

City of Spartanburg

Procurement and Property Division

Post Office Drawer 5107, SC 29304-1749

Legal Notice Request for Proposal for Aviation Fuel Supplier

January 7th, 2019

NOTICE IS HEREBY GIVEN – Spartanburg Downtown Memorial Airport (KSPA) requests proposals from qualified producers, suppliers and marketers of aviation fuels and lubricants to be the sole supplier of aviation fuels and lubricants, which will be resold at KSPA, located in Spartanburg South Carolina. The City of Spartanburg owns and operates the Airport which is managed by an Airport Director. The City will enter into an appropriate agreement (“Fuel Supply Agreement”) with the successful proposer.

Proposal Number: 1819-03-01-01

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women’s business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License and all the required Building Permits.

Complete proposal package also available at www.cityofspartanburg.org by following the links for Invitations for Bids.

Any questions regarding this RFP should be directed to Terry Connorton, Airport Director, at tconnorton@cityofspartanburg.org or (864) 580-5004. The email subject line should read Proposal No: 1819-03-01-01

Sealed Proposals shall be submitted to Carl Wright, Procurement and Property Manager on or before Friday: March 1, 2019 by 3:00 pm, City Hall, 145 West Broad Street at which time they will be publicly opened and read aloud in the Training Room, same location.

Proposals can be hand delivered or mailed to the following address:

City of Spartanburg
P.O. Box 5107
145 W. Broad Street
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at www.cityofspartanburg.org by following the links for Invitations for bids. The following Proposal Number Must be placed on the outer envelope in order for the bid to be Stamped in as accepted on time: **Proposal No: 1819-03-01-01**

Spartanburg Downtown Memorial Airport

Request for Proposals

Aviation Fuel Supplier

Proposal No: 1819-03-01-01

I. INTRODUCTION

Spartanburg Downtown Memorial Airport (KSPA) requests proposals from qualified producers, suppliers and marketers of aviation fuels and lubricants to be the sole supplier of aviation fuels and lubricants, which will be resold at KSPA, located in Spartanburg South Carolina. The City of Spartanburg owns and operates the Airport which is managed by an Airport Director. The City will enter into an appropriate agreement ("Fuel Supply Agreement") with the successful proposer.

The Airport fuel farm will consist of two (2) above ground fuel tanks; a ten thousand (10,000) gallon Jet A tank, and a ten thousand (10,000) gallon 100LL/Avgas tank.

An Independent Corporation has two (2) above the ground fuel tanks; fifteen thousand (15,000) gallon Jet A tanks.

This RFP is for the supply of Aviation Turbine Fuel – Jet A, and Aviation Gasoline – 100LL, or any future replacement(s). The award will be for a three (3) year period, with provisions for up to two (2) one (1) year extensions for a maximum of five (5) years based on periodic performance reviews.

II. PROPOSAL SUBMITTAL AND DUE DATE:

The following is a schedule of events for this proposal process:

Distribution of Bidding Documents begins: January 7, 2019

Proposals Due to the City of Spartanburg Procurement & Risk Manager: March 1, 2019 by 3:00 pm

Notification of Award: By March 15, 2019

Commencement of Services: May 1, 2019

Any questions regarding this RFP should be directed to Terry Connorton, Airport Director, at tconnorton@cityofspartanburg.org or (864) 580-5004. The email subject line should read Proposal No: 1819-03-01-01

Interested proposers should submit five (5) copies of their proposals in a sealed envelope marked "**Aviation Fuel Supplier, Proposal No: 1819-03-01-01 by Friday, March 1st, 2019, not later than 3:00 pm**", sent to the following address:

Carl Wright: Procurement & Risk Manager

City Hall 145 W. Broad St. Spartanburg, SC 29306

Proposals received after the 5:00 pm on March 1st, 2019 may not be considered.

NO FAXED OR EMAILED PROPOSAL DOCUMENTS WILL BE ACCEPTED.

III. AIRPORT'S REQUIREMENTS

KSPA fuel supply requirements:

Type Annual Usage*

Jet A 225,000 gallons

100LL AvGas 110,000 gallons

Independent Corporate fuel supply requirements:

Jet A 225,000 gallons

*Amounts are approximated and are anticipated to increase during the term of the agreement.

IV. FUEL SPECIFICATIONS

Jet A: Shall meet the requirements of American Society for Testing and Materials (ASTM) D1655 (latest revision).

100LL: Shall meet the requirements of ASTM D910 (latest revision).

KSPA will perform and document the following tests prior to accepting any shipment of fuel:

- Visual (White Bucket)
- Color, sediment and water
- Temperature
- API Gravity

KSPA may, at its discretion, perform additional tests and reserves the right to reject any delivery it declares unsuitable for reasons of quality or driver safety.

V. SUPPLIER QUALIFICATIONS

1. Supplier's product(s) must have global brand name recognition.
2. Supplier must provide at least weekly price notices directly to the Airport.
3. Supplier must be a full service marketer that provides a complete package of marketing support services related to the products provided, including but not limited to:

A. Quality Control. Must have a Quality Control Program that provides:

Manuals which are current and completely revised within the past 5 years.

- On-site training
- Fuel farm inspections
- Refueler inspections

B. Professional Line Service Training Program. Industry associated program with local, live training or live action videos and workbooks in the following areas:

Ground Servicing

- Safety
- Refueling of Piston Aircraft
- Refueling of Turbo-prop Aircraft
- Refueling of Jet Aircraft
- Overwing and Single-Point Refueling
- Aircraft Towing
- Fuel Farm Management
- Refueler Management
- Customer Service
- Fire Safety

C. Refueler (Fuel Truck) Lease Programs:

- Refuelers for lease utilizing approximate fuel capacities of 1,000 gallons of AvGas 100LL and 3,000 gallons of Jet A.
- Supplier will allow qualified City mechanics or contractors to perform necessary maintenance, inspections and minor repairs on leased refuelers.

D. Credit Card Processing Program: The credit card processing should include:

- A Point of Sale (POS) and/or PC based equipment.
- Mobile POS equipment
- System must be capable of electronically processing credit cards with at least weekly deposits.
- System must be capable of accepting at least, but not limited to, Visa, MasterCard, American Express, Discover, AvCard, MultiService, U.S. Government Air Card and Voyager.
- System must provide detailed reports and receipts showing fuel type, price, discounts, etc.

E. National Advertising Program: Supplier must provide national advertising that supports the brand offered.

F. Line of Credit: Supplier must provide an adequate line of credit with functional credit terms.

G. Brand Identification / Signage: Supplier must provide adequate brand signage and identification on site.

H. Administrative Support: Supplier must provide administrative support relative to the supplier / Airport relationship.

4. Supplier must provide technical expertise and have available proprietary laboratory support.

5. Supplier shall not impose any discount or rebate program that requires the Airport's participation or funding.

VI. CONTENT OF PROSALS

Proposals must address, in detail, Sections III, IV and V of this RFP in order to be considered. Please provide any additional information, services or programs that should be considered in the evaluation of your proposal. If any proposal fails to address the specified requirements, the proposal shall be deemed non-responsive and will be disqualified.

Each proposal, in addition to the Sections cited above, shall include:

- Name, representative, address and contact information for the proposer.
- Name and location of the assigned account representative.
- A narrative of the Company's qualifications and performance record with existing or past clients.
- Three references with contact phone numbers.
- Details of insurance program to be provided by supplier.
- Primary supply point for products offered.
- Any restrictions imposed by the proposer or supplier.
- A copy of the proposer's service agreement or contract.
- A list of all associated credit card processing fees and terms
- A copy of the proposer's refueler (fuel truck) lease agreement and terms.
- A proposal on upgrading the current self-serve Avgas QT M3000Pro system.
- A visual representation of the proposer's brand / logo / signage.
- Historical pricing for each type of fuel requested (per gallon, including all taxes, fees and delivery costs for both full [8,000 gallons] and half [4,000 gallons] loads) for the following dates:
 - October 5, 2018
 - November 2, 2018
 - December 7, 2018

All fuel prices, taxes, fees and delivery costs should be listed and broken out.

VII. REJECTION OF PROPOSALS

KSPA may reject any proposals that are not in compliance with this RFP. The City of Spartanburg reserves the right to reject all proposals if it is in the best interest of the City.

VIII. PROTESTS

Any complaints of perceived inequities related to the RFP shall be submitted to Carl Wright, Procurement & Risk Manager at the address listed in this RFP within five (5) days after notification of selected supplier.

IX. COSTS

The City of Spartanburg is not liable for any costs incurred by a proposer in preparing proposals.

X. EVALUATION AND AWARD

Evaluation shall be done using a points system. Criteria of the proposals will include: (100 points)

1. Proposer's overall qualifications and experience, including references' comments. (30 points)
2. Proposer's ability to meet/provide listed operational programs. (40 points)
3. Proposer's fuel prices on the specified dates. (30 points)

The Evaluation Committee will select the proposer it feels is most qualified to provide the required services and programs at the best fuel price. Selection will not be made solely on the fuel price. The Airport Director will make a recommendation to the City of Spartanburg for selection of the best qualified proposer, based on the Evaluations Committee's selection.

The successful proposer may begin providing services only after receiving written notice of their selection as Aviation Fuel Supplier and after the completion of a fully executed service agreement or contract.