



ORANGE COUNTY, NEW YORK
Division of Purchase
Orange County Government Center
PO Box 218, 255 Main Street, 3rd Floor, Suite 3239G
Goshen, New York 10924

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AVIATION FUEL

BID NUMBER RFB-OC046-07

IMPORTANT NOTE TO POTENTIAL BIDDERS

By submitting this Request for Bids, you are asking the County to accept your offer for the sale of goods or services. It is important that you **READ** and **UNDERSTAND** all terms and conditions contained herein, as well as understand the laws that govern Municipal Purchasing. Once the County has opened bids, there can be no changes to price or terms, unless clearly specified in this document.

In addition, there are no provisions to cancel after an award is made, except by the County, which maintains a unilateral right to cancel or extend in accordance with the terms of this RFB.

Quantities are not a guarantee, they are listed based on past or anticipated usage, and are as accurate as we can ascertain.

Most bids contain provisions to either award on an item-by-item basis, lump sum or by group. It is rare that the County awards an entire bid to one vendor (depending on the type of RFB). You must understand that you may only receive a part of the award from this RFB.

If you do not agree with these terms you should not submit a bid.

Penalties for non-performance under this RFB are contained on page 7.

In addition to these penalties, you may:

1. Be listed as non-responsible, and be ineligible for future bid awards if you fail to perform.

IMPORTANT NOTICE:

Bid documents are now being distributed through Orange County's website at www.orangecountygov.com/purchasing. Vendors are encouraged to visit this site to register in order to ensure that they receive future bids and addenda. If you have not registered on this site, you may not receive addenda that could be vital to your bid submission.

The only sources of "official" distribution of bid documents are through the **Office of the Division of Purchase, the County Website or BidNet's national website**. If you've obtained this bid from a source other than those listed, you are encouraged to contact the County to receive an "official" copy. You are not guaranteed to receive important addenda or information regarding this bid if not registered with the County. Failure to respond to a bid on "official" bid copies may result in disqualification.

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INVITATION TO BID

Bidder's Name: _____

Address: _____

Sealed bids will be received by the Director of Purchases of the County of Orange, at his office at the Orange County Government Center, 255 Main Street, 3rd Floor, Suite 3239G, PO Box 218, Goshen, New York 10924, up to and including **Monday, May 07, 2007 at 3:00 PM** when the same will be publicly opened and read for providing **AVIATION FUEL** to the County of Orange, the specifications for which may be obtained at the above address. Bid documents may also be downloaded at: **www.orangecountygov.com/purchasing**.

The Director of Purchases reserves the right to reject any and all bids, if deemed to be in the best interest of the County. The prices submitted shall be exclusive of all Federal and State taxes.

Any award shall be subject to the issuance of a purchase order, or the execution of a contract between the bidder and the County of Orange.

The County may, by written notice to vendor effective upon mailing, terminate this agreement in whole or in part at any time,

- (1) For the County's convenience;
- (2) Upon the failure of vendor to comply with any of the terms or conditions of this agreement, or;
- (3) Upon vendor becoming insolvent or bankrupt.

All proposals shall be submitted **IN DUPLICATE**. One set of which **MUST BE AN ORIGINAL SET** including Notice to Bidders, Specifications and Information to Bidders, Proposal and Non-Collusive Bidding Certification pages. Each bid shall be properly executed and signed by the bidder. Unsigned bids will be rejected. Bids must be submitted to this office by the date and time indicated above. **NO LATE BIDS WILL BE ACCEPTED - NO EXCEPTIONS**


Proposals are to be enclosed in a sealed envelope marked: **AVIATION FUEL, RFB-OC046-07**, and shall be addressed to the Orange County Division of Purchase, at the above address.

All Bidders must comply with Local Law No. 3 of 1970 and Local Law No. 2 of 1994 as amended.

Mark P. Coleman, CPPB
 Director of Purchases
 County of Orange
 Goshen, New York 10924

April 04, 2007

 (Vendor Initial)

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IMPORTANT INFORMATION FOR BIDDERS

Your bid will be considered by the Division of Purchase of Orange County if the following conditions are met:

1. Proposals must be submitted in duplicate, one set must contain an original signature.
2. The individual authorized to submit this bid, on behalf of his/her firm, certifies that he/she has read and understands the specifications. The bidder must initial each page.
3. A Vendor Master Profile form is included as part of this bid. If you have not received a purchase order in the last 12 months from Orange County, this form must be filled out and signed where indicated.
4. Bids must be received by the office of the Division of Purchase prior to the scheduled bid opening.
5. Bids are to be presented in a sealed envelope clearly marked with the title of the bid, bid number, date and time. Faxed bids are not permitted. It is the vendor's responsibility to notify Fed. Ex., UPS, etc. to clearly mark the outside of their envelopes.
6. In the event samples are required, boxes must be labeled with the name of the vendor submitting the bid and our bid number. Samples not including this information will be refused.
7. If not shipping your bid via US Mail, (Fed Ex., UPS, etc.), please use the following address: Orange County Division of Purchase, Orange County Government Center, 255 Main Street, 3rd Floor, Suite 3239G, Goshen, New York 10924.

OBTAINING BID RESULTS

1. A bid summary sheet signed by the Director of Purchases will be mailed to each bidder once the bid has been awarded. This sheet does not constitute an order. Any award shall be subject to the issuance of a purchase order or the execution of a contract between the bidder and the County of Orange.
2. Any bidder wishing to be supplied with a bid summary sheet should submit a stamped, addressed envelope in the sealed bid package. Budgeting constraints have necessitated this action.
3. Bid results may also be obtained from the County's Website at www.orangecountygov.com/Purchasing.

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NON-BIDDER'S RESPONSE

VENDOR'S NAME: _____

For the purpose of facilitating your firm's response to our Invitation to Bid, the County of Orange is interested in ascertaining reasons for prospective bidder's failure to respond to "Invitations to Bid." If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the above address.

We are **not** responding to this "Invitation to Bid" for the following reason(s):

- Items or materials requested not manufactured by us or not available to our company.
- Our items and/or materials do not meet specifications.
- Specifications not clearly understood or applicable (too vague, too rigid, etc.)
- Quantities too small.
- Insufficient time allowed for preparation of bid.
- Incorrect address used. Correct mailing address is: _____

- Our branch/division does not handle this type of bid. Correct name and mailing address:

- Other reason(s): _____

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NON-COLLUSIVE BIDDING CERTIFICATION

- (a) "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- (1) The prices in this bid have been arrived at independently without collusion, consultation communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
 - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."
- (b) A bid shall not be considered for award nor shall any award be made where (a)(1)(2) and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a)(1)(2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

DATE

COMPANY NAME

NAME AND TITLE *(Must be printed)*

SIGNATURE

ADDRESS

AWARDED:

CITY AND STATE ZIP CODE

(DATE)

TELEPHONE NUMBER / FAX NUMBER

DIRECTOR OF PURCHASES

WEB ADDRESS

E-MAIL ADDRESS

FEDERAL ID NUMBER

D&B D-U-N-S Number

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GENERAL CONDITIONS: All proposals shall be made upon forms furnished by the Director of Purchases of the County of Orange and shall be contained in sealed envelopes addressed to County of Orange, PO Box 218, 255 Main Street, 3rd Floor, Suite 3239G, Goshen, NY 10924. Forms of proposal as issued by the Director of Purchases shall be completely filled in, in ink or by typing on original bid form. No photocopies will be accepted. No bid will be accepted which contains any changes, additions, omissions or erasures.

The Director of Purchases of the County of Orange reserves the right to waive any informality and to reject any or all bids.

It is suggested that detailed specifications, circulars and all necessary data on items he proposes to furnish be included with your bid. This information must show clearly that the item offered meets all detailed specifications herein. The Director of Purchases reserves the right to reject any bid if its compliance with the specifications is not clearly evident.

Bids on equipment must be on standard new equipment, of latest model, and in current production, unless otherwise specified. All supplies, equipment, vehicles and materials must meet the provisions of the Occupational Safety and Health Act (OSHA).

The prices submitted shall be exclusive of Federal and State taxes and must not include any tax for which the bidder may claim exemption because of doing business with the County.

Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination indicated in the proposal unless otherwise indicated.

All bids received after the time stated in the Notice to Bidders will not be considered and will be returned to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of mail.

The right is reserved to award bids on individual items or on total sums. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.

No contract hereunder shall, either in whole or part, be assigned, transferred, conveyed, sublet or otherwise disposed of to any other person, company or corporation unless approval is first obtained in writing from the Director of Purchasing.

Should the successful bidder fail to meet a delivery date required by the specifications, the Director of Purchasing may, at his discretion, cancel the order and terminate the contract. In such event the County will assume no responsibility for any expense or loss to the successful bidder because of such cancellation or termination.

Should any material or equipment delivered fail to meet the specifications, the County Director of Purchases may, at his discretion require the vendor in writing to replace the same with material or equipment which does meet the specification and, at the vendor's expense, to remove the rejected material or equipment from wherever delivered or stored and in the event that such proper replacement and removal is not made by the vendor within 30 days, to cancel the order and terminate the contract, in which event the County will assume no responsibility for any expense or loss to the vendor because of such cancellation or termination.

The County reserves the right to terminate any contract or award which arises as the result of this bid, for any reason, that

is in the best interest of the County of Orange. Delivery must be made as ordered and in accordance with the proposal and specification.

The Contractor shall comply with all the provisions of the laws of the State of New York and the United States of America which affect municipalities and municipal contracts, and more particularly the Labor Law, the General Municipal Law, The Workmen's Compensation Law, the Lien Law, Personal Property Law, State Unemployment Insurance Law, Federal Social Security Law, State, Local and Municipal Health Law, Rules and Regulations, and any and all regulations promulgated by the State of New York and of amendments and additions thereto, insofar as the same shall be applicable to any contract awarded hereunder with the same force and effect as if set forth at length herein.

Where samples are required, all samples should accompany your bid. Failure to provide samples when requested may result in immediate disqualification of your bid. In the event your firm substitutes a product claiming equivalency, samples may be requested by the County in order to verify compliance with the specifications. In these instances, samples not provided within five days of request may be cause for said proposal to be deemed non-responsive.

When quantities are listed, the County has listed these based upon a history of usage over a previous period. The County in no way guarantees that the actual quantities listed will be ordered, although every attempt is made to provide accurate information. When quantities are listed, the vendor should understand that the actual quantities may be more or less, depending on the actual needs of the County. The vendor shall hold the County harmless against any damages because of estimated quantities. In the event quantities exceed the estimate, the County shall receive the price as listed in the bid or if a better price is available, that price shall be passed on to the County.

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INFORMATION TO BIDDERS

OBLIGATION OF BIDDERS

A Contractor shall not plead misunderstanding or deception because of estimates of quantities, character, location, or other conditions surrounding the same. Permission will not be given to withdraw, or modify, or explain any proposal or bid after it has been opened.

AWARD OF CONTRACT

Award of contract will be made to the lowest responsible qualified bidder whose proposal shall comply with all of the provisions required to render it formal. The County or the Director of Purchases reserves the right to waive any informality or to reject any or all proposals and may advertise for new proposals, if the best interest of the county will be served. The County or the Director of Purchases may require any or all bidders to present evidence of experience, ability and financial standing as well as a statement as to the equipment which the bidder will have available for the executing of this contract. The county reserves the right to award this contract either on an item-by-item basis or as a total award of all items in combination.

This contract will be valid for Three (3) years from date of award. The County of Orange reserves the right to extend the contract for up to two (2) additional one (1) year periods at the sole option of the County and under all terms and conditions of the original RFB.

ASSIGNABILITY OF CONTRACT

The Contractor is prohibited from assigning, transferring, conveying, sub-contracting or disposing of this contract, or of any part thereof, or any payment to become due thereunder, or of his right, title or interest therein or his power to execute such contract to any other person or corporation without the previous consent in writing of the OWNER awarding the contract. If the Contractor fails to comply with this clause, the owner may immediately declare breach of contract.

FAILURE TO PERFORM

Should the Contractor fail to perform as required by the specifications, the county may cancel the order and terminate the contract. In such event, the County will assume no responsibility for, nor will it reimburse the Contractor for any expense or loss to the contractor because of such termination or cancellation. County will then purchase products/service on the open market and charge back the differences to defaulting vendor.

HOLD HARMLESS CLAUSE

The Contractor shall defend, indemnify, save & hold harmless the County of Orange, it's agents, officers and employees from and against all suits, or claims, which may be based upon any injury to or death of any person or persons or damage to property, which may occur, or which may be alleged to have occurred in the course of the performance of this agreement by the Contractor, whether such sum claimed shall be made by an employee of the contractor by a third person, or their representatives, and whether or not it shall be claimed that the said injury, death, or damage were caused through a negligent act, or omission, of the Contractor; and the Contractor shall, at its own expense, defend any and all costs and other expenses, arising therefrom, or incurred in connection therewith, and, if any judgment shall be rendered against the Owner in any such action, or actions, the contractor shall, at its own expense, satisfy and discharge the same.

EXCULPATORY CLAUSE

The Contractor agrees to make no claim for damages for delay in the performance of this contract occasioned by any act or omission to act of the County or any of its representatives, and agrees that any such claim shall be fully compensated for by an extension of time to complete performance of the work as provided herein.

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INSURANCE

For all services set forth herein and as hereinafter amended, Vendor shall maintain or cause to be maintained in full force and effect during the term of agreement at its expense, worker's compensation insurance, liability insurance covering personal injury and property damage and other insurance with stated minimum coverage as listed below. Such policies are to be in the broadest form available on usual commercial terms and shall be written by insurers of recognized financial standing satisfactory to the County who have been fully informed as to the compensation of the services to be performed. Except for worker's compensation and professional liability, the County shall be **named as additional insured** on all such policies with the understanding that any obligations imposed upon the insured (*Including, without limitation the liability to pay premiums*) shall be the sole obligations of the Vendor, not those of the County. **The additional insured endorsement should read County of Orange.** Notwithstanding anything to the contrary in this agreement, Vendor irrevocably waives all claims against the County for all losses, damages, claims or expenses resulting from risks commercially insurable under the insurance described herein. The provisions of insurance by Vendor shall not in any way limit Vendor's liability under this agreement.

Type of Coverage	Limits of Coverage
Workers Compensation	Statutory
Employer's Liability or similar insurance	\$1,000,000 each occurrence
Automobile Liability, Bodily Injury, Property Damage	\$1,000,000 aggregate \$1,000,000 each occurrence
Comprehensive General liability, including broad form contractual liability, bodily injury and property damage.	\$1,000,000 aggregate \$1,000,000 each occurrence
Professional Liability (if commercially available for your profession)	\$1,000,000 aggregate \$1,000,000 each claim

Certificates of insurance evidencing Vendor's compliance with these requirements shall be required of awarded vendor prior to signing the contract.

NON-RESTRICTIVE USE OF BRAND NAME AND PART NUMBER

The use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is in no way intended to limit or restrict competition.

TIES

In the event of a tie, you will be notified of a coin toss to be held in the office of the Director of Purchases, 255 Main Street, 3rd Floor, Suite 3239G, Goshen, New York, 10924, the date and time to be determined as needed.

The first alpha bidder/vendor will be asked to call coin for toss.

In the event there are no attendees for the coin toss, the toss will be conducted by the Director of Purchases and two (2) representatives of the County of Orange.

In the event of a multiple tie, all names of bidders/vendors will be placed in a hat. First alpha bidder/vendor will draw name. In the event there are no attendees for the draw, the draw will be conducted by the Director of Purchases and two (2) representatives of the County of Orange.

(Vendor Initial)



AVIATION FUEL

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REQUIRED BONDING

- There are no Bonds required for this contract
- Bid Bond - An approved bid bond, bank check, certified check, letter of credit or other form of security acceptable to the County Attorney to the extent of _____ percent of the bid price will be required with all vendor responses at the time of Submission of the bid. The County will hold the bond until the contract has been signed.
- Bid Bond – An approved bid bond, bank check, certified check, letter of credit or other form of security acceptable to the County Attorney in the amount of _____ will be required with all vendor responses at the time of submission of the bid. The County will hold the bond until the contract has been signed.
- Performance and Payment Bond - The contractor shall, at the time of execution of the contract, obtain and maintain in full force and effect for sixty days after contract expiration:
 - an irrevocable documentary Letter of Credit with a sound and reputable bank authorized to do business in the State of New York, OR
 - a Performance Bond signed by a surety company authorized to do business in the State of New York, and/or
 - a Payment Bond signed by a surety company authorized to do business in the State of New York, in the amount of _____, for the faithful performance of the contract. The Letter of Credit, Performance Bond, Payment Bond, etc., shall name as beneficiary the County of Orange and may be invoked to the benefit of the County upon delivery of a certified statement to the issuing bank or surety company that the contractor has failed to perform pursuant to the terms and conditions of its contract with the County of Orange.

With its proposal submission, the contractor shall include a letter from its bank or surety company stating that the letter of credit or bond will be provided if being considered for a contract or in the event of a contract. The Letter of Credit or Bond shall be provided on a yearly basis for each year, or portion, of the contract.

PREVAILING WAGE

- Prevailing wage rates apply to this contract *(if box is checked)*

The successful bidder is required to pay the prevailing hourly wage rates and the prevailing hourly supplements pursuant to section 220-d of the New York State Labor Law.

 - Contractors are responsible for paying all applicable prevailing rates throughout the term of the contract.
 - A verified statement of payment of prevailing rates by the Contractor MUST be submitted to Orange County in order for payment to be made.
 - No payments will be made for work completed without this form. *(Prevailing Wage Rates will be provided in an addendum)*

WARRANTY (Submission with bid)

Vendor is asked to submit a copy of the manufacturers warranty with bid. Warranty should list all components covered as well as any exceptions and conditions.

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PURCHASES BY OTHER LOCAL GOVERNMENTS AND SCHOOL DISTRICTS

New York State General Municipal Law allows all political subdivisions of New York State to make purchases through the resulting contract(s).

1. The County of Orange shall make all contract award information available to other political subdivisions through our website: www.orangecountygov.com/purchasing.
2. Any other political subdivision will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State, if called upon to do so. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions.
7. At no time shall any change to price and product specification be permitted, except where an item has been replaced by another item due to obsolescence. In this instance, the County must approve a change of product in WRITING in order for it to be valid. In the event a product substitution is approved, no change in price will be permitted except when the price will be lower than the originally awarded price.

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QUESTIONS

ALL questions with regard to this Request for Bids **MUST** be faxed to the Division of Purchase on this form at (845) 291-2797.

No questions will be entertained by any other means. All questions must be submitted at least **10 business days** prior to the official bid opening. Questions received after this time may not be addressed. Please be patient, questions will be answered in an amendment to be shared with all interested vendors. Questions will not be responded to individually.

Business Name _____ Date _____

Telephone number _____ Facsimile number _____

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INFORMATION SHEET

The questions asked on this Information Sheet are voluntary. It is not necessary to complete this section of this RFB. Filling out this sheet does not change your chances of a bid award in any respect. By completing this form, you will be helping the County track trends that we believe to be of importance. The information collected will NOT be used to compile mailing lists, and will not be used to contact you. It will also not be sold. The information collected may be used to generate reports showing historical data with regard to the County's purchasing and bid awarding process.

Name of business _____

Address _____

What **COUNTY** are the primary operations of this business conducted? _____

Vendor type (Sole Proprietorship, Corporation, LLC, etc.) _____

Does this business have a minority or small business status? Yes No

If yes, please list the designation _____

How many individuals does this business employ? _____

Have you conducted business with the County before? Yes No

How did you discover this bid opportunity? _____

Do you use the Hudson Valley Municipal Purchasing Group Website? Yes No

If yes, do you find it useful (explain)

If no, why?

Please list any other comments or suggestions pertaining to doing business with Orange County.

 (Vendor Initial)



SCOPE

It is the intent of this specification to describe the minimum requirements for supplying Aviation Fuel (bulk) Type 100LL and Jet A to the Orange County Airport, 500 Dunn Road, Montgomery, NY. Said fuel is being supplied to the County for sale as retail fuel at the airport.

SPECIFICATIONS

The Orange County Airport, located at 500 Dunn Road, Montgomery, NY, has Two 15,000 gallon, above ground fuel tanks (One each for Jet A and 100LL). Self-fueling is available from each tank.

The County also owns Three fuel trucks used for mobile fueling. Two trucks are 1,500 gallons used for 100LL and One 2,000 gallon used for Jet A.

QUALITY

Aviation fuel supplied shall meet ASTM-D910 standards for Aviation Fuel 100LL. Jet A type fuel shall meet ASTM-D1655 standards for jet fuel. The County reserves the right to have any tests conducted that it deems necessary in order to verify the performance standards of the fuel. In general, the aviation fuel shall be of the octane rating represented and shall comply with the latest requirements of the United States Government specifications.

FUEL FACILITY UPGRADE

Our current self-fueling facility was constructed in 1997. The successful bidder will be responsible for upgrading the self-service station so that it is compliant with current safety standards at no charge to the County. Included in this upgrade is the ability for this system to provide receipts for the purchase of fuel. It is recommended that all bidders familiarize themselves with the self-dueling facility prior to bidding, and that they submit a complete description of their proposed upgrades with their bid. Successful bidder will have Six Months from date of award to complete these upgrades.

SAFETY, QUALITY ASSURANCE AND TRAINING

The supplier shall inspect the Airport's fueling facilities to insure it is in alignment with the suppliers standards. The supplier shall also review the Airport's procedures for handling and dispensing fuel. Any training of line personnel on fuel farm or fuel truck procedures shall be made available by the supplier. Any fuel testing materials required by the supplier shall be provided to Airport personnel with proper training to carry out such quality assurance test. Supplier must inspect Airport fuel quality and fueling safety at intervals of no more than Six (6) months.

The successful bidder must conduct a complete safety inspection within 90 days of the award. At the time of inspection, the vendor must provide training to County personnel on on-site airport operations, maintenance and safety (including fueling).

During safety inspection, the vendor shall install new fuel filters on fuel farm and fuel trucks. Training must include filter changing in the event of an emergency. In addition, the vendor shall provide airport maintenance staff with a complete set of replacement filters and any specialty tools required to change filters.

Safety inspection and training (including filters) shall be conducted each year of the contract.

The vendor shall provide on/off site safe fueling training for two operations personnel (as designated by the County) during the first year of the contract. Thereafter, the vendor shall provide this training for one designee annually. All training must be Federal Aviation Administration approved.

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PRICE

Price of fuel (FOB Orange County Airport), shall be firm, except that price revisions will be allowed during the contract period in accordance with the following:

All deliveries shall be metered.

Price shall be based on the average mean as published in the May 1, 2007 PLATTS New York Barge Mean for Jet A and Gulf Coast Mean 93 Octane for 100LL, both being current PLATTS. Bidders shall supply a copy of said listing with their bid. All rack or other pricing used shall be faxed weekly to the airport as proof of base pricing. Failure to comply with this requirement will enable to County to use the lowest rack price during the previous 52-week period for the billing cycle for which rack pricing was not made available.

All prices shall be carried out to Four (4) decimal places.

The bidders profit margin shall remain fixed (profit) above rack pricing as published by PLATTS New York Barge Mean (Jet A) & Gulf Coast Mean 93 Octane (100LL) at the time of product loading and it shall include all costs such as transportation, etc.

Bidders shall show price per gallon for fuel plus profit margin.

CREDIT CARDS

The Airport requires a credit card processing system to be made available at no charge under the following provisions:

The card reader shall be an electronic reader with phone line for instant verification and batch processing allowing electronic transfer of funds to be posted into the airport account within 48 hours. Vendor shall supply a two-copy receipt printer, and all supplies shall be supplied by the vendor at no charge.

The vendor shall provide the County with one "Station Card" to be kept on file at the Airport for use s including tie down, hangar rentals and fuel purchases. The "Station Card" shall have a 0% processing fee. The Vendor shall assist in the transition from the current vendors credit system, by initiating a process that insures a smooth transition for current cardholders.

No transaction fees are permitted.

Credit approval system must be compatible with Applied Technologies model 1200 Self Fueling Station. Credit card charges shall not exceed 2.5% on Visa, Mastercard, and Discover. Fees shall not exceed 3.5% on Multiservice, AVCard, American Express, Diners Club, Military Contract Cards, and Fuel Company Cards.

ADVERTISING

Orange County Airport will place decals and signage as it deems appropriate on fuel trucks, display counters and buildings provided that these items are provided at no charge by the vendor. All required labeling (Product ID, No Smoking, Flammable, Hazardous ID Labels) will be provided as required at no cost to the County. A large illuminated outdoor sign, no less than 5' x 5', with the vendors name and logo shall be provided.

Windssocks

The successful vendor will provide a minimum of Six FAA approved windssocks per year for use at the Airport. These windssocks may bear the vendors name and logo for advertising. Two windssocks will be 36" in diameter and 120" long (Type 2) and indicate 15 KT's. Four windssocks will be 18" in diameter and 96" long (Type 1) and indicate 15 KT's.

The supplier shall provide for a 50% co-op advertising program. This will allow for the vendors logo to be included in any advertising by the Airport.

(Vendor Initial)



ORANGE COUNTY, NEW YORK
Division of Purchase
Orange County Government Center
PO Box 218, 255 Main Street, 3rd Floor, Suite 3239G
Goshen, New York 10924

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AVIATION FUEL

BID NUMBER RFB-OC046-07

FUEL ADDITIVE

Successful vendor must provide additives (prist) for Jet A mixed by delivery truck when offloading at the Airport.

(Vendor Initial)

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AVIATION FUEL		BID NUMBER RFB-OC046-07

PROPOSAL

DATE: _____

FIRM NAME: _____

The undersigned proposes to furnish and deliver: **AVIATION FUEL** to the County of Orange, at the prices hereinafter stated, which prices are exclusive of all Federal and State taxes, in accordance with the Specifications and Information to bidders for the same, dated April 04, 2007 on file in the office of the Division of Purchase of the County of Orange, to wit:

Item Number	Description	Manufacturer/Brand Name	Per gallon (rack)	Margin <i>Includes Transport</i>	Total Price per gallon	Benchmark used
1	Avgas 100LL		\$	\$	\$	
2	AV Jet A		\$	\$	\$	

TERMS: Three years from date of award with Two (2), One (1) year options.

DELIVERY: N/A

Prices are to be listed as FOB Delivered: ORANGE COUNTY, NY. No freight and/or handling charges will be accepted.

(Vendor Initial)