



City of Pendleton

Request for Qualifications (RFQ)

Tool Crib Organizational Services for Pendleton UAS Test Range

Issue Date: April 30, 2025

Submittal Deadline: May 9, 2025, by 5:00 PM (PST)

Contact: Steve Chrisman, Economic Development Director

Email: Steve.Chrisman@pendletonor.gov

Address: 2016 Airport Road, Pendleton, OR 97801

Purpose of Request for Qualifications

The City of Pendleton dba Pendleton UAS Range is pleased to announce a Request for Qualifications (RFQ) for an individual or business to implement a tool management program for the Pendleton UAS Test Range located in Pendleton, Oregon. As a leading provider of unmanned aerial systems (UAS) testing facility, we are seeking qualified firms or individuals to implement comprehensive tool organization services and the implementation of a management system.

Project Budget or Timeline

Estimated Duration: 60 calendar days from contract execution

Budget: Not to exceed \$12,500

Insurance Requirement: Selected contractor must provide proof of commercial general liability insurance

Background

Pendleton UAS Range (PUR), headquartered at the Eastern Oregon Regional Airport (PDT), is owned and operated by the City of Pendleton and operates under the FAA-designated Alaska Test Site, operated by the University of Alaska - Fairbanks. As part of an ongoing effort to modernize operations and ensure efficiency, the City is seeking a contractor to assess, organize, and implement a tool control system for our B17 hangar workspace.

Statement of Work

The selected contractor will be responsible for executing the following tasks:

- Locate and gather all the loose tools (hand tools, power tools, specialty tools, etc.)
- Return all loose tools to the tool cage on the hangar floor
- Sort ALL the UAS ranges tools by type/function
- Assign tools to toolboxes/tool kits, etc. Notify range staff if additional resources (roll-around tool boxes, etc.) are required.
- Shadow all toolboxes.
- Develop a numbering system to identify each toolbox and the tools that are assigned to it.
- Etch tools and toolboxes according to the numbering system.
- Organize toolboxes and other equipment neatly in the tool cage.
- Locate and gather all electronic test equipment/test equipment accessories (probes, cables, cords, etc.)
- Place all electronic test equipment on shelves in the equipment room.

Qualifications

Ideal candidates will possess the following:

- Demonstrated experience organizing tools and implementing tool control programs in an industrial or technical environment.
- Strong understanding of inventory systems and labeling best practices.
- Familiarity with aviation or UAS-related workspaces (preferred but not required).

Submission Requirements

All responses must be submitted in PDF format via email or mailed to the address below. Submissions must be received by 5:00 PM (PST) on Friday, May 9, 2025. Late submissions will not be considered. The total length of the proposal must not exceed 10 pages.

Submit To:

Steve Chrisman
Economic Development Director
City of Pendleton / Pendleton UAS Test Range
2016 Airport Road
Pendleton, OR 97801
Email: Steve.Chrisman@pendletonor.gov

Evaluation Criteria

Submissions will be evaluated based on the following weighted criteria:

1. Firm/Individual Description - 10%
2. Relevant Experience – 40%
3. Proposal Based on Scope of Work – 30%
4. Cost Estimate / Budget Approach – 20%

General Conditions

- The City of Pendleton reserves the right to reject any or all submissions.
- The City may request additional information or interviews from top candidates.
- All costs incurred in the preparation of the response shall be the responsibility of the respondent.
- Selection does not constitute a contract; a final agreement will be subject to successful negotiation and execution.