

*City of*  
**SHELBYVILLE**  
*Tennessee*

February 5, 2018

**REQUEST FOR PROPOSALS**

The City of Shelbyville is requesting proposals for **ONE (1) SELF-SERVE FUEL MANAGEMENT SYSTEM FOR SHELBYVILLE MUNICIPAL AIRPORT.**

Proposals will be accepted by the City of Shelbyville Purchasing Office, 201 N. Spring St., Shelbyville, TN 37160 or may be mailed to P.O. Box 185, Shelbyville, TN 37162 **until 2:00 P.M., Tuesday, February 20, 2018.** Proposals should be submitted in sealed envelopes marked "**ONE (1) SELF-SERVE FUEL MANAGEMENT SYSTEM FOR SHELBYVILLE MUNICIPAL AIRPORT**".

Any proposals received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

Proposals will be opened at public meeting of council appointed bid committee on Tuesday, February 20, 2018 at 2:00 P.M. at City Hall, 201 N. Spring Street. Award of the proposal will be made at the next scheduled City Council Meeting (March 8, 2018) at the Shelbyville City Hall Annex.

**SCOPE:**

To provide a fuel management system to allow 24-hour self-service fueling of the Jet-A fuel and Avgas systems. The project shall include a new and complete installation at specified location of fuel management system/credit card terminal, high visibility display, and software that is managed via ethernet connection. It also includes any ground work required to install wiring/cables. It is a turnkey project.

## **MINIMUM SPECIFICATIONS:**

Any concrete work, electrical/data wiring is the responsibility of the successful bidder. Placement of terminal and all concrete cuts or digging shall be at the approval of the Airport Director.

Fuel terminal (credit card reader) shall require the following:

- Prompt the operator to confirm that appropriate bonding is complete between the fueling system and the aircraft.
- Prompt the operator to enter the aircraft tail number
- Provide clearly visible operating instructions. Instructions must have the ability to indicate the locations of the emergency shut-off devices.
- Intel Atom Processor or equal, with 4GB RAM and 120 GB memory via SSD. Communications to card networks and to fuel management software via wired ethernet.
- The display should be a minimum 7” full color display with 1000 nit brightness, anti-glare, anti-reflective coating and light sensor for dimming functionality in lower light conditions.
- The card reader should be insert style fully encrypting card reader that creates a unique encryption key for each card swipe.
- 60mm thermal receipt printer with option for low paper warning.
- The terminal shall be constructed of stainless steel with powder coat finish.
- The keypads shall be backlit, capacitive touch keypads or equal.

- Terminal dimensions should be approximately 67"-70" height, 20" width, 9.5" depth. Any variations should be listed in submission.
- Power requirements – 100 VAC, 60 Hz, 200 watts. Any variations or other requirements should be listed in submission.
- Operating temperatures should be negative 40 to 130 degrees F.
- Hose controls will include up to 8 hose control points with the ability to expand to 64.
- Pulsar compatibility: 1:1 to 1000:1
- Required pump control relays shall be included.
- Encryption of card data – The system shall fully encrypt bank card track data upon swipe utilizing 3DES and DUKPT encryption or equal. This card data shall not be stored on the self-serve device during normal operation in order to prevent against any breach or compromise of card holder data.
- System must have surge protection specifically designed for fuel management system.
- Submission to include toll free support during the warranty period for both hardware and software.

#### High visibility display:

- Heavy duty construction

- Display should be large enough for easy viewing. Please list dimensions in submission.
- Operating temperatures as terminal above
- Display – solid state 2.3” bright red bar segment LED digits or equal
- Mounting - may be mounted on top of dispensing cabinet or other location selected by Airport Director

Fuel management software:

- Provide a fuel management software application that is accessible from the main airport terminal building to set prices, manage accounts, perform unit configuration, monitor inventory and view transaction data.
- At a minimum, the software shall be capable of the following tasks:
  - Account management
  - Basic discounting
  - Fuel type blocking
  - Access schedules
  - Purchases
  - Sales activity
  - Sales summary
  - Transaction detail log
- The system must have log-in security that requires ID and password to access.

**Please include in your proposal:**

Self-serve automated fuel management system:

- 1) Total price of proposal, including complete installation and on-site training of staff
- 2) Date(s) of installation/on-site training (best estimate)
- 3) Specification sheets with all equipment and options being offered clearly stated
- 4) Warranty information
- 5) Any variations to minimum specifications

Options:

We also have three fuel farm upgrades that we would like to include as options to this proposal, if funds will allow. Please list these options separate from the fuel management system, and price them out separately as listed below.

Option 1 – Piping – downstream of filtration – including installation (turnkey)

Option 2 - Vapor recovery adaptor (4” vapor, 3” riser thread)  
and 4” vapor recovery cap for 100 LL tank, including installation

Option 3 - 3” external emergency valve, ductile iron, flanged including installation

Please note any variations to these requirements on submitted proposal.

Successful bidder must provide proof of business license and liability insurance. Successful bidder must also provide proof of workers compensation insurance if required.

Vendor selection will be based upon the best offer deemed acceptable by the City of Shelbyville's council appointed bid committee and City Council. Proposal to all or part of the RFP indicates a willingness to supply part or all of the proposal. The City of Shelbyville reserves the right to reject any and all proposals.

All bidders must comply with A.D.A. guidelines if required.

All bidders must be in compliance with Title VI, Civil Rights Act of 1964, which specifies that: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving federal financial assistance from the Department of Transportation or the U. S. Department of Justice.

Failure on the part of the bidder to comply with all instructions herein may result in bid rejection.

Any questions may be directed to Purchasing/IT Director Lori Saddler, 931-684-2691 or Airport Director Paul Perry, 931-684-1669.

*All bid/proposal submissions to the City of Shelbyville are subject to inspection and reproduction pursuant to the Tennessee Public Records Act ("TPRA"), T.C.A. section 10-7-501, et seq. The City of Shelbyville provides access to public records upon request in full compliance with TPRA.*

Lori Saddler  
Purchasing/IT Director