

**COUNTY OF TANEY,
MISSOURI**



REQUEST FOR PROPOSAL

For

AVIATION FUEL SUPPLIER

Taney County, Missouri

RFP #201107-140 – Aviation Fuel Supplier

Release Date:

August 3, 2011

Submittal Deadline:

September 12, 2011

Not later than 9:00 AM, Central Time

**Taney County Purchasing
132 David Street
P.O. Box 1630
Forsyth, MO 65653**

**Ron Erickson, Director of Purchasing
Phone: 417-546-7281 Fax: 417-546-7280
E-mail: rone@co.taney.mo.us**

**Request for Proposal for Aviation Fuel Supplier
Taney County, Missouri**

INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.
- 2) **Proposal Closing:** All proposals shall be **delivered before** 9:00 AM, Central Time, on Monday September 12, 2011 to:

Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, MO 65653

- 3) The County will not accept any proposals received after 9:00 AM and will return such late proposals to the Offeror.
- 4) Offerors must submit one (1) original and nine (9) copies of the proposal (total of ten). Proposals will be opened publicly at 9:00 AM on September 12, 2011 but only names of offerors will be read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed".
- 6) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- 7) If you have obtained this proposal document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- 8) This County is not responsible for any expenses which proposers may incur in preparing and submitting proposals called for in this Request for Proposals.
- 9) The County reserves the right to conduct personal interviews or require presentations of any or all proposer prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 10) All proposals submitted shall be binding for ninety (90) calendar days following the opening.
- 11) Taney County Commission reserves the right to reject any or all proposals, when such rejection is in the best interest of the County.
- 12) Bid may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County

**Request for Proposal for Aviation Fuel Supplier
Taney County, Missouri**

INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed proposals for Aviation Fuel Supplier as set forth herein.

- 2) Organization – This document, referred to as Request for Proposal (RFP), is divided into the following parts:
 1. Instructions and General Conditions
 2. Instructions and General Information
 3. Scope of Services
 4. Evaluation and Award Process

Guidelines for Written Questions:

- 1) All questions regarding this Request for Proposal shall be submitted in writing, **prior to the proposal opening** and no later than **9:00 AM., on September 5, 2011**. All questions must be mailed, faxed or emailed to; **Mark Parent, Airport Manager** markp@co.taney.mo.us

or **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices).

- 2) In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Taney County Purchasing Department.

- 3) **Timeline:** The County anticipates a contract award following the evaluation of the proposal responses within **45 days from the RFP opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.

- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's proposal file becomes part of public record at the time of contract execution or when all proposals are rejected.

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SCOPE OF SERVICES

1. Background Information:

The Taney County Airport Board is requesting proposals to provide Conoco/Phillips Branded Aviation Fuel at M. Graham Clark Airport (PLK). The Taney County Airport is operated under the direction of the Taney County Airport Board.

At present time, Aviation 100LL and pre-blended Jet A is being supplied to the airport, a Conoco/Phillips branded dealer. Refuelers exist on the airport. Bulk storage facilities exist on the airport.

The Airport Board desires to establish a fueling contract with a reputable company meeting certain quality, service, and supply expectations.

2. Proposal Format:

The following criteria must be provided to be considered a qualified response:

1. The name and address of the firm or company including the primary contact person for the purposes of this proposal.
2. A brief description of the firm or company and areas of expertise and demonstrated capability to perform the required service.
3. Examples of quality control, including methods of pre-blending Di-EGME into Jet A.
4. Location of nearest terminals to M. Graham Clark Airport and expected time delays in delivery.
5. Quality control programs offered, including FAA Part 139 fuel handler training, fire safety training, etc.
6. Technology support, such as online account information and software support.
7. Excess liability insurance.
8. Assertion of uninterrupted supply.
9. Ability to provide partial loads with transportation fees apportioned to volume transported.
10. Acceptance to a term and supply contract possibly up to five years.
11. Proof of insurance.

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Evaluation and Award Process

The Taney County Airport Board and the County Purchasing Director will review responses and make a formal recommendation for award to the County Commission. The evaluation team will conduct a comparative assessment of the proposals in accordance with the evaluation criteria stated below:

- **Fuel Cost** 20 Points
- **Experience/Expertise** 20 Points
- **Operational Plan** 30 Points
- **References/Qualifications** 20 Points
- **Technical Support** 10 Points

After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation and demonstration of their proposed system. All arrangements and scheduling will be coordinated by the County Purchasing Director.

3. Rejection / Withdrawal of Proposals Response:

Rejection of Proposals- Taney County Commission reserves the right to reject any or all proposals, when such rejection is in the best interest of the County.

Withdrawal of Proposals- Proposals may be withdrawn on written request from the Offeror at the address shown in the RFP prior to the time of acceptance of the proposals.

4. Validity of Proposal Response:

Offeror agrees that the proposal response shall remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

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“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID

**If you do not wish to respond to this bid request, please fill this form out and return it to
the Purchasing Department by mail or fax.**

**If you would like to FAX this “NO Bid” Response Form to our office, the FAX number is
(417) 546-7280.**

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Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:



Taney County, Missouri
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ADDENDUM #1 - Issued August 18, 2011

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum **should** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County received the following questions and is providing a response below:

1. **Question:** Why is the airport going out to bid for a new fuel supplier?

Response: Phillips direct is requesting us to use a marketer

2. **Question:** Please provide the last 3 years of fuel sales, by grade, by month.

Response:

	Jet A				
	2011	2010	2009	2008	2007
Jan	382	1348	4,413	2994	4206
Feb	55	1036	2,467	2963	4606
Mar	727	1116	5,079	5183	4241
Apr	523	1974	3,669	5008	5019
May	126	573	4,093	4951	7127
Jun	1228	831	4,075	7658	7731
Jul	4081	1888	5,870	6942	8182
Aug		1381	2,038	4190	5490
Sep		626	2,498	3588	3746
Oct		1052	2,942	5557	4306
Nov		824	995	3983	4747
Dec		876	952	2109	2494
Total	7123	13523	39090	55126	61895

	100LL				
	2011	2010	2009	2008	2007
Jan	1690	1361	2,216	2919	3398
Feb	1295	1427	2,849	2079	4170
Mar	2581	2428	4,954	4107	6272
Apr	3080	3636	4,461	5070	7178
May	3551	5541	6,483	6340	7173
Jun	4351	8623	7,656	6231	8140
Jul	6246	8834	7,548	9124	9077
Aug		7758	7,096	6830	8108
Sep		5852	5,006	5665	7501
Oct		4942	3,982	7337	7786
Nov		4571	4,891	5179	7472
Dec		2868	2,739	2322	3374.3
Total	22794	57840	59880	63202	79649

3. **Question:** What are your current suppliers' credit terms?

Response: Phillips direct terms

4. **Question:** Who is your current supplier?

Response: Conoco-Phillips

5. **Question:** Why is only the Phillips brand acceptable?

Response: We are a Phillips dealer

6. **Question:** The RFP references you have your own refuelers, please provide Year, Make, Model, size, last QC inspection Date for all trucks. (pictures would be nice)

- a. Does the county own these trucks?
- b. When was the last time the trucks were decaled?

**Response: 1983 Int'l 1200 gallons Jet A
1983 Int'l 1200 gallons 100LL
1985 Ford 750 gallons 100LL**

**QC current
County owned
Decaled 2005, 2011**

7. **Question:** The RFP references you have your own tanks: Please provide UL listing (UL142 / UL2085), size, last QC inspection Date. (pictures would be nice)

- a. Are they in compliance with Federal, State & local regulations (specifically the SPCC compliance)
- b. When was the last time the SPCC was updated?

**Response: UL 2085
20,000 gallons
QC current
SPCC current**

8. **Question:** I cannot find any pictures of free-standing Phillips Signs. If you have them, who has been maintaining them?

Resonse: They are our responsibility

9. **Question:** When was the last fuel system quality control inspection completed. Where there any discrepancies that have not been addressed?

Response: System QC daily by us, at least annually by USDA

10. **Question:** The RFP (nor the web site) makes no mention of De-icing or anti-icing capabilities, is this process handled separately? (I was in Branson / Spfld. for the last ice storm a couple years ago)

Response: No onsite de-icing or anti-icing

11. **Question:** Employees: are all the line service technicians current on their 14 CFR 139.321 certification? When was the last time a supervisor attended a training class? (must be done within 24 months).

- a. All the line service Technicians county employees?
- b. Are your employees actively promoting the use of proprietary credit cards?

**Response: NA, but 139 certified nevertheless
All handlers this year
County employees
Yes**

12. **Question:** Based on one of the pictures on your web site, it appears your airport handles military traffic. Does the airport have a current military contract (with the DESC)? If so, what are the dates of the contract?

Response: No military contract

13. **Question:** Is the airport involved with any commercial contract fuel programs? (Colt, World fuels, Western Petroleum)?

Response: No

14. **Question:** How are you processing your credit cards (VeriFone Vx570, VSAT, DSL)?

- a. Regarding your credit card sales: Is your current supplier offering a credit against your fuel bill or do the funds flow directly to the city?

**Response: VeriFone
All EFTs by supplier**

15. **Question:** Are you using Phillips Bizlink to track your current Phillips business?

Response: Yes

16. **Question:** What accounting system does the airport use? (for example, Total FBO, FBO Manager, MyFBO.com, Peachtree, Quickbooks)?

Response: Quickbooks

17. **Question:** Are you using the Phillips provided Flight Explorer tool to build your sales?

Response: No

18. **Question:** Have you used your coop dollars for advertising, uniforms?

Response: Yes

19. **Question:** Are you currently enrolled in and actively using/promoting the Phillips Wing Points Program?

Response: Yes

20. **Question:** Is the airport an active member of MAMA?

Response: Yes

21. **Question:** I also see that the airport is looking for a flight school. Has the airport in the past worked with previous schools under the Phillips provided Young Eagles Program?

Response: No

22. **Question:** Has the airport participated in the Compassion Flight Fuel Rebate program?

Response: No

23. **Question:** When was the last time the airport updated their FAA 5010 report?

Response: 2011

By,

Ron Erickson, Director of Purchasing
132 David Street, P.O. Box 1630
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #1 to Request for Proposal **RFP #201107-140 – Aviation Fuel Supplier**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



**Taney County, Missouri
RFP #201107-140 – Aviation Fuel Supplier**

ADDENDUM #2 - Issued September 1, 2011

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum **should** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

The County received the following question and is providing a response below:

Question: On page five of the RFP, it indicates that the bid will be evaluated on Fuel Cost. However, there is no price date or other information regarding price contained in the RFP. Is this a consideration? If so what date do you want a pricing scenario done?

Response: To have a fuel date each Bidder would have to create an answer at a specific time, or moment in the future. This was not established within the RFP. The opening date would not be an effective "moment in the future". Therefore it has been decided to remove the "Fuel Cost" as a criteria point from the evaluation process. Point values, as applied to the other criteria points, will remain the same with a possible total of 80 rather than 100. To clarify – all Bidders are asked to scratch off "Fuel Cost" as listed on Page #5. Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street, P.O. Box 1630
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #2 to Request for Proposal **RFP #201107-140 – Aviation Fuel Supplier**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____