CONTRACT MODIFICATION AGREEMENT

Date: June 3, 2016

Contract No.: TS-025-11

Modification No.: Two (2)

Issued By: Virginia Polytechnic Institute and State University (Virginia Tech)

Contractor: Signature Flight Support formerly Landmark Aviation

Commodity: Aircraft Maintenance Services

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

Description of Modification:

1. The contractor's name shall be changed to reflect the amended name due to the acquisition of all outstanding equity interests in the ultimate parent company of Landmark Aviation in accordance with the letter dated February 9, 2016 and effective February 5, 2016.

Previous Contract Name:
Landmark Aviation

New Contract Name:
Signature Flight Support

Except as provided herein, all terms and conditions of Contract Number TS-025-11, as heretofore changed, remain unchanged and in full force and effect.

Contractor:

By: [Signature]

Name and Title:

Virginia Tech

By: [Signature]

Mary W. Helmick
Director of Procurement
February 9, 2016

To Whom It May Concern

Re:  Landmark Aviation Name Change

Dear Sir or Madam:

This will confirm that effective February 5, 2016, BBA Aviation plc purchased all of the outstanding equity interests in the ultimate parent company of Landmark Aviation. This affects all Landmark Aviation locations. The entity with whom you have contracted remains in place. Its legal and operating status has not changed; however, since February 5, 2016 it has and will continue to do business as "Signature Flight Support". Invoices, letterhead, and other correspondence will bear the trade name "Signature Flight Support". Please contact me if you have any questions.

Very truly yours,

[Signature]

Erle M. Levenhagen, 
Asst. General Counsel
CONTRACT MODIFICATION AGREEMENT

Date: January 14, 2016

Contract No.: TS-025-11

Modification No.: One (1)

Issued By: Virginia Polytechnic Institute and State University (Virginia Tech)

Contractor: Landmark Aviation

Commodity: Aircraft Maintenance Services

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

Description of Modification:

In addition to the rates outlined in the current agreement, Landmark Aviation will provide these additional maintenance services for the Virginia Tech Foundation Inc. (N51VT) and Medical Facilities of America (N80FW) aircraft, based at the Roanoke-Blacksburg Regional Airport.

Weekend Call Out Fee: $175 per call out

Travel Fee: $40 per hr. + $80 per hr. Shop Rate

Effective January 1, 2016.

Except as provided herein, all terms and conditions of Contract Number TS-025-11, as heretofore changed, remain unchanged and in full force and effect.

Contractor

By: William Henderson
(Signature)
Name and Title: General Manager

Virginia Tech

By: Mary W. Helmick
(Signature)
Name and Title: Director of Procurement
September 14, 2015

Howard Henry  
Landmark Aviation  
22 Waypoint Dr.  
Roanoke VA 24012

Dear Mr. Henry:

Subject: Virginia Tech Contract # TS-025-11  
Commodity/Service:Aircraft Maintenance Services

Thank you for responding to my letter of September 2, 2015 and agreeing to renew the contract for an additional two years. The contract will now expire January 31, 2018.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional year.

Sincerely,

Kimberly Dulaney, CPSM, CUPO  
Assistant Director & Contracts Manager  
Telephone: (540) 231-8543

KDD/kbl

c: F.M. Pro  
Lisa Wilkes
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<td><strong>FEDERAL TAXPAYER NUMBER</strong></td>
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<td>Piedmont Hawthorne Aviation LLC</td>
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<tr>
<td>M. Howard Henry</td>
<td>336-776-2252</td>
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<tr>
<td>CONTACT PERSON</td>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td><a href="mailto:howard.henry@landmarkaviation.com">howard.henry@landmarkaviation.com</a></td>
<td>800-863-4119</td>
</tr>
<tr>
<td>EMAIL</td>
<td>TOLL FREE NUMBER</td>
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<tr>
<td>336-776-6220</td>
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September 2, 2015

Dear Mr. Henry:

Subject: Virginia Tech Contract # TS-025-11  
Commodity/Service: Aircraft Maintenance Services

This is to inform you that the subject contract expires January 31, 2016. Since the university would like to renew the contract for an additional two years, please advise concerning your intention by signing in the appropriate space listed below. Please return this letter to me by September 25, 2015.

Please review the attached form, which shows your company information as listed in the university’s vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

Kimberly Dulaney, CPSM, CUPO  
Assistant Director & Contracts Manager  
Telephone: (540) 231-8543

Landmark Aviation agrees to renew the contract for an additional two years in accordance with the terms and conditions of the subject contract.

Authorized Signature: ___________________________  Date: September 14th, 2015  
Name: Howard Henry  
Title: URO Sales  
(please print)

Landmark Aviation does not agree to renew the contract for an additional two years.

Authorized Signature: ___________________________  Date: ___________________________  
Name:  
Title:  
(please print)

KDD/ktbl  
c: FMP

Approved: ___________________________  Date: 9/14/15  
Kimberly Dulaney, CPSM, CUPO  
Assistant Director & Contracts Manager  

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY  
An equal opportunity, affirmative action institution
Piedmont Hawthorne Aviation LLC
FULL LEGAL NAME:  
(Company Name as it appears with your Federal Taxpayer Number)

Landmark Aviation
BUSINESS NAME/ DBA NAME/TA NAME
(If different than Full Legal Name)

BILLING NAME
(Company name as it appears on your invoice)

PURCHASE ORDER ADDRESS:

P O BOX ADDRESS 1
22 Waypoint Dr
STREET ADDRESS 2
Roanoke  
CITY
VA 24012  
STATE ZIP CODE

M. Howard Henry
CONTACT PERSON

howard.henry@landmarkaviation.com  
EMAIL

FEDERAL TAXPAYER NUMBER

Kim Dulaney

FEDERAL TAXPAYER NUMBER

(If different than ID# above)

FEDERAL TAXPAYER NUMBER

(If different than ID# above)

PAYMENT ADDRESS:

PAYMENT P O BOX ADDRESS 1
22 Waypoint Dr
PAYMENT STREET ADDRESS 2
Roanoke  
CITY
VA 24012  
STATE ZIP CODE

PHONE NUMBER

336-776-2252
800-663-4119  
TOLL FREE NUMBER

336-776-6220  
FAX NUMBER
Dear Mr. Henry:

Subject: Virginia Tech Contract # TS-025-11
Commodity/Service: Aircraft Maintenance Services

Thank you for responding to my letter of September 13, 2013 and agreeing to renew the contract for an additional two years. The contract will now expire January 31, 2016.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional year.

Sincerely,

Kimberly Dulaney
Assistant Director & Contracts Manager
Telephone: (540) 231-8543

KDD/kbl

c: F.M. Pro
Joe Garst
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| **FAX NUMBER** | 336-776-6220 |
Dear Mr. Henry:

Subject: Virginia Tech Contract # TS-025-11
Commodity/Service: Aircraft Maintenance Services

This is to inform you that the subject contract expires January 31, 2014. Since the university would like to renew the contract for an additional two years, please advise concerning your intention by signing in the appropriate space listed below. Please return one signed copy of this letter to me by September 31, 2013.

Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

Kimberly Dutaney
Assistant Director & Contracts Manager
Telephone: (540) 231-8543

Landmark Aviation agrees to renew the contract for an additional two years in accordance with the terms and conditions of the subject contract.

Authorized Signature: [Signature]
Name: [Name]
Title: [Title]

Landmark Aviation does not agree to renew the contract for an additional two years.

Authorized Signature: ______________________
Name: ______________________
Title: ______________________

KDD/kbl
cc: FMP

Approved: ______________________
W. Thomas Kaloupek
Director of Procurement

Date: 10/2/17
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Piedmont Hawthorne Aviation LLC

FULL LEGAL NAME
(Company Name as it appears with your Federal Taxpayer Number)

Landmark Aviation

BUSINESS NAME/ DBA NAME/TA NAME
(If different than Full Legal Name)

BILLING NAME
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M. Howard Henry

CONTACT PERSON

howard.henry@landmarkaviation.com

EMAIL

FEDERAL TAXPAYER NUMBER

(If different than ID# above)

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336-776-2252

PHONE NUMBER

800-863-4119

TOLL FREE NUMBER

336-776-6220

FAX NUMBER
M. Howard Henry II  
Landmark Aviation  
22 Waypoint Dr  
Roanoke, VA 24012

Dear Mr. Henry:

Subject: Virginia Tech Contract # TS-025-11  
Commodity/Service: Aircraft Maintenance Services

Thank you for responding to my letter of November 10, 2011 and agreeing to renew the contract for an additional two years. The contract will now expire January 31, 2014. Please note that the letter dated November 22, 2011 had an incorrect expiration date and this has now been corrected.

The attached form shows your company information as listed in the university's vendor database. If any of this information changes, please make corrections directly on the form, and return to me. It is essential that this information be accurate in order for payments to be processed in a timely manner.

We look forward to working with you for an additional year.

Sincerely,

Kimberly Dulaney  
Assistant Director & Contracts Manager  
Telephone: (540) 231-8543

KDD/kbl

c: F.M. Pro  
Linda Joyner
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| STATE ZIP CODE              | PHONE NUMBER         |
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| STATE ZIP CODE              | TOLL FREE NUMBER     |
| STATE 21P CODE              | 800-863-4119         |

| STATE ZIP CODE              | FAX NUMBER          |
| STATE 336                     | 336-776-6220         |

| CONTACT PERSON               | EMAIL               |
| M. HOWARD HENRY             | HOWARD.HENRY@LANDMARKAVIATION.COM |
M. Howard Henry  
Landmark Aviation  
22 Waypoint Dr  
Roanoke, VA 24012

Dear Mr. Henry:

Subject: Virginia Tech Contract # TS-025-11  
Commodity/Service: Aircraft Maintenance Services

This is to inform you that the subject contract expires January 31, 2012. Since the university would like to renew the contract for an additional year, please advise concerning your intention by signing in the appropriate space listed below. Please return one signed copy of this letter to me by November 29, 2011.

Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

Kimberly Dulaney  
Assistant Director & Contracts Manager  
Telephone: (540) 231-8543

Landmark Aviation agrees to renew the contract for an additional year in accordance with the terms and conditions of the subject contract.

Authorized Signature:  
Name: M. Howard Henry  
Title: Director of Aircraft Services

Landmark Aviation does not agree to renew the contract for an additional year.

Authorized Signature:  
Name:  
Title:  

KDD/kbl  
c: FMP

Approved:  
W. Thomas Kaloupek  
Director of Purchasing

Date: 11/18/2011
# VENDOR INFORMATION FORM

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<th>KIM DULANEY</th>
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## PIEDMONT HAWTHORNE AVIATION LLC

**FULL LEGAL NAME**
(Company Name as it appears with your Federal Taxpayer Number)

## LANDMARK AVIATION

**BUSINESS NAME/ DBA NAME/TA NAME**
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## BILLING NAME
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**CITY**

**PHONE NUMBER**

**TOLL FREE NUMBER**

**FAX NUMBER**

**CONTACT PERSON**

**EMAIL**

M. HOWARD HENRY

HOWARD.HENRY@LANDMARKAVIATION.COM

**FEDERAL TAXPAYER NUMBER**

**FEDERAL TAXPAYER NUMBER**

**FEDERAL TAXPAYER NUMBER**

**FEDERAL TAXPAYER NUMBER**

(If different than ID# above)

(If different than ID# above)
COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: TS-025-11

This contract entered into this 11th day of January 2011 by Landmark Aviation hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the Aircraft Maintenance Services to Virginia Tech as set forth in the Contract Documents.


COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Request for Proposal (RFP) number 0014610 dated September 7, 2010, together with Addendum Number 1 To RFP dated September 10, 2010, the proposal submitted by the Contractor dated September 28, 2010, Virginia Tech’s letter of December 1, 2010 and the Contractor's letter dated December 7, 2010, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor
By: Jim Hopkins
(Signature)
Name and Title

Virginia Tech
By: W. Thomas Kaloupek
Director of Purchasing
Virginia Tech

Request for Proposal #0014610

for

Aircraft Maintenance Services

September 7, 2010
RFP 0014610
GENERAL INFORMATION FORM

1. **QUESTIONS:** All inquiries for information regarding this solicitation should be directed to: Kimberly Dulaney, Phone: (540) 231-8543, e-mail: kdulane@vt.edu.

2. **DUE DATE:** Sealed Proposals will be received until September 29, 2010 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

3. **ADDRESS:** Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute And State University (Virginia Tech), Purchasing Department, 270 Southgate Center (0333), Blacksburg, Virginia 24061. Reference the Opening Date and Hour, and RFP Number in the lower left corner of the return envelope or package.

4. **TYPE OF BUSINESS:** (Please check all applicable classifications). If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: __________. For certification assistance, please visit: http://www.dmbe.state.va.us/swamcert.html.

   - Large
   - Small business – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of $10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.
   - Women-owned business – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.
   - Minority-owned business – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

5. **COMPANY INFORMATION/SIGNATURE:** In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

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<th>TOLL FREE TELEPHONE NUMBER</th>
<th>FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS</th>
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08/10
I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish one or more contracts through competitive negotiations for the purchase of aircraft and avionics parts and services by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. CONTRACT PERIOD:

The term of this contract is for two year(s), or as negotiated. There will be an option for successive two-year renewals, or as negotiated.

III. BACKGROUND:

Virginia Tech Air Transportation Services operates two aircraft, 2000 Citation Excel (SN 560-5072) and 1994 Citation Ultra (SN 560-0260). The aircraft provide transportation for Virginia Tech, Commonwealth of Virginia personnel, and co-owners. They are operated under Federal Aviation Regulations Part 91. Their annual utilization is expected to be approximately 150 and 200 hours for the Citation Excel and Citation Ultra respectively.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. We are, therefore, requesting that your firm register as a trading partner within the eVA system.

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at http://www.eva.virginia.gov/register/vendorreg.htm and register both with eVA and Ariba. This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: eVACustomerCare@dgs.virginia.gov, or call 866-289-7367 or 804-371-2525.

V. STATEMENT OF NEEDS:

A. General

1. The contractor shall provide aircraft maintenance, parts service and avionics parts and maintenance service when requested by Virginia Tech on the Citation Excel and Citation Ultra or other aircraft owned or leased by Virginia Tech.
2. The service provided by the contractor shall include all labor, material, equipment, supplies, and parts needed to provide routine maintenance, inspection, overhaul, replacement or upgrading of existing equipment and avionics whether desired or required due to failure or airworthiness directive.
3. The avionics shop may be part of the aircraft maintenance facility or may be a separate entity.
4. All parts supplied will be according to manufacturer specifications and part numbers as required by the individual aircraft, engine, or avionics manufacturer.
5. At its option, Virginia Tech may have aircraft maintenance service or avionics shop service performed by another contractor in case the contractor is unable to perform service in a timely manner, an emergency exists, or the aircraft is in an un-airworthy condition.

B. Special Requirements

1. The aircraft maintenance facility shall be:
   a. An FAA certified repair station.
b. A Cessna service center.
c. A Pratt & Whitney major maintenance facility.
d. Able to maintain sufficient inventory to properly service Virginia Tech aircraft in a timely manner.

2. The avionics facility shall maintain sufficient inventory of the required parts to service Virginia Tech in a timely manner.

VI. PROPOSAL PREPARATION AND SUBMISSION:

A. General Requirements

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. One original and four copies of each proposal must be submitted to:

   Virginia Tech
   Purchasing Department (0333)
   270 Southgate Center
   Blacksburg, VA 24061

   Reference the Opening Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

   No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation

   a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

   b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

   c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

   d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.

   e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

B. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. Describe experience in providing aircraft maintenance services and specific experience with the Cessna aircraft presently operated by Virginia Tech.

2. Provide information regarding the following price items:
   - Labor rate per hour
   - Overtime labor rate per hour
   - Airframe labor rate per hour
   - Avionics labor rate per hour
   - Turbine engine labor rate per hour

3. Please indicate if there will be any discount-off list percentage for repair parts and what that discount will be.

4. Specify the location(s) of maintenance facility(s) that may be accessed under this contract and hours of operations.

5. Provide specific plans for providing the proposed services including:
   a. List of proposed equipment/goods, etc.
   b. Manner in which services will be performed.
   c. Time frame for completing services/delivery of parts as requested.

6. Provide four (4) recent references, for whom you have provided the type of services described herein. Include the date(s) the services were furnished, the client name, address and the name and phone number of the individual Virginia Tech has your permission to contact.

7. Small, Women-owned and Minority-owned Business (SWAM) Utilization:

   If your business can not be classified as SWAM, describe your plan for utilizing SWAM subcontractors if awarded a contract. Describe your ability to provide reporting on SWAM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWAM, but has not been certified by the Virginia Department of Minority Business Enterprise (DMBE), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWAM certification, visit the DMBE website at www.dmbe.virginia.gov. Any questions relating to SWAM businesses or SWAM subcontracting opportunities can be directed to Mark Cartwright, the University’s Assistant Director for Supplier Diversity, at 540-231-3333 or mcartwright@vt.edu.

8. Provide the names, certificates, qualifications and experience of personnel to be assigned to perform the work.

9. Provide FAA License number __________________________

10. Subcontracting: Comment on whether all work provided under this contract will be performed in-house or will any portion envisioned to be subcontracted. If so, please comment on the general plan for subcontracting.
11. Provide a plan for managing price structure adjustments.

12. The return of the General Information Form and addenda, if any, signed and filled out as required.

VII. SELECTION CRITERIA AND AWARD

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experience with providing maintenance services for Cessna aircraft</td>
<td>20</td>
</tr>
<tr>
<td>2. Prices: Hourly labor rates</td>
<td>20</td>
</tr>
<tr>
<td>3. Prices: Discount off list for parts</td>
<td>10</td>
</tr>
<tr>
<td>4. Availability of maintenance facilities</td>
<td>15</td>
</tr>
<tr>
<td>5. Ability to provide parts and full suite of services</td>
<td>15</td>
</tr>
<tr>
<td>6. References</td>
<td>10</td>
</tr>
<tr>
<td>7. SWAM Utilization</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total 100</strong></td>
<td></td>
</tr>
</tbody>
</table>

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment B for sample contract form.

VIII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted to:

Virginia Polytechnic Institute and State University
Accounts Payable
201 Southgate Center
Blacksburg, VA 24061

IX. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of a ghost card payment system. For more information on this program please refer to Virginia Tech's Purchasing website: [http://www.purch.vt.edu/Department/WellsOne.html](http://www.purch.vt.edu/Department/WellsOne.html)
X. ADDENDUM:

Any ADDENDUM issued for this solicitation may be accessed at http://www.purch.vt.edu/html.docs/bids.php. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XI. CONTRACT ADMINISTRATION:

A. Dr. Joe Garst, Chief Pilot, at Virginia Tech or his designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.

B. The Contract Administrator, or his designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his/her designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Purchasing Department through a written amendment to the contract.

XII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

XIII. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B - Standard Contract Form
ATTACHMENT A

TERMS AND CONDITIONS

RFP General Terms and Conditions


Special Terms and Conditions

1. AUDIT: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.

2. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

3. CANCELLATION OF CONTRACT: Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

4. CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT: By my signature on this solicitation, I certify that this firm/individual and/or subcontractor is properly licensed for providing the goods/services specified

Contractor Name: ________________________ Subcontractor Name: ________________________
License #: ________________________ Type: ________________________

5. IDENTIFICATION OF PROPOSAL ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and addressed as follows:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061
Reference the opening date and hour, and RFP Number in the lower left corner of the envelope or package.

If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope. Proposals may be hand delivered to the Virginia Tech Purchasing Department.

6. INSURANCE:

By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:
A. Worker's Compensation - Statutory requirements and benefits.
B. Employers Liability - $100,000.00
C. General Liability - $500,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The
contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
ATTACHMENT B

Standard Contract form for reference only
Offerors do not need to fill in this form

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: __________________________

This contract entered into this ___ day of ___ 20___, by ______________________, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the ___________ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From ______________________ through ______________________.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Request For Proposal Number __________ dated ________, together with all written modifications thereof and the proposal submitted by the Contractor dated __________ and the Contractor's letter dated __________, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor:

By: ________________

Title: ________________

Virginia Tech

By: ________________

Title: ________________
Aircraft Maintenance Services

1. The following question has arisen for RFP 0014610:

   Question 1: Section V. (B.) (1.) Special Requirements, item b, requires a Cessna service center. Is this requirement to be a Cessna factory authorized service center or FAA approved company to work on Cessna Citations?

   Virginia Tech Answer: The service center shall be a Cessna Factory Authorized Service Center.

2. Section VII. (B.) Award, is amended and restated to read in its entirety as follows:

   B. Award

   Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor’s proposal as negotiated. See Attachment B for sample contract form.

   Virginia Tech reserves the right to award more than one contract as a result of this solicitation.

3. All other terms, conditions and descriptions remain the same.

4. The due date and hour remains September 29, 2010, 3:00 PM.
<table>
<thead>
<tr>
<th>PURCHASE ORDER ADDRESS</th>
<th>PAYMENT ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT NAME/TITLE (PRINT)</td>
<td>SIGNATURE (IN INK)</td>
</tr>
<tr>
<td>E-MAIL ADDRESS</td>
<td>TELEPHONE NUMBER</td>
</tr>
</tbody>
</table>

Revised 07/10
RFP 0014610
GENERAL INFORMATION FORM

1. **QUESTIONS:** All inquiries for information regarding this solicitation should be directed to: Kimberly Dulaney, Phone: (540) 231-8543, e-mail: kdulaney@vt.edu.

2. **DUE DATE:** Sealed Proposals will be received until September 29, 2010 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

3. **ADDRESS:** Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute And State University (Virginia Tech), Purchasing Department, 270 Southgate Center (0333), Blacksburg, Virginia 24061. Reference the Opening Date and Hour, and RFP Number in the lower left corner of the return envelope or package.

4. **TYPE OF BUSINESS:** (Please check all applicable classifications). If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: ________ . For certification assistance, please visit: http://www.dmbe.state.va.us/swamcert.html.

<table>
<thead>
<tr>
<th>Large</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small business – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of $10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.</td>
</tr>
</tbody>
</table>

| Women-owned business – A business concern that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens. |

| Minority-owned business – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals. |

5. **COMPANY INFORMATION/SIGNATURE:** In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

<table>
<thead>
<tr>
<th>FULL LEGAL NAME (PRINT)</th>
<th>FEDERAL TAXPAYER NUMBER (ID#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PilotPoint/Hamilton Aviation LLCC</td>
<td>794-69</td>
</tr>
<tr>
<td>BUSINESS NAME/DBA NAME/TA NAME</td>
<td>FEDERAL TAXPAYER NUMBER</td>
</tr>
<tr>
<td>(If different than the Full Legal Name)</td>
<td>(If different than ID# above)</td>
</tr>
<tr>
<td>Landmark Aviation</td>
<td>794-69</td>
</tr>
<tr>
<td>BILLING NAME</td>
<td>FEDERAL TAXPAYER NUMBER</td>
</tr>
<tr>
<td>(Company name as it appears on your invoice)</td>
<td>(If different than ID# above)</td>
</tr>
<tr>
<td>PURCHASE ORDER ADDRESS</td>
<td>PAYMENT ADDRESS</td>
</tr>
<tr>
<td>22 WAYPOINT Drive</td>
<td>22 WAYPOINT Drive</td>
</tr>
<tr>
<td>Roanoke, VA 24017</td>
<td>Roanoke, VA 24017</td>
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<tr>
<td>CONTACT NAME/TITLE (PRINT)</td>
<td>SIGNATURE (INK)</td>
</tr>
<tr>
<td>M. Henley</td>
<td>9/28/2010</td>
</tr>
<tr>
<td>E-MAIL ADDRESS</td>
<td>DATE</td>
</tr>
<tr>
<td><a href="mailto:hamilton@pilotpoint.com">hamilton@pilotpoint.com</a></td>
<td>08/10</td>
</tr>
<tr>
<td>TELEPHONE NUMBER</td>
<td>FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS</td>
</tr>
<tr>
<td>536-776-2252</td>
<td>536-776-6220</td>
</tr>
</tbody>
</table>
September 14, 2010

Request for Proposal #0014610 Response
Virginia Tech
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 240161

Landmark Aviation respectfully submits the following RFP Response to provide aircraft maintenance services for Virginia Tech Citation N69VT, S/N 560-260 and N180FW, S/N 560-5072:

1. Aircraft Maintenance Experience:

   Landmark Aviation Roanoke has provided Virginia Tech Air Transportation Services reliable aircraft maintenance and avionics support for over 17 years. Since 1998, Landmark Aviation has maintained all the Citation aircraft operated by Virginia Tech. Landmark Roanoke maintains four other Citation 500 Series aircraft as well. The Landmark Roanoke MRO is a certified FAA Repair Station for Cessna 560 Series Aircraft. Landmark Aviation is an authorized Collins and Honeywell Avionics Dealer.

2. Maintenance Pricing:

   Labor rate per hour $80
   Overtime labor rate per hour $120
   Airframe labor rate per hour $80
   Avionics labor rate per hour $85
   Turbine engine labor rate per hour $80

   Overtime applies for work not conducted during normal business hours.

   Consumables will be charged at the rate of 7% of the total labor not to exceed $1500.

   A 25% deposit is required for transactions over $25,000.

   Outside vendors may require payment at the time services are rendered.

   Customer furnished parts are subject to a 10% surcharge.
Request for Proposal #0014610

3. Parts Discount:

Replacement tires and batteries will be discounted at 20%.

4. Maintenance Facility Location(s):

The primary maintenance facility location is Landmark Aviation, Roanoke, VA. Normal business hours are 7:00 AM to 3:30PM Monday through Friday. On call maintenance is available 24/7.

Maintenance service is also available throughout the Landmark Aviation MRO network. Terms described above shall be honored at all Landmark Aviation MRO facilities.

5. Services Provided:

a. Landmark Aviation will provide the necessary tooling, support equipment, hangar space and parts to maintain Virginia Tech aircraft.
b. Virginia Tech aircraft will be maintained in accordance with FAA regulations, Cessna Technical Publications and Landmark Aviation policies.
c. Landmark Aviation recognizes time is of the essence for returning an aircraft to service. Every effort will be made to deliver the aircraft to meet the customer’s schedule. Parts delivery will be expedited to meet the aircraft schedule.

6. References:

a. Valley Protein
   PO Box 3588
   151 Valpro Dr
   Winchester, VA 22603
   Contact: Doug Duncan 540-409-6466

b. Citation Associates
   120 Old Churchmans Rd
   New Castle, DE 19720
   Contact: Tom Lewis 540-798-2850

c. Sabre Transportation
   7 Kaycrest Dr
   Huntington, WV 25705
   Contact: Brad Phelps 304-550-0595
6. References cont:

d. State of West Virginia
   502 Eagle Mountain Rd
   Charleston, WV 25311
   Contact: Larry Copley 304-558-0403

7. Small, Women-owned and Minority-owned Business (SWAM) Utilization:

Landmark Aviation is not classified as a Small, Women-owned and Minority-owned business, but will work to utilize any SWAM facility whenever possible as subcontractors to a project.

8. Maintenance, Avionics and Parts Personnel Assigned:

Carey Bell - Aircraft Service Manager – A&P License with Inspection Authorization, Private Pilot – 31 years experience – Cessna 550 and 560XL Maintenance Training

Richard Adams – Chief Inspector – A&P License with Inspection Authorization – 19 years experience

Fred Revels – Lead Technician – A&P License – Cessna 560 Maintenance Training - 25 Years experience


Greg Perley – Technician – A&P License – 27 years experience

Jon Gruver – Technician – A&P License – 25 years experience

Joe Salvia – Technician – A&P License – 26 years experience

Gene Smith – Technician - A&P License with Inspection Authorization – 44 years experience

Rick Bora – Avionics Technician – FCC License- Airframe License – 15 years experience

Linda Kingery – Parts Manager – 35 years experience

Steve Bishop – Parts Coordinator – 10 years experience
9. FAA License Number:

The Landmark Aviation Roanoke FAA Repair Station Number is PIYR320K.

10. Subcontracting:

Subcontracting will be performed for maintenance functions not covered under the repair station such as welding, engine overhauls, component overhauls, and non-destructive testing (NDT). Subcontractors will be audited per the Repair Station Manual.

11. Managing Price Structure Adjustments:

Virginia Tech will be notified immediately via email or certified letter of any price increases.

12. General Information Form (see attachment):
December 1, 2010

M. Howard Henry  
Landmark Aviation  
22 Waypoint Drive  
Roanoke, VA 24012

Dear Mr. Henry:

Subject: Virginia Tech RFP #0014610

Thank you for submitting a proposal in response to the subject RFP.

We have reached the point in the evaluation process where we are ready to negotiate as provided for in Section VII. B. of the RFP. We are pleased to inform you that Landmark Aviation has been selected for negotiations. Therefore, we would appreciate your response to the questions attached to this correspondence.

Your response by 8:00 am on Friday, December 10, 2011 will be greatly appreciated.

Sincerely,

Kimberly Dulaney  
Assistant Director & Contracts Manager  
(540) 231-8543

KDD/kbl
Landmark Aviation  
Negotiation Questions  
RFP 0014610

1. Does Landmark Aviation agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?

2. How did Landmark Aviation arrive at the figures for pricing? Is this a similar process made to all your clients, or an industry standard?

3. Virginia Tech is precluded by law from entering into a contract that contains a cost plus a percentage of cost price arrangement. Therefore, please propose another pricing arrangement for consumables.

4. Do you agree that the initial contract period shall be two years?

5. Upon completion of the initial contract period, does Landmark Aviation agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for successive two-year periods, under the terms of the current contract?

6. If awarded a contract, are you willing to hold prices firm for the initial contract period?

7. While other factors such as the methodology, quality of service and prior experience are considered during the selection process, the evaluation of price, including the annual maintenance fee, is a key element of the evaluation. With this in mind, please provide Landmark Aviation's most competitive price structure for the Maintenance Pricing.

8. Will you accept the Wells One Purchasing Card?

9. Please identify the highest-level executive in your organization that is aware of this solicitation. Describe that person's commitment to assuring the highest quality service to Virginia Tech if your organization is awarded a contract.

10. Please describe your quickest turn around time if emergency services are needed.

11. Since our purchasing system requires precise and accurate information, please provide the following:
   a. Legal name of your company.
   b. Trade name (DBA) if different from legal name.
   c. Taxpayer identification Number.
d. Company name and address to which Virginia Tech should mail purchase orders.

e. Company name and address to which Virginia Tech should mail payments.

f. IRS W-9 form (Request for Taxpayer Identification Number and Certification).

12. Please comment on your willingness to register and participate in the eVA internet procurement solution described in the terms and conditions of the RFP.

13. Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?

14. Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

15. Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 0014610 shall govern the contract if a contract is awarded to your company?

16. For purposes of interacting with HokieMart, please identify the person (name, phone number, email address, etc.) in your company that will serve as liaison for a) e-commerce, b) accounts receivable, c) emergency orders.
December 7, 2010

Ms. Kimberly Dulaney
Assistant Director & Contracts Manager
Purchasing Department
270 Southgate Center (0333)
Blacksburg, Virginia 24061

Dear Ms. Dulaney,

Subject: Virginia Tech RFP # 0014610

Thank you for the response, Landmark Aviation is pleased to be in your evaluation process as outlined in Section VII. B of the RFP, and we invite you to see our responses in the attached document.

Sincerely,

Howard Henry
Director of Aircraft Services
Landmark Aviation
Response Questions
RFP# 0014610

1. Landmark Aviation agrees to provide an invoice at the time of service along with monthly statements which will include all transactions for the previous month. Landmark Aviation requests the thirty (30) day cycle begin at the time of receipt of the invoice.

2. Landmark Aviation used industry standards to achieve our pricing for Virginia Tech; and discounted the labor offering for our current relationship.

3. The consumables fee will be removed as a percentage of cost price arrangement per Virginia Tech’s request.

4. Landmark Aviation agrees the initial contract will be for a period two years.

5. Landmark Aviation agrees that the contract may be renewed in written terms provided by Virginia Tech. Landmark Aviation will respond to Virginia Tech in writing agreeing to or altering the contract terms. Once both parties agree, the renewed contract will cover another two years.

6. Landmark Aviation will hold all pricing for labor firm and fixed for the initial two year contract and Landmark Aviation will review pricing defined in item 5 per contract renewal.

7. Landmark Aviation’s pricing will be as follows:

   - Labor rate per hour $80
   - Overtime labor rate per hour $120
   - Airframe labor rate per hour $80
   - Avionics labor rate per hour $85
   - Turbine engine labor rate per hour $80
   - Overtime applies for work not conducted during normal business hours.
   - A 25% deposit is required for transactions over $25,000.
   - Outside vendors may require payment at the time services are rendered.
   - Customer furnished parts are subject to a 10% surcharge.

8. Landmark Aviation will accept the Wells One Purchasing Card.
9. Mr. Jim Hopkins, Vice President of Sales and Charter. Hopkins earned a B.A in Management (1986) from Virginia Tech and is a Hokie Gold Club Member. He is completely briefed and dedicated to the completion of this contract along with the success of Virginia using resources within its own state.

10. Turn around time will be dictated by the issue presented to Landmark Aviation. If emergency services are required, Landmark Aviation will provide the best and quickest service possible on-site at ROA, with 24/7 on-call capability, or on the road to fully support Virginia Tech. With over forty locations throughout the world, our ability to support our client is second to none.

11. Purchasing information:
   a. Piedmont Hawthorne Aviation, LLC
   b. Landmark Aviation
   c. 
   d. Landmark Aviation, 22 Waypoint Drive, Roanoke, VA 24012
   e. Landmark Aviation, 22 Waypoint Drive, Roanoke, VA 24012
   f. See attached

12. Landmark Aviation, ROA is currently registered and participates in the eVA internet procurement solution.

13. Landmark Aviation understands this agreement does not guarantee a minimum of business to our corporation.

14. Landmark Aviation accepts and understands all eVA system transaction fees.

15. Landmark Aviation acknowledges, agrees and understands the terms and conditions set forth in RFP #0014610 that shall govern this contract.

16. Landmark Aviation’s liaison for HokieMart will be:
   Gene Smith
   Landmark Aviation, ROA
   22 Waypoint Drive
   Roanoke, VA 24012
   Gene.smith@landmarkaviation.com
   (540) 563-4401 office
   (540) 366-6029 fax
   (540) 354-2577 mobile

   Gene will act as primary contact for e-commerce, accounts receivable, and emergency orders.
Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return):
Piedmont Hawthorne Aviation, LLC
Business name, if different from above:
Landmark Aviation

Check appropriate box: □ Individual/Sole proprietor □ Corporation □ Partnership
□ Limited liability company. Enter the tax classification (O=disregarded entity, C=corporation, P=partnership) □ D

Exempt payee

Social security number:

Employer identification number:

Address (number, street, and apt. or suite no.):
1500 CityWest Blvd, Ste 600
City, state, and ZIP code:
Houston, TX 77042
List account number(s) here (optional):

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 5. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Signature of U.S. person:

Date: 12/18/10

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:
- The U.S. owner of a disregarded entity and not the entity,