



# **REQUEST FOR PROPOSALS**

**FOR**

## **ROWAN COUNTY Aviation Fuel Providers # 2023-001**

### **ROWAN COUNTY**

130 West Innes Street

Salisbury, NC 28144

704-216-8174

[anna.bumgarner@rowancountync.gov](mailto:anna.bumgarner@rowancountync.gov)

Date Issued: Tuesday, July 12, 2022

Date Due: Tuesday, August 2, 2022, at 3:00 PM ET

Administered By: Anna Bumgarner, Purchasing Director

## **NOTICE TO CONTRACTORS**

### **REQUEST FOR PROPOSALS**

### **AVIATION FUEL PROVIDERS**

Rowan County is requesting proposals from qualified producers and suppliers of aviation fuels and lubricants for the Mid-Carolina Regional Airport (RUQ). All proposals submitted for services must meet or exceed the time frame and the product/service specifications as outlined in this Request for Proposals (RFP).

**Proposals for the Rowan County Aviation Fuel Providers will be accepted until August 2, 2022 at 3:00 pm ET** at the Rowan County Purchasing Department, 130 West Innes Street, Suite 31, Salisbury, North Carolina 28144. Proposal documents may be obtained by contacting the Rowan County Purchasing Director or from the County website at:

Rowan County Purchasing Department  
Attn: Anna Bumgarner, Purchasing Director  
130 West Innes Street, Suite 31  
Salisbury, NC 28144  
704-216-8174  
[anna.bumgarner@rowancountync.gov](mailto:anna.bumgarner@rowancountync.gov)  
<https://www.rowancountync.gov/675/Purchasing>

Submission of any proposal signifies the Contractor's agreement that their proposal and the content thereof, are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between Rowan County and the successful Contractor. All prices submitted with the proposal shall remain in effect for the ninety (90) day period.

Insurance requirements are listed in the document and will be required only from the awarded vendor before entering into contract with Rowan County.

Once the RFP is public all questions related to the RFP shall be directed to the Purchasing Director. Any contact related to the RFP with County Staff and/or Board of Commissioners will be prohibited and cause for rejection.

Rowan County reserves the right to award and/or reject any and/or all proposals and waive any technicalities or irregularities. For complete details, consult the proposal package.

This is the 12<sup>th</sup> day of July 2022.

Rowan County

By: Anna Bumgarner  
Rowan County Purchasing Director

### **Intent of Request for Proposals**

The purpose and intent of this Request for Proposals (RFP) is to contract for Aviation Fuel Providers. The following documents make up this Request for Proposals:

- a. This Document
- b. Scope of Work
- c. Contractor Information Sheet
- d. Proposal Response Form

### **Important Dates**

Issue Date:	Tuesday, July 12, 2022
Pre-Proposal Meeting Date:	Tuesday, July 19, 2022, at 1:00 PM ET
Deadline for written questions:	Friday, July 22, 2022, at 5:00 PM ET
Deadline for Submitting Proposals:	Tuesday, August 2, 2022, at 3:00 PM ET

### **Pre-Proposal Meeting**

There is an optional pre-proposal meeting for this project. Contractors interested in visiting the sites should be present at the pre-proposal meeting at the time and date listed above. The meeting will be held at the Rowan County Mid-Carolina Regional Airport (RUQ) at 2670 Airport Loop, Salisbury, NC 28147. Questions about the specifications and or proposal documents should be addressed to Anna Bumgarner the Rowan County Purchasing Director. A company representative interested in attending should notify Purchasing Director by Thursday, July 14, 2022.

### **Submission of Proposals**

Proposals must be presented on the **Proposal Response Form** attached to the specifications in a sealed envelope and mailed or delivered to:

Rowan County Purchasing Department  
Attn: Anna Bumgarner, Purchasing Director  
130 West Innes Street, Suite 31  
Salisbury, NC 28144

The package shall be sealed and plainly marked "**RFP 2023-001 Aviation Fuel Provider**".

Contractors must submit one original sealed proposal and one copy on USB of their proposal.

No responsibility shall be attached to Rowan County (the County) for the premature opening of any proposal not properly addressed or identified.

Sealed Proposals are due on Tuesday, August 2, 2022 at 3:00 PM ET in the J. Newton Cohen, Sr. Administration Building at 130 West Innes Street, Suite 31, Salisbury, North Carolina. Failure to submit a Proposal by this deadline will disqualify the Contractor from consideration in this project.

### **Request for Clarification**

The County will not be bound by or be responsible for any interpretations or conclusions drawn from this RFP. All questions or requests for clarification or additional information must be submitted in writing no later than 5:00 pm on Friday, July 22, 2022. These written questions or requests must be submitted to Anna Bumgarner, Purchasing Director, by mail or e-mail. Any questions the County feels are pertinent to all interested contractors will be delivered to all participating contractors as addenda to this RFP. All addenda will be posted on the County website <https://www.rowancountync.gov/675/Purchasing> and it is the responsibility of the Contractor to check for any addenda. All addenda will be posted by 5pm Tuesday, July 26, 2022.

In addition, the County assumes no responsibility for conclusions or interpretations derived from technical and background information presented in this RFP, or otherwise distributed or made available during this procurement process. The County will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFP or any documents provided by the County, other than those given in writing by the County, through the issuance of addenda. It is the full responsibility of the Contractor to thoroughly investigate the needs/requirements of the County not necessarily assumed in this RFP.

### **Signed Proposal Considered an Offer**

Receipt of a signed proposal shall be considered an offer on the part of the Contractor. The terms, conditions and specifications of this RFP will become part of the contract if the proposal shall be deemed approved and accepted by the County. In the event of a default on the part of the Contractor after acceptance by the County, the County may take such action as it deems appropriate, including legal action for damages or specific performance.

### **Timeline to Execute Contract**

As time is of the essence, the Contractor is required to begin and/or commence the work to be performed under this contract within the time specified on the Proposal Form. Failure by the Contractor to begin and/or complete the work within the contract time shall be assessed a penalty for each day of overrun. The Contractor hereby agrees to execute this contract and that said charges are considered a just and reasonable compensation to the County and said charges shall be deducted from payment.

### **Availability of Funds**

A contract for this project will be awarded and deemed binding only to the extent of appropriated funds for the purpose set forth in this RFP.

### **Non-Discrimination**

The Contractor shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin, or disability.

### **Insurance Coverage**

The Contractor shall not commence work under this contract until all insurance required under this section has been obtained. The Contractor shall not allow any subcontractor to commence on work that has been subcontracted until similar insurance has been obtained by the subcontractor. Also, the Contractor agrees that during the term of this contract, the Contractor, at their sole cost and expense, shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

#### **WORKER'S COMPENSATION**

Worker's compensation insurance as required by North Carolina law to cover all of the Provider's employees engaged in any work under the Agreement. Workers' Compensation in the minimum amount of \$500,000 employer's liability. A Certificate of Insurance shall be issued confirming the above coverage. The Certificate must include a clause obligating the Insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance.

#### **COMPREHENSIVE GENERAL LIABILITY**

The Contractor shall maintain Comprehensive General Liability coverage in amounts not less than \$500,000 per occurrence / \$1,000,000 aggregate. This Certificate must also include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance and **name the County as an additional insured.**

This coverage must include:

1. Blanket contractual coverage for the liability assumed by the Contractor under the indemnity provision of the contract involved. Such Certificate must specifically state that the contractor is insured, and it must be signed by the insurance company, not the agent or broker.
2. Contractor's protective coverage for his subcontractors.

#### **COMPREHENSIVE AUTOMOBILE LIABILITY**

The Contractor shall maintain Comprehensive Automobile Liability covering all owned, hired, and non-owned vehicles used in connection with this Agreement. The minimum combined single limit shall be \$1,000,000 for bodily injury and property damage; and \$1,000,000 uninsured/underinsured motorist coverage. A Certificate of Insurance shall be issued confirming this coverage. The Certificate must include a clause obligating the insurer to give thirty (30) days prior notice in the event of cancellation of or major change in the insurance.

Any exceptions must be agreed upon by the County.

#### **Collusive Bidding**

The Contractor's signature on the Proposal Form is a guarantee the prices quoted have been arrived at without collusion with other eligible Contractor(s) and without effort to preclude the County from obtaining the lowest possible competitive price.

### **General Indemnity**

The Contractor shall save and hold harmless, protect, defend and indemnify the County (including the County Manager, the Board of Commissioners, as well as Rowan County officers, agents and employees) from and against any demand, claim, suit, loss, expense or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of, any person arising out of, or in any way related to, any action or inaction of the Contractor (including its officers, agents and employees) in the performance or intended performance of this contract, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to, the performance of this contract. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation or benefits payable under any policy of insurance or self-insurance maintained by, or for the use and benefit of, the Contractor. As an integral part of this contract, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amount required in the general liability insurance requirements and to furnish proper evidence thereof with the County named as an additional insured.

### **Assignment**

The successful Contractor shall be the prime Contractor and shall be solely responsible for all contractual performance. The Contractor shall not assign, transfer, convey, sublet or otherwise dispose of its agreements with the County, or its rights, title or interests herein, or its power to execute such agreement, to any other person, company or corporation without the previous written consent and approval of the County.

### **Conflict of Interest**

All Contractors must disclose in writing with their proposal the name of any owner, officer, director or agent who is also an employee of the County. All Contractors must also disclose in writing with their proposal the name of any employee of the County who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor's firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is, or gives the appearance of, a conflict of interest related to this RFP or project.

### **Errors and Omissions**

The Contractor shall not take advantage of any errors or omissions in this RFP, and shall promptly notify the County of any omissions or errors found in this document.

### **References**

The Contractor shall provide references of "like" customers the date, product(s) and services provided each business reference. The Contractor shall include in the reference information name, address, contact person(s), telephone number(s), e-mail address and any other information that may be deemed important and that will assist the County personnel in contacting the Contractor's references. The County may request additional evidence of the Contractor's experience, qualifications, ability, products, service facilities and financial standing for which the Contractor shall be prepared to provide to the County, if required. Information should be included on page 16.

### **Evaluation Criteria**

Price will be a major consideration in the County's evaluation criteria, but it will not be the only determining factor in our evaluation. The proposals will be evaluated on a "best overall value" basis including, but not limited to, pricing, experience, references, quality, performance and the Contractor's ability to adhere to all conditions and requirements of the specifications outlined in this RFP. The Contractor's ability to provide a team of skilled, trained employees, maintenance costs, warranty provisions, and the Contractor's experience with similar projects will also be considered in the County's evaluation of the proposals submitted.

Evaluation criteria (1-5 scale)

- a. 25% Cost
- b. 25% Service and Reliability
- c. 25% Equipment Included
- d. 25% Software Upgrades, Tech Support and Compatibility

The initial contract term will be for 3 years and be subject to renewal for 2 additional terms based on the County's satisfaction.

### **Pricing**

Submission of any proposal signifies the Contractor's agreement that its proposal and the contents thereof are valid for ninety (90) calendar days following the submission deadline and will become part of the contract that is negotiated between the County and the successful Contractor. All prices submitted with the proposal shall remain in effect for the ninety (90) day period.

**OBJECTIVE**

The County of Rowan, North Carolina (“County”) invites proposals from qualified producers and suppliers of aviation fuels and lubricants to be the supplier of the County’s requirements for aviation fuels and lubricants for the Mid-Carolina Regional Airport (RUQ). The County is the owner and operator of the Airport and Fixed Base Operator (FBO) headed by the FBO Manager and the Airport & Transit Director. The County will enter into an appropriate agreement (“Fuel Supply Agreement”) with the successful respondent.

**THE AIRPORT**

Mid-Carolina Regional Airport (RUQ) is classified as a general aviation airport with no commercial service. RUQ offers a 5500’ X 100’ runway, with ILS/RNAV approaches. Located in the heart of the highest populated corridor of the Piedmont region, RUQs proximity to I-85, I-77 and I-40 offers convenient access to Charlotte, Winston-Salem, Greensboro and High Point. The Fixed Based Operator (FBO) is operated by the County and provides services including fueling, hangar rentals, transient parking and other common FBO services. The Airport has several privately owned and operated businesses which provide flight training, skydiving, aircraft maintenance and sales. The Airport is home to nearly 100 permanently based aircraft. All hangars are occupied, but a few monthly tie-downs are available.

**THE NEED FOR AVIATION FUEL SUPPLIER**

The goal of RUQ is to ensure a continued level of service, uninterrupted fuel supply and facilitate a profitable arrangement for the acquisition of its requirements of aviation fuel (bulk) for resale. The Airport needs to contract with an aviation fuel supplier (“Fuel Supplier”). The Airport intends to select the Fuel Supplier based upon competitive proposals submitted pursuant to this Request for Proposal (RFP). After evaluation of all proposals the Airport intends to enter into an agreement by which the selected proposer will serve as the Airport’s Fuel Supplier (“Fuel Supply Agreement”) for the term of the Fuel Supply Agreement.

	2017	2018	2019	2020	2021	5YR Average
JetA	169,331	165,521	159,247	159,247	110,058	152,681
JetA Government	7,913	5,431	6,859	6,859	8,441	7,101
Total Gallons:	177,244	170,952	166,106	166106	118499	159,781

	2017	2018	2019	2020	2021	
100LL	88,588	69,296	60,937	62,393	58,720	67,987

**ITEMS FOR PROPOSAL:**

**AVIATION FUEL SPECIFICATIONS**

By submitting a proposal, the Supplier will ensure that the aviation fuel delivered meets or exceeds the following minimum specifications:



- a. Aviation Gasoline (Avgas): 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.
- b. Jet Fuel: Aviation Kerosene type Jet A fuel received shall conform to ASTM D-1655 specifications, latest revision. Suppliers that provide Jet A pre-blended with anti-icing additives shall also conform to MIL-DTL-85470B specifications.
- c. Supplier will provide a certificate of analysis on all aviation fuel shipments.
- d. Supplier will provide traceability on all shipments back to refinery.

The Airport's 100LL Avgas is stored in one (1) 10,000 gallon (UST) tank for a total storage capacity of 10,000 gallons. There is currently a 1,200 gallon Avgas refueler truck.



Jet A is stored in two (2) 10,000 gallon above ground storage tanks (USTs) for a total storage capacity of 20,000 gallons. There is currently a 2,200 Gallon Jet A refueler truck.



The Proposer shall in its proposal, affirmatively demonstrate or attest to its ability to meet the following minimum qualifications/specifications:

### **Product Specifications**

- a. Jet-A shall conform to ASTM D-1655 specifications, latest revisions.
- b. 100LL Avgas 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 FAA-approved replacement.
- c. All fuel storage, fuel handling, refueling vehicles, equipment, and the related training of all personnel engaged in the handling and distribution of aviation fuel shall be in strict conformance to the current version of FAA AC 150/5230-4B, *Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports* throughout the entirety of the contract period. Failure to comply with the provisions of AC 150/5230-4B may be grounds for termination of the contract.

### **Delivery/Supply**

- a. Proposer shall affirm fuel ordering capability, at a minimum, weekdays between the hours of 8am-5pm. Holidays excluded.

- b. Proposer shall affirm their ability to provide aviation fuel delivery 24 hours a day, 7 days a week.
- c. Ordinary Delivery. All deliveries are to be made within forty-eight (48) hours following the receipt of an order. The awarded Proposer shall notify the Airport of any circumstances which may cause any deliveries to exceed the forty-eight (48) hour time frame.
- d. All deliveries will be expected only between the hours of 8:00 a.m. and 4:00 p.m., EST, Monday through Friday, holidays excepted, unless otherwise agreed upon by the Proposer and the Airport Director.
- e. Proposer shall indicate the primary source and location of their fuel supply and describe its contingency plan in case of interrupted fuel delivery from the primary delivery point. A minimum of one (1) alternate supply location and delivery plan shall be identified.
- f. Proposer shall outline its plan for fuel deliveries to RUQ.
- g. Airport FBO Manager shall be notified by phone (name and phone number will be on purchase order) immediately if any problems or emergencies occur that will affect scheduled fuel delivery. For each occurrence or delay of delivery, a memorandum signed by Successful Proposer's representative shall be submitted to the Airport Director. The memorandum shall outline the problem or emergency in detail and what corrective action has been taken to mitigate the problem and prevent its recurrence. This memorandum shall be submitted within twenty-four (24) hours of the telephone notification of said incident.
- h. The County reserves the right to purchase fuel on the open market should successful Proposer fail to deliver fuel within twenty-four (48) hours of time of order. Successful Proposer shall reimburse the County for any difference in cost between fuels purchased on the open market compared to Proposal price. Further, Successful Proposer shall reimburse all costs associated with fuel delivery under these circumstances.
- i. Title and risk of loss of fuel shall pass to the County upon confirmed acceptance of the fuel upon tanker arrival at the delivery point. Successful Proposer shall deliver fuel as specified within this Proposal and shall be granted ingress to and egress from the airport or other property to the location of storage tanks for effecting deliveries.
- j. Successful Proposer will perform and document the following tests with Aviation Services Supervisor or approved Airport Representative before shipments are unloaded into the Fuel Farm:
- Visual
  - Color
  - Gauging
  - Bottom sediment and water
  - Temperature
  - API Gravity

The Airport may perform any additional tests it deems necessary upon receipt and reserves the right to reject any delivery it deems unsuitable

k. Each tanker supplying fuel to the Airport fuel farm shall be dedicated to aviation fuel products only and shall not carry any other products. Proposer/transporter will only transport like types of fuel to prevent fuel contamination and will provide documentation of pre-delivery testing detailing what was previously contained in the delivery vehicle and method of cleaning.

l. Any spills caused by the carrier during offloading of fuel must be corrected on an immediate basis to the satisfaction of the Airport Director. All associated costs including material and labor shall be the responsibility of the contractor.

### **SERVICE AND TECHNICAL SUPPORT**

a. Proposer shall provide a dedicated account manager that can answer fueling and quality control questions and provide support in a timely manner. Proposer shall identify its account representative and an alternate contact in its proposal and a listing of contacts, by name and position for quality control, logistics, training, marketing and maintenance support.

b. Proposer shall demonstrate their experience with FAA regulations required to support the requirements of RUQ for FAA certification under 14 CFR Part 139, Certification of Airports.

c. Proposer shall ensure that RUQ maintains current updates for all software, hardware and firmware required to run system efficiently for all FBO needs.

### **BRANDING/MARKETING.**

a. Proposer shall identify their fuel branding if any, and describe the extent and associated benefits of their branding and marketing program.

b. Proposer shall provide a complete outdoor signage plan proposal for any requested signage. Note that all signage must be approved by the County. All approved signage shall be installed at the beginning of the contract period at no additional cost.

c. All regulatory-type labeling and placards (i.e. product identification, No Smoking, Flammable, Hazardous Materials ID labels) shall be provided as required at no additional cost. Including replacements through the term of the agreement.

### **AVIATION FUEL PRICING**

The County desires to receive the best possible wholesale price for both Jet A and 100LL AvGas. In order to facilitate the comparison of proposals, the County requests "index adjusted pricing". The Airport desires to receive the best possible pricing and in order to facilitate the comparison of proposals, it is necessary that all proposals be based on PLATTS Gulf Coast Mean for Jet A and Gulf Coast 93 PUL for 100LL (avgas).

Prices will be quoted on a per gallon basis inclusive of transportation cost (including Port of Entry costs and road tolls, regardless of Port of Entry), but exclusive of taxes and other fees. In addition to the fuel price, vendor must provide an itemized list of all applicable taxes and fees.

Provider shall provide an explanation of the method for determining fuel price, timing of price changes, and method of conveying changes to the Airport. Conveyance of price changes to the Airport shall include verification of price basis used and the Airport must be able to verify price on each invoice throughout the term of the contract.

Transportation and operational cost increases/decreases from the primary supply points will be passed through with documentation during the term of the contract. Vendor shall provide a method for changes in operational costs.

#### **AVIATION FUEL FARM.**

- a. The current RUQ fuel farm is comprised of (3) 10,000 gallon above-ground (AST) tanks. Two (2) 10,000 Jet-A tanks, and one (1) 10,000-gallon Avgas 100LL tank. Included with the proposal include a detailed description of ongoing repair and maintenance programs.
- b. Regularly scheduled fuel farm inspections with documentation, and regular inspections and documentation for refueler(s) (proposer to state frequency of inspections).

#### **AVIATION REFUELERS**

The current fuel provider has provided under lease one refueler truck for 100LL and one for Jet- A.

- 1) The proposer shall describe its lease program to provide the Airport with an appropriate number and size of trucks. At a minimum one (1) Jet-A refueler and one (1) 100LL refueler. Included with the proposal include a detailed description of ongoing repair and maintenance programs.
  - a. Respondent must be able to provide sample lease for fuel trucks along with a photo of fueler expected to provide to the County;
  - b. Relief Refuelers. Proposer will make relief refuelers available, as required, to meet the needs of RUQ or temporarily replace refuelers out of service for mechanical repair. Describe the costs and terms for providing this service.

#### **SERVICE & TECHNICAL SUPPORT**

- a. Proposer shall describe its technical support and quality control resources and programs that will be available.
- b. Proposer shall provide a description of all available or provided training materials including web or computer-based elements. Training shall be specific to the following areas: ground servicing, safety, refueling piston aircraft, refueling turbo prop aircraft, refueling jet aircraft, towing aircraft, quality control, fuel farm management, customer service, fire safety and maintenance. Proposer shall describe any on-site training (via contractors and/or salaried employees). Describe any associated costs for the training offered. Consideration will be given to programs subsidized by the Proposer.

- Proposer must provide training for self-fuel inspections and provide the documents and equipment for performing fuel tests and maintaining records.
- Describe the frequency of training to be provided.
- Provide current Quality Control Manuals

### **CREDIT CARD PROCESSING**

a. Proposer shall be able to process credit cards through a commercially available FBO management system (i.e. Total FBO or similar) for instant verification with a preferred internet-based system or batch processing allowing electronic transfer of funds to be posted into the County's account within 72 hours. Proposer shall describe its preferred computer management system and any other payment support systems. The successful Proposer shall provide the County with one (1) license for the FBO management system, including updates and training.

b. Successful Proposer offer credit card services for the following: Oil Company credit card for the brand of fuel provided by successful Proposer; Master Card, Visa, Discover, AVCARD, Multi Service Aviation card, and American Express.

c. Successful proposer shall provide all credit card equipment and supplies necessary to process the above cards. Including but not limited to nameplate, receipts, etc. The credit card system provided shall function as a clearinghouse for all credit cards specified. Successful Proposer shall process all credit card transactions immediately, and funds shall be transferred to City electronically within 72 hours in accordance with standard banking practices.

d. Self-Service fueling: The Proposer's credit card approval system must be compatible with and capable of accepting payments through the current self-fueling equipment or provide and install new hardware/software at no cost to the Airport.

e. Successful vendor shall supply an electronic credit card POS or equivalent machine, receipt printer and manual imprinting equipment, with all credit card supplies, forms, materials, etc. free of charge to the Airport.

f. POS machine/system shall provide for normal airport related charges in addition to fuel such as tie down fees, hangar or lease payments, pilot supplies, oil and/or catering among others.

g. Proposer credit card processing must be compatible with QTPOD/Fuel Master or similar fueling management software for self-service refueling operations.

h. Vendor shall describe all charge back stipulations in proposal.

i. Identify processing fees associated with various credit card processing.

i. Proposer will provide daily detailed reports and receipts showing individual transactions. Proposer shall provide samples of invoices, monthly reports, and statements if requested during contract negotiations. Sales transaction reports must include product type, aircraft tail registration, and gallon amount purchased.

j. County will consider but proposer may not impose any retail/wholesale credit card related discount/rebate programs that require participation or funding.

k. County will consider but proposer may not impose retail/wholesale purchase programs requiring Airport participation or funding relating to customer volume discounts.

#### **BRANDING & MARKETING**

a. National Branding: The Proposer shall describe the benefits of its brand and national fuel contracts and describe how such programs will result in increased sales or business activity at RUQ. The methods used to measure the success of such programs shall be described.

b. Advertising Program: The Proposer shall identify and describe their proposed advertising program and any costs associated with the program.

c. Aviation Industry Participation: The Proposer shall describe opportunities and costs for the County to participate in industry organizations through memberships, conferences, and participation in trade shows.

d. Signage: The Proposer shall provide describe their proposed signage for customers to locate fuel facility and any cost associated.

#### **OTHER CONSIDERATIONS/INCENTIVES**

a. Implementation and Start-up Plan: Proposers shall provide a detailed start-up plan that assures a smooth transition from the current fuel provider with no interruption of services at RUQ. This plan shall include, but not be limited to, training, certification, fuel delivery, fuel truck delivery and installation of any branded signage, and timeframe (calendar days) required to be operational after award.

b. The Proposer may propose "Value Added" items at no cost to the County, describing how they will benefit the users of RUQ and/or the overall airport community

c. The Proposer may propose "Add On" items with specific associated costs to the County, describing how they would benefit the users of RUQ and/or the overall airport community. Any "Add On" in proposal are entirely at the option of the County.

d. Discounts & rebates received by the Proposer shall be passed along, in full, to the Airport. Describe rebate schedule to the Airport based on usage (price per gallon).

**CONTRACTOR INFORMATION SHEET**

- 1. COMPANY NAME \_\_\_\_\_
  
- 2. OWNER OF COMPANY \_\_\_\_\_
  
- 3. NUMBER OF YEARS IN BUSINESS \_\_\_\_\_
  
- 4. NUMBER OF PERSONS EMPLOYED ON REGULAR BASIS \_\_\_\_\_
  
- 5. WHO WILL BE THE COUNTY'S CONTACT PERSON IN THE EVENT YOUR FIRM IS AWARDED THE CONTRACT? \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

6. PLEASE LIST THREE (3) REFERENCES OF AIRPORTS FOR WHICH YOU HAVE PROVIDED FUEL SERVICES FOR ONE YEAR OR LONGER IN THE PAST FIVE (5) YEARS.

<u>NAME OF BUSINESS</u>	<u>PHONE #</u>	<u>YRS OF SERVICE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____



**PROPOSAL RESPONSE FORM**

The undersigned proposes and agrees that if this proposal is accepted to contract with Rowan County, North Carolina for the furnishing of all equipment and labor necessary to complete the scope of work described in the Request for Proposals documents in full and complete accordance with specifications and contract documents, and to the full and entire satisfaction of Rowan County, North Carolina for the prices provided below. Pursuant to the provisions of NC G.S. 143-54 under penalty of perjury, the signer of the proposal certifies that this proposal has not been arrived at collusively or otherwise in violation of Federal or North Carolina antitrust laws.

The following addenda are acknowledged: \_\_\_\_\_ dated \_\_\_\_\_  
\_\_\_\_\_ dated \_\_\_\_\_

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Responses shall be no more than 10 pages front and back and include:

List of equipment, explanation of compatibility between FOB system components and pricing.