local airport staff

## **3. Location**

AWOS is located at:

**William M. Tuck Airport (W78)**

350 Airport Road

South Boston, VA 24592

Halifax County, Virginia

## **4. Term of Agreement**

The term of the agreement shall be five (5) years from the date of contract execution, with an option to renew for one additional five-year term upon mutual agreement.

## **5. Proposal Requirements**

Proposals must include:

- Company profile and relevant experience
- List of certified technicians and qualifications
- Detailed maintenance plan and schedule
- Emergency response procedures
- Pricing structure (annual cost, hourly rates, parts markup)
- References from similar contracts
- Proof of insurance and FAA certification

## 6. Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Weight
Experience and qualifications	25%
Technical approach	25%
Cost proposal	20%
Responsiveness and availability	15%
References and past performance	15%

## 7. Submission Instructions

Submit proposals electronically or in hard copy to:

**Halifax County Board of Supervisors**

PO Box 699, Halifax, VA 24558

Email: [jhj@co.halifax.va.us](mailto:jhj@co.halifax.va.us)

Phone: 434-476-3300 ext. 3330

All proposals must be received by 5:00 pm on December 31, 2025. Late submissions will not be considered.

## 8. Questions and Clarifications

All questions must be submitted in writing to Jason Johnson ([jhj@co.halifax.va.us](mailto:jhj@co.halifax.va.us)) no later than 12:00 pm on December 31, 2025, 2025. Answers will be shared with all prospective bidders.

## 9. Additional Information

Halifax County reserves the right to reject any or all proposals, waive informalities, and negotiate terms with the selected contractor.

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