

INVITATION TO BID

The Ware County Board of Commissioners is now accepting sealed bids for the purchase of **Aviation Fuel** for the Ware County Airport. Ware County has no intention of purposely eliminating any company from bidding. However, there are certain specifications that must be met or exceeded.

The Ware County Board of Commissioners reserves the right to reject any or all bids, with or without cause. Sealed bids will be accepted until **Monday, May 07, 2012** and bids will be opened on that date at **10:30 a.m.**, at the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, Georgia. No late bids will be accepted. Awarding of the bid will take place at the next regular meeting of the Ware County Board of Commissioners and will be based on the lowest and/or best bid.

If you have any questions concerning this bid, you may call Elizabeth Hope at (912) 287-4300.

Should your firm be interested in submitting a bid, please complete the attached forms, submit the sealed bid, marked **Aviation Fuel**, and mail or deliver to:

Ware County Board of Commissioners
Elizabeth Hope
800 Church Street, Suite 223
Waycross, GA 31501



SPECIFICATIONS

Background and Objective:

Ware County operates its Fixed Base Operation at the Waycross-Ware County Airport located at 3098 Keen Drive, Waycross, Georgia. Approximately 45,000 gallons of Jet-A and 68,000 gallons of 100 LL fuel are purchased each year. Fuel purchase volumes can and do vary, the amounts listed are estimates only, not a guarantee of actual purchases.

Requirements:

Products furnished under these specifications must meet or exceed the following requirements. When specifications cannot be met, the exception form should be completed in detail.

Technical Specifications:

- Jet Aviation Fuel with additive (Prist)
- Aviation Fuel – 100 LL
- Fuel must be free from water, sediment, haze or emulsion.
- Supplier must provide, upon the request of Ware County, specification sheets and technical information regarding the products provided.

Delivery Requirements:

- Deliveries must be made on an “as needed” basis. Supplier must be able to make deliveries within 24 hours of Release of Notice and transferred into the above ground storage tanks.

Pricing:

- All pricing will be based on PLATTS average-Savannah/Columbus Terminals for date of delivery.
- Guaranteed price program. Formula priced via weekly published rack prices. PLATTS report emailed weekly to wareairport@warecounty.com
- *Complete pricing information on “Attachment A.” Include copy of PLATTS sheet (latest date) with your bid.*

Bid/Contract Period:

- The contract will be for a three (3) year period, with an annual option to renew. The first contract period will run from July 1, 2012-June 30, 2013. At any time during this period, there is a breach of contract by the supplier, the supplier will be notified in writing of contract termination. Rebidding will then be necessary.
- Supplier must notify William Strickland, Airport Manager, 912-287-4400 of any changes that occur during the contract period.

Credit Card and Financial Requirements:

- Supplier shall accept major oil company credit card transmittals on a weekly basis with reimbursement to FBO. *Complete "Attachment B" regarding fees charged.*
- Supplier shall provide automated credit card processing and supply system with free equipment and replacement supplies.
- Supplier shall carry account balance from month to month (if needed).
- Electronic Fund transfers to our bank within 48 hours.

Insurance Coverage:

- Supplier must provide Product Liability Insurance coverage at no cost to FBO. Minimum coverage of \$50,000,000.00. *Detailed information must be provided on "Attachment C."*
- Failure to maintain insurance coverage as required will be grounds for immediate termination of the contract.
- Prior to commencing work or services under this contract, the supplier must furnish Ware County with Certificates of Insurance as evidence that policies provide the required coverage.

Refueling Equipment:

- Supplier shall provide the latest designed, stainless steel AVGAS and Jet Refueler at the airport/FBO if needed, in the case of an emergency or special event at no cost to Ware County.
- Supplier shall provide the cost of rental or purchase of a 1,200 gallon 100 LL truck and a 2,200 gallon Jet-A truck with the latest designed, stainless steel tank. *Detailed pricing information must be provided on "Attachment C."*

Emergency Plan of Action:

- Supplier shall submit a Plan of Action to minimize fuel supply interruption incase of an emergency situation. (Example: power outage, pump damaged/out of service, natural disaster, etc.).

Marketing/Advertising:

- Supplier must provide, install and maintain one (1) large, lighted sign to represent product for sale.
- Supplier must provide materials, decals and labor for painting of fuel equipment (Fuel tankers and stationary fuel pumps) at no cost to FBO.
- Supplier must provide 50% of advertising cost in major aircraft publication. Supplier's cost would be approximately \$250.00 semi-annually.
- Co-Op Funds (ads, promotions, uniforms, etc). *Please indicate ratio per 1,000 gallons on "Attachment C."*

Training:

- Supplier shall provide on-site training at no cost to Ware County.
- *Please indicate on "Attachment C" the types/methods of training offered.*

Quality Assurance:

- Supplier shall provide inspections of pumping equipment and filters by company representative at no cost to Ware County.
- Supplier shall provide, at no cost to Ware County, annual equipment filter changing.
- *Please indicate on "Attachment C" the inspection methods and frequency offered.*

ATTACHMENT A

Fuel Pricing

Delivery Point	Fuel Type	Tank Size/Type	Average Delivery Quantity	Terminal Cities	Price Per Gallon as of 4/30/12	Freight Factor (+ or -)
Waycross-Ware County Airport 3098 Keen Drive Waycross, GA 31503	AVGAS 100-LL	12,000 Gallon Above Ground	8,500			
	Jet Aviation Fuel (With Prist)	12,000 Gallon Above Ground	7,500			

PLATTS average as of 4/30/12 12:00 P.M. EST

\$ _____

Prices will remain in effect for the duration of the contract. All quantities are approximate and may vary during bid period

ATTACHMENT A
Fuel Pricing-Continued

	AV-GAS (100 LL)	Jet A Fuel (With Prist)
Mark-Up (Freight Factor/Amount of Bid)	\$	\$
State Tax	\$	\$
Prepaid Tax	\$	\$
GUST	\$	\$
LUST	\$	\$
Federal Excise	\$	\$
Total Per Gallon	\$	\$

All charges must be included. No hidden charges

ATTACHMENT B
Credit Card Fees

Card	Fee Percentage Charges
Supplier's Card	
MasterCard	
Visa	
Discover	
Multi-Service	
American Express	
Government Air Card	
Government	
Other	

ATTACHMENT C

Types/Methods of On-site Training:

Quality Control Training _____

Customer Service Training _____

Training Videos and Manuals _____

Inspection Methods/Frequency:

Quarterly Quality Control Inspections _____

Annual Quality Control Inspections _____

Quality Control record keeping _____

Quality Control manuals or videos _____

Insurance Coverage:

Please provide detailed information regarding coverage (provided to FBO at no cost).

Co-Op Funds:

Ads, promotions, uniforms, etc. Please indicate ratio per 1,000 gallons \$_____.

Refueling Equipment Rental/Purchase Details:

Please provide detailed pricing for the rental or purchase of refueling equipment, including warranty and service information.

EXCEPTIONS

Please include detailed information regarding any exceptions that apply. If no exceptions, leave blank.

Deliveries on an “as needed” basis (within 24 hours):

Insurance coverage:

Major credit cards accepted:

Free credit card processing system and equipment:

Provision of Refueler, if needed, at no cost to Ware County:

Other:

BID AUTHORIZATION

Sign below in ink in the space provided. Unsigned bids will be considered incomplete and will be subject to rejection.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THIS BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE SPECIFICATIONS AND PROVISIONS, AND IF AWARDED THIS BID, WILL PERFORM IN ACCORDANCE WITH THIS AGREEMENT.

BID SUBMITTED BY:

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

FAX: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

STATEMENT OF NO BID

We, the undersigned, have declined to bid

- _____ Specifications too “tight”, i.e., geared toward one brand or manufacturer only
- _____ Insufficient time to respond to the Invitation to Bid.
- _____ We do not offer this product or services
- _____ Unable to meet specifications
- _____ Unable to meet Bond requirements
- _____ Specifications unclear (explain how)
- _____ Unable to meet Insurance requirements
- _____ Remove us from your Vendor’s List altogether
- _____ Other (specify below)

Remark:

Company Name: _____
Signature: _____
Telephone: _____
Date: _____

ADDITIONAL INFORMATION

Is any owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

YES _____ NO _____

Local Vendors submitting a bid from Waycross and Ware County MUST have valid City and/or County business license.

Local Vendor: YES _____ NO _____

City License #: _____

County License #: _____

Date of Issue: _____

Any bid not containing this information will NOT be considered