

City of
SHELBYVILLE
Tennessee

September 24, 2018

REQUEST FOR PROPOSALS

The City of Shelbyville is requesting proposals for **AVIATION FUEL PROVIDER 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., Thursday, October 18, 2018.** Proposals should be submitted in sealed envelope or package marked "**SEALED PROPOSAL FOR AVIATION FUEL PROVIDER FOR SHELBYVILLE MUNICIPAL AIRPORT**". **Three (3) paper copies and one (1) electronic copy are required of each submission.** 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 Thursday, October 18, 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 (November 8, 2018) at the Shelbyville City Hall Annex.

Scope:

To establish an aviation fuel provider in accordance with the terms, conditions and specifications stated within this document.

Background:

The City of Shelbyville owns and operates the Shelbyville Municipal Airport

(KSYI). Aircraft activity is conducted by private, corporate, charter, training, air ambulance, agricultural crop dusting, and some military helicopters.

The City of Shelbyville provides all the fueling services for aircraft at Shelbyville Municipal Airport. Aviation fuel is currently provided by Eastern Aviation Fuels. The fuel farm consists of:

- 1 - Jet-A above ground tank with the capacity of 12,000 gallons
- and
- 1 - Avgas above ground tank with the capacity of 12,000 gallons

Both Jet-A and Avgas are configured for self-serve fueling with QT Pod M4000.

The Airport currently operates 1 Avgas truck with 1,200 gallon capacity (owned by the City of Shelbyville) and 1 Jet-A truck with 2,200 gallon capacity (leased from Eastern Aviation Fuels).

For FY18 ending June 30, 2018, approximate fuel sales break down as follows:

Avgas Full Serve:	47,498.78 gallons
Jet-A Full Serve:	57,772.50 gallons
Total:	105,271.28 gallons

Detailed Scope of Work:

Proposers are required to agree, by submission of a proposal, to deliver aviation fuels to the Fuel Farm at the Airport.

Proposer must provide and/or address the following requirements:

1. List the brand name of fuel proposed to be sold to Shelbyville Municipal Airport under proposed contract.
2. Location of proposer's fuel depot and method of delivery to airport (i.e. company-owned trucks or subcontractor).
3. Any limits on the amount of Jet-A Fuel proposer will contract to deliver during a twelve (12) month period.

4. Any limits on the amount of Avgas (100LL) proposer will contract to deliver during a twelve (12) month period.
5. Contract price of Jet-A from a cost plus and retail minus perspective. Provide one (1) year financial fuel price history (pricing index, delivered price, please show breakdown of base price of fuel, all applicable taxes, fees, etc.).
6. Contract price of Avgas (100LL) from a cost plus and retail minus perspective. Provide one (1) year financial fuel price history (pricing index, delivered price, please show breakdown of base price of fuel, all applicable taxes, fees, etc.).
7. Twenty-four (24) hour period between order placement and delivery to Airport is desired, however proposer shall guarantee maximum forty-eight (48) hour period between order placement and delivery to Airport.
8. Timing of payment required. Shelbyville Municipal Airport requires a minimum of ten (10) days from date of delivery.
9. Proposer to provide a list of credit cards and contract fuel programs accepted and all associated costs. The cost of credit card processing will be another consideration in determining the successful proposer.
10. Proposer shall advise Shelbyville Municipal Airport the amount of time for funds to be deposited in our accounts and the methods of payment (i.e. electronic transfer) along with any costs involved.
11. Proposer to make fuel trucks available to Shelbyville Municipal Airport for use in the event Shelbyville Municipal Airport owned fuel truck is out of service at no cost to Shelbyville Municipal Airport. Minimum forty-eight (48) hour delivery period for replacement truck which shall be in good working order and similar in capacity to those in operation.
12. Proposer shall paint and/or decal (please show examples of proposed decal) fuel truck and fuel farms with appropriate brand logos.
13. Proposer shall provide, at no additional costs, annual inspections of all fuel trucks, regardless of ownership, and annual inspections of the fuel farm. The inspectors will be qualified and provide written documentation detailing the results of the inspections.
14. Proposer shall at no cost include Shelbyville Municipal Airport in aviation advertising (provide examples).
15. Proposer shall make funds available for co-operative advertising on a local basis. Please clearly identify your program and associated costs.

16. Proposer shall identify ancillary contract benefits that may include, but not be limited to, supplemental insurance, customer rewards/incentives, contract fuel, and training.
17. Proposer shall provide, at no additional cost to purchaser, employee fuel quality assurance training and testing materials, wing mats, line-service safety and customer service training either through proposer or approved third party books, materials, and seminars or combination thereof.
18. By submitting proposal, the supplier will ensure that the aviation fuel delivered meets or exceeds the following minimum specifications:
 - Jet Fuel: Aviation Kerosene type Jet-A fuel received shall conform to ASTM D-1655 specifications, latest revision. Proposer shall also supply FSII (Anti-ice, Prist) premixed.
 - Avgas (100LL): Fuel received shall conform to ASTM D-910 specifications, latest revision, and shall be of the Aviation Gasoline type, 100 Octane, Low Lead (Avgas 100LL) or future replacement.
 - Supplier will provide certificate of analysis on all aviation fuel shipments. Supplier will also provide traceability on all shipments back to refinery.
19. Proposer shall offer fuel truck for lease throughout the duration of the proposed contract. Proposal shall contain lease rate for the following truck:
 - One (1) Jet-A fuel truck – 2,200 gallon or greater capacity

OPTIONS:

20. Proposer may provide, at no cost, new hose reels and fuel dispensing cabinets at fuel farm for both Jet-A and Avgas (100LL).
21. Proposer may provide high-level shut-off system on the fuel farm for both Jet-A and Avgas (100LL) tanks.
22. Proposer may offer participation, without cost or reduced cost, in major aviation trade shows such as NBAA and NATA.
23. Proposer may provide a uniform reimbursement for the Shelbyville Municipal Airport fuel operation technician uniforms.

Terms of Agreement

The agreement shall be for a two-year period with option to renew for two additional years. The option for renewal will be reviewed prior to the end of the initial two-year agreement.

The above is only renewable upon the agreement of both parties.

Services can only be terminated by either party with a 60-day notice.

Surcharges will not be accepted in conjunction with this agreement, and such charges should be incorporated into the pricing structure.

Response Format

Vendor to provide three (3) paper copies and one (1) electronic copy of proposal submission.

The vendor understands and agrees to abide by all of the RFP specifications, provisions, terms and conditions of same, and all policies of the City of Shelbyville and the Shelbyville Municipal Airport. The Vendor further agrees that if awarded, the work will be performed in accordance with provisions, terms and conditions set forth in this Request for Proposals.

To facilitate the fair evaluation and comparison of proposals, all proposals must conform to the guidelines set forth in this RFP.

Any portions of the proposal that do not comply with these guidelines must be so noted and explained in submission. However, any proposal that contains such variances may be considered non-responsive.

Proposals should be prepared simply and economically, providing a straightforward concise description of the Vendor's approach and ability to meet Shelbyville Municipal Airport's needs, as stated in this RFP.

The items listed below shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered. Failure by a Vendor to include all listed items may result in the rejection

of this proposal.

1. Cover Letter/ Management Summary

Provide a cover letter, signed by an authorized officer of the firm, indicating the underlying philosophy of the firm in providing the services stated herein. Include the name(s), telephone number(s) and email(s) of the authorized contact person(s) concerning proposal. Submission of a signed Proposal is Vendor's certification that the Vendor will accept any awards as a result of this RFP.

2. Business Plan

In this section, include

- Location of fuel depot
- Length of time between placement of order and delivery
- Marketing commitment (signs, decals, etc.)
- Optional installation of equipment (high level shut-off, hose reels, etc.)
- Quality Control training

3. Cost of Services to Shelbyville Municipal Airport

In this section, include:

- Payment terms offered
- Cost of fuel or discount
- The total cost of fuel and financial impact to Shelbyville Municipal Airport.
- Cost of credit card processing

4. Experience and Capacity of Firm

In this section, include:

- Reputation of quality fuel requirements
- Sales numbers nationally and within your company
- Illustration of product representation and support services

- Fuel pricing history

5. References

The City of Shelbyville and Shelbyville Municipal Airport request five (5) references to be included with proposal submission from clients whose projects are of a similar nature to this solicitation. References may be contacted as part of the proposal review process.

6. Acceptance of Conditions

Indicate any exceptions to the terms and conditions of the RFP, or any requirements listed in this RFP. If no exceptions are indicated it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations. Exceptions taken by a Vendor must be clearly stated and will be considered in evaluation of proposal.

General RFP Instructions

1. Questions

Direct questions related to details of this RFP to Paul Perry, Airport Director. Questions may be emailed to: paul.perry@shelbyvilletnairport.org

2. Site Visit

It is highly recommended that interested parties schedule a site visit of the Shelbyville Municipal Airport with Airport Director Paul Perry. He may be contacted by phone at 931-684-1669 or email paul.perry@shelbyvilletnairport.org.

3. Compliance with the RFP

Proposals must be in strict compliance with this RFP. Failure to comply with all provisions of the RFP may result in disqualification.

4. Ambiguity, Conflict, or Other Errors in the RFP

It is the sole responsibility of the vendor, if the vendor discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, to immediately notify the City of Shelbyville Purchasing Department, Lori Saddler, 931-684-2691 or lori.saddler@shelbyvilletn.org. TCA 12-4-113 requires any questions concerning bid documents must be received no less than ninety-six (96) hours before bid opening date. Any corrections made will become an addendum to the RFP, and will be posted on the City of Shelbyville website in the Open Solicitations section of the Purchasing Department page. TCA 12-4-113 states that no addendum to bid documents is permitted within less than forty-eight (48) hours of the bid opening date.

5. Proposal, Presentation, and Protest Costs

The City of Shelbyville or Shelbyville Municipal Airport will not be liable in any way for any costs incurred by any vendor in the preparation of their proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any discussions, negotiations, or, if applicable, any protest procedures.

6. Delivery of Proposals

Delivery instructions are on page 1 of this RFP.

Proposals must be received at or before 2:00 PM, Thursday, October 18, 2018.

It will be the sole responsibility of proposer to deliver personally or by mail the proposal or proposals to the City of Shelbyville Purchasing Office, 201 N. Spring St., Shelbyville, TN 37160 on or before the closing hour and date announced for the receipt of the proposals. **The envelope or package must be sealed and marked on the outside “SEALED PROPOSAL FOR AVIATION FUEL PROVIDER FOR SHELBYVILLE MUNICIPAL AIRPORT.”. Three (3) paper copies and one (1) electronic copy are required of each submission.**

7. Validity of Proposals

All proposals shall be valid for a period of sixty (60) days from the submission date to accommodate evaluation and selection process.

8. Method of Source Selection

Shelbyville Municipal Airport and the City of Shelbyville will be using its own internal methodology of source selection for this procurement. Shelbyville Municipal Airport may, as it deems necessary, conduct discussions with qualified vendors determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

9. References

The City of Shelbyville and Shelbyville Municipal Airport reserve the right to contact any and all references pertaining to this proposal.

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