

COUNTY OF SISKIYOU
TRANSPORTATION OFFICE
AVIATION DEPARTMENT
411 4TH STREET
YREKA, CA 96097

REQUEST FOR PROPOSALS FOR AVIATION FUELING SERVICES

May 19, 2015

Key Dates: (dates are preliminary)

Issued: May 21, 2015
Property Walk-throughs: June 4,, 2015
Written Question Submission Deadline: Prior to June 11, 2015
Submittal of Proposal(s) Deadline: June 22, 2015
Committee Review: To be determined
Contract Start Date Approximately: Upon contract execution

Individual/Firm Name

Signature of Authorized Agent

Mailing Address

Print Name of Authorized Agent

City State ZIP

Date

Phone

Fax

REQUEST FOR PROPOSAL

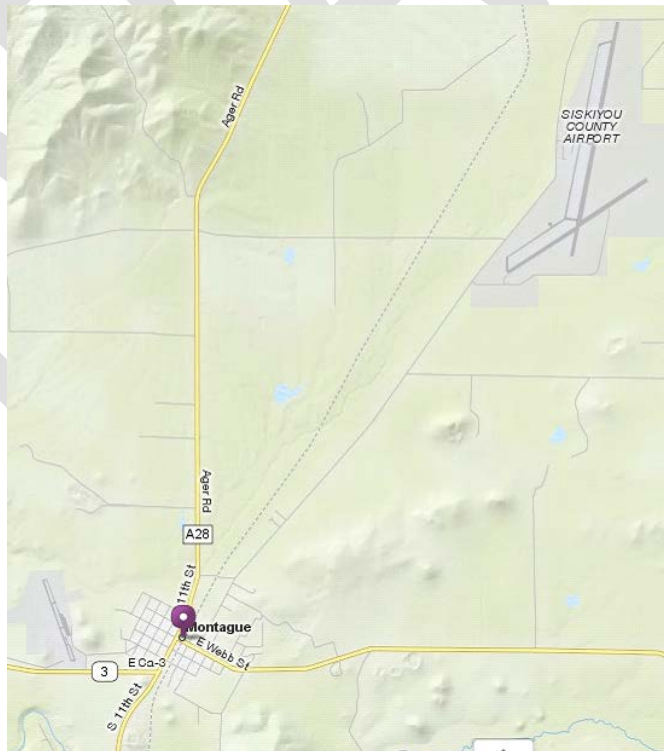
FOR AVIATION FUEL SERVICES

I. PURPOSE OF RFP

The County of Siskiyou (County) is soliciting Requests for Proposals (RFP) to provide aviation fuel and related services at Siskiyou County Airport (KSIY). Siskiyou County Airport is located off Airport Road approximately three miles northeast of Montague, California.

II. Airport Demographics

Siskiyou County Airport is classified as a General Aviation airport. The airport currently holds fifteen hangars, a few are owned by the County while others are privately owned. Airport activity currently includes glider operations, fixed wing, US Forest Service tanker base. The County currently maintains an agricultural lease with a local farmer for the fields around the taxiways and runway. The airport is served by one runway 17/35 (7,484 feet in length by 150 feet wide). There is one taxiway that runs parallel to the runway along the north end and one perpendicular taxiway that runs southwest from the end of Runway 35. The Airport currently has a GPS-A or NDB approach to runway 17 and 35; PAPIs are on the runway. Airport property currently encompasses 1,080 acres. Utilities for the Jet A tank are provided by the County. Water and sewer are served by a well and a septic system.



III. Services Requested

The County of Siskiyou is seeking proposals from qualified aviation fuel providers to operate the County Jet A and 100LL fuel tanks at the Siskiyou County Airport (KSIY).

Facilities consist of approximately 12,000 gallon Jet A fuel storage tank system and an approximately 10,000 gallon 100 low-lead Avgas storage tank system. Each storage tank is designed with appropriate fire protection, environmental protection, and fuel quality elements and has been configured to allow for self-service fueling of aircraft. The Avgas system is designed for over-wing fueling and currently uses a Card Lock system that is owned by Eastern Aviation Fuel:

Mick Kendall
Director, West Coast Sales & Development
Eastern Aviation Fuels, Inc.
Shell Aviation
www.shellga.com
Toll Free: [800.334.5732](tel:800.334.5732)
Fax: [252.633.3125](tel:252.633.3125)
Cell: [252.671.9990](tel:252.671.9990)
mkendall@easternaviationfuels.com

Questions related to the use of the card lock will need to get a separate agreement with Eastern Aviation Fuels with final approval with the County of Siskiyou.

The jet-A fuel system has been designed for over-wing and single-point (bottom load) fueling. The jet A is currently not a part of the card lock system but could be integrated if so desired.

The facility is located on the Northwest portions of the airport. Approximately 10,000 square feet of apron pavement shared with aircraft tie down parking (tie down parking is not part of this RFP). There are two fuel truck entrance/exit gate adjacent to the ramp area.



Requirements of the Successful Individual/Firm

The successful proposer will be required to:

1. Enter into a contract with the County of Siskiyou.
2. The selected proposer shall be responsible for all applicable insurance requirements related to fueling activities and County requirements.
3. The selected proposer shall obtain and provide aviation fuel in conformance with any and all applicable codes and/or regulations regarding manufacturing, distribution, dispensing, and sales, of aviation fuel.
4. The selected proposer shall provide Jet A and 100 LL fuel from fuel storage tanks and a mobile fueling vehicle capable of transporting and dispensing aviation fuel to aircraft. Any and all mobile fueling vehicles utilized shall conform to any and all applicable life safety/fire codes.
5. The selected proposer shall supply fuel seven days per week. After hours call out services shall be available.
6. The selected proposer shall be responsible for obtaining and maintaining compliance with applicable life safety/fire codes.

IV. **General Instructions**

a. Submission of Proposal

- i. Proposers shall submit one (1) original and three (3) copies of its proposal by the date, time and location as listed below:

Date:	July ##, 2015
Time:	2:00 p.m. PST
Location:	County of Siskiyou – Transportation Office Attn: Melissa Cummins 411 4 th Street Yreka, CA 96097

b. Proposal Deadline

- i. Proposals received after 2:00 p.m., at the date, time and location as listed above, may at the sole discretion of the County, be rejected as nonresponsive and returned without review. In order to be considered, all proposals must either be date and time stamped or bears a handwritten inscription by an authorized representative of the County confirming receipt by the specified deadline. Facsimile or electronically transmitted proposals will not be accepted since they do not contain original signatures.

c. No Late Submissions

- i. The County shall not be responsible for, nor accept as a valid excuse, late proposal delivery as a result of delay in mail service or other method of delivery used by the Proposer. Postmarks will not be accepted in lieu of actual delivery.

d. Packaging

- i. All proposals shall be enclosed in a single sealed package plainly marked with the words "Proposal Responding to– Aviation Fuel Services, Siskiyou County Airport".

e. Firm Offers

- i. All proposals shall be firm offers subject to acceptance by the County and may not be withdrawn for a period of 90 calendar days following the last day to accept proposals. Proposals may not be amended once submitted to the Transportation Office.

f. Property Inspection

- i. There will be a site visit schedule for June 4, 2015 at 10:00 am for all proposers interested in viewing the location. Please contact the Airport Manager at the Transportation Office (530.842.8295) to for any questions on the visit.

- g. Questions from Proposers
 - i. Questions or comments regarding this RFP must be submitted in writing, addressed to the designated County representative as noted in Section IV, a, and submitted to the County on or before the specified deadline indicated within this RFP.
 - ii. The County shall not be obligated to answer any questions received after the specified deadline (as indicated within this RFP) or any questions submitted in a manner other than as instructed above. Also, the County, its agents, officers, volunteers, and employees shall not be liable for any claims, liabilities, penalties, fines or for damage to any properties or effects of any person related to, caused by or resulting from acts, errors, or omissions of the Proposer or the Proposer's agents, employees or representatives.
- h. Addendum/Clarifications
 - i. If it becomes necessary for the County to revise any part of this RFP, or to provide clarification or additional information after the proposal documents are released, a written addendum will be posted on the County Internet site. All addenda issued shall become part of the RFP.
 - ii. Answers to all written questions will be communicated in writing as part of an addendum to the RFP.
- i. Pre-contractual Expenses and Liability
 - i. Pre-contractual expenses are defined as any expenses incurred by the Proposer in: (1) preparing its proposal in response to this RFP; (2) submitting that proposal to the County; (3) negotiating with the County any matter related to this RFP, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFP. The County shall not, under any circumstance, be liable for any pre-contractual expenses incurred by Proposers, and Proposers shall not include any such expenses as part of their proposals. The County of Siskiyou assumes no responsibility or liability for costs incurred by the Proposer in the preparation of a proposal and response to this RFP. The County assumes no responsibility or liability for the accuracy of any information set forth in maps, reports, or other documents/materials provided for the Proposer's use in developing their proposal. The Proposer assumes all liability in the use of such information in developing their proposal. The County, its agents, officers, volunteers, and employees, shall not be liable for any claims, liabilities, penalties, fines or for damage to any goods, properties or effects of any person related to, caused by or resulting from any acts, errors or omissions of the Proposer or the Proposer's agents, employees, or representatives.

- j. No Commitment to Award
 - i. Issuance of this RFP and receipt of proposals does not commit the County to award a contract. The County expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer concurrently, to cancel all or part of this RFP, or to issue a new RFP.
- k. Inaccuracies or Misrepresentations
 - i. If in the course of the RFP process or in the administration of a resulting agreement, the County determines the Proposer has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, the Proposer may be terminated from the RFP process or in the event an agreement has been awarded, the agreement may be immediately terminated. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

V. Proposal Format Content

- a. Presentation
 - i. Proposals shall be submitted in 8 1/2" x 11" size, using a simple method of fastening. Proposals should be typed and should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged; presentations should be brief and concise. The proposal should not exceed 20 pages in length, including appendices, if any. The form, content and sequence of the proposal should follow the outline presented below. A qualifying proposal must address all of the following points, in the order shown below:
- b. Transmittal Letter/Introduction
 - i. The letter of transmittal/introduction shall be addressed to County of Siskiyou, and must, at a minimum, contain the following:
 - 1. Identification of the offering firm or individual, including name, address, telephone number, and facsimile number of firm and principals;
 - 2. Proposed working relationship among the offering firms (e.g., prime-subcontractor), if applicable;
 - 3. Acknowledgment of receipt of RFP addenda, if any;
 - 4. Name, title, address, telephone number and facsimile number of contact person during period of proposal evaluation;
 - 5. A statement to the effect that the proposal shall remain valid for a period of not less than ninety (90) days from the due date for proposals; and
 - 6. Signature of the individual Proposer or a person authorized to bind the offering firm to the terms of the proposal on the cover page of this RFP.

- c. Table of Contents
 - i. Immediately following the transmittal letter and introduction, there should be a complete table of contents for material included in the proposal.
- d. Business Resume if applicable
 - i. Description of Proposer's experience and qualifications in the proposed operation.
 - ii. Summary of training and education related to proposed business activity.
 - iii. Copies of requisite certificates and/or licenses for the proposed business activity.
 - iv. Financial information to evidence ability to perform and/or finance the proposed activity as required, including but not limited to most recent balance sheets, income statements, annual audits, and tax return conveying the most recent two years.
 - v. Profiles of the Proposer's principal officers.
 - vi. Listing of references.
- e. Proposal Description
 - i. Name of the proposed enterprise/proposer.
 - ii. Description of the proposed use of the facilities.
 - iii. Description of the anticipated construction modifications related to the use, and related budget to finance the modifications.
 - 1. The successful proposer shall provide a general description of anticipated modifications (if any) to the existing facility. Any such improvements/modifications (if any) shall comply with current County of Siskiyou Building and Safety code ordinances and must be approved in writing by the County of Siskiyou Transportation Office. All improvements will be at Proposer's expense.
 - 2. The successful proposer shall be responsible for all costs associated with such modifications/improvements to the existing facility and all necessary permits and proofs of insurance coverage shall be obtained and shall be in full force and effect from the date the lease is fully executed by both parties. Construction shall not commence on the project until the lease agreement has been approved by the County and executed by both parties.
 - 3. Hours of operation:
 - a. Minimum 8:00 am to 5:00 pm, seven days a week call out or onsite attendant (call respond time should not exceed 15 minute)
 - b. Card Lock system shall be operable 24/7 for 100LL
 - c. In the event the airport is used for aerial fire operations or emergency rescues an onsite attendant shall be available during that time the aircraft are flying and in need of fuel.
 - 4. Any anticipated enhancement of the site aesthetics.

5. Proposer proposes the following Minimum Monthly compensation for use of the fueling facility located at Siskiyou County Airport.
Total Monthly Compensation to County: \$ _____

VI. PROPOSAL EVALUATION AND CONTRACT AWARD

a. Evaluation Panel

- i. An Evaluation Panel may be responsible for reviewing, analyzing and evaluating the proposals received. The Evaluation Panel will make recommendations to the Board of Supervisors regarding selection of potential tenant(s).

b. Evaluation Criteria

- i. Proposals will be evaluated by the Evaluation Panel against the factors specified below. Within each evaluation criterion listed, the sub-criteria to be considered are those described in the "Proposal Format and Content" section of this RFP.
 1. 15 % Proposed operation of fuel facility
 2. 25% Proposer's business experience with past & current fueling operations
 3. 15% Proposer's financial capability
 4. 25% Revenue to County
 5. 15 % Building improvements/Site development
 6. 5% RFP package responsiveness and completeness
- ii. All proposals will be evaluated using the same criteria and the contract may be awarded based on the best overall proposal as determined by the Evaluation Panel.
- iii. Upon selection of the most qualified Proposers, the County may require the finalists to make an oral presentation to the Evaluation Panel to further explain their proposals. If such interviews are conducted, the County's appraisals of the presentations will also be factored into the evaluation of the proposals. However, Proposers are advised that award may be made without interviews or further discussion.
- iv. The County reserves the right to reject any or all proposals and to waive any irregularities or informalities in the offers received. In the event of any such rejection, or in the event a Proposer's offer is not rejected but does not result in a contract award, the County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submittal of the proposal or other participation in the RFP process.

VII. DISPUTES

a. Event of Dispute

In the event a dispute arises concerning the SOP process, the party wishing resolution of the dispute shall submit a request in writing to the Transportation Manager. A proposer may appeal the recommended award or denial of award, provided the following stipulations are met:

- i. Appeal must be in writing.

- ii. Must be submitted within 10 calendar days of the recommended award or denial of award letters, as applicable.
 - iii. An appeal can only be brought on the following grounds:
 - 1. Failure of the County to follow the selection procedures and adhere to requirements specified in the SOP or any addenda or amendments.
 - a. There has been a violation of conflict of interest as provided by California Government Code section 87100 et seq.
 - b. A violation of State or Federal law.
- b. Forward Appeal
- i. Appeals will not be accepted for any other reasons than those stated above. All appeals must be sent to:

Melissa Cummins, Transportation Manager
411 4th Street
County of Siskiyou
Yreka, CA 96097

c. Final Determination

- i. The County will only consider those specific issues addressed in the written appeal. The Director or designee shall consider the request and respond in writing with the decision and basis thereof. The Director's determination of all factual issues shall be final.

VII. CONFLICT OF INTEREST

Bidder warrants and covenants that no official or employee of the County, nor any business entity in which an official of the County has no interest, has been employed or retained to solicit or aid in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the County.