



REQUEST FOR PROPOSAL
Fuel Supply Services for MidCoast Regional Airport

October 30, 2023

Liberty County Development Authority
425 West Oglethorpe Hwy
Hinesville, GA 31313
(912) 368- 3356

Liberty County Development Authority

NOTICE OF SOLICITATION FOR REQUEST FOR PROPOSALS Fuel Supply Services for MidCoast Regional Airport

The Liberty County Development Authority on behalf of the MidCoast Regional Airport Local Joint Management Board is seeking a contractor to provide fuel supply and truck lease services to the MidCoast Regional Airport's Fixed Base Operations (FBO). As MidCoast Regional Airport (MCRA) is a joint venture between the Liberty County Development Authority, the City of Hinesville and the Liberty County Board of Commissioners, the Successful Offeror will serve at the pleasure of the MCRA Local Joint Management Board (Board).

Offerors are notified that Proposal package can be picked up at the LCDA office located at 425 W. Oglethorpe Hwy., Hinesville, GA 31313 from 9:00 a.m.– 5:00 p.m., Monday through Friday beginning on **Monday, October 30, 2023**, or on the LCDA's website at <https://comegrow.global/wp-content/uploads/2023/10/MCRA-Fuel-Supply-RFP-10-30-23.pdf>.

Instructions for preparation and submission of a proposal are contained in the proposal package. Only completed proposals will be considered.

The Liberty County Development Authority will attempt through the negotiation process to contract with a qualified entity who demonstrates experience and proficiency as a general aviation fuel supplier. The Successful Offeror will provide Jet A fuel and Avgas to a general aviation facility located on a military installation.

Evaluation factors include, but are not limited to, Offeror's background and service programs; fuel pricing and differentials; and availability and rates of fuel truck leases.

A **MANDATORY** pre-proposal conference will be held at **1 p.m. Wednesday, November 8, 2023**, in the conference room of the MidCoast Regional Airport, 1116 E. Lowe Circle, Fort Stewart, GA 31314. A representative, but not necessarily the binding agent, for each Offeror must either be present or participate via teleconference. Project scheduling, coordination requirement and questions will be addressed at this time. Minutes of the conference will be issued as an addendum and will be made a part of the RFP documents. **Offerors that notify Representative they wish to participate virtually, will be provided an invitation to a Teams Meeting.**

The contact person for this RFP is: **Carmen Cole, Director of Operations & Business Development**
Liberty County Development Authority
425 W. Oglethorpe Highway, Hinesville, GA 31313
Telephone: 912-368-3359 Email: Carmen.Cole@comegrow.global

Offerors are advised that amendments to this RFP will be posted on the Liberty County Development Authority website, <https://comegrow.global/>. Offerors who attend the pre-proposal conference detailed below also will receive direct email notification of any amendments.

Sealed proposals will be accepted at the LCDA office located at 425 W. Oglethorpe Hwy., Hinesville, GA 31313 until **3:00 p.m. on Thursday, November 30, 2023**, at which time they will be publicly opened. No extension of the proposal period will be made, unless granted by written addendum.

The LCDA reserves the right to reject any and all proposals, with or without just cause, to waive minor technical errors and informalities, or to accept the proposal which, in its judgment, is in the best interest of the LCDA.

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PROPOSAL CHECKLIST

Please ensure that the submittal package includes the following forms and accompanying documentation, in the form of eight (8) printed copies with one (1) marked original and one (1) digital copy submitted via USB. Documents must be submitted by 3:00 p.m. Thursday, November 30, 2023:

- Proposal Form – Form A
 - Authorization to Investigate – Form A-1
 - Statement of Non-Collusion – Form A-2
- Offeror's Qualifications - Form B
- Business Questionnaire – Form C
- Business References – Form D
- Credit References – Form E
- Historical Fuel Volume And Supply – Form F
- Pricing and Fees – Form G
- Drug-Free Workplace – Form H
- Certificate of Insurance
- Offeror's Proposed Service Contract

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DEFINED TERMS

For purposes of this RFP, the below Terms shall be defined as follows:

- a. **“Airport Regulations”** means any and all regulations, rules, plans, ordinances, resolutions, guidelines, orders, decrees, measures, directions, and other instructions, relating in any way to the Airport and/or its safety, security, use, operation, condition, or maintenance now in effect or promulgated or established at any time hereafter (i) under the Joint Operating Plan; (ii) as a result of the provisions of the Airport Ground Lease or any grant or loan agreements now or hereinafter entered into between Lessor (and/or the City and the County) and any other Governmental Authority (including, without limitation, the Federal Aviation Administration); or (iii) by Lessor, the JMB, or the Installation Commander, or any one of their authorized representatives or designees.
- b. **“Governmental Authority”** means the United States, the State of Georgia, the U.S. Army, the U.S. Corp of Engineers, the Federal Aviation Administration, the County, the City, and any political subdivision thereof and any agency, department, commission, board, bureau or instrumentality of any of them, as well as any other governmental body having jurisdiction over the Airport (or any part thereof) and/or the operations thereon.
- c. **“Installation Commander”** means the Commanding General of the 3rd Infantry Division (Mechanized) or his/her successor as the commander of the host military unit at Fort Stewart.
- d. **“Local Joint Management Board”** or **“JMB”** refers to the Local Joint Management Board that oversees MCRA and is in the position to award Fuel Supply Services Contract to the Successful Offeror. The Board is comprised of three voting members and three advisory members. Voting members are the Liberty County Development Authority Chairman, Chairman of the Liberty County Board of Commissioners, and the Mayor of Hinesville. Advisory members are the CEO of the Liberty County Development Authority, the Liberty County Administrator, and the Hinesville City Manager.
- e. **“Addenda”** means graphic or written documents issued by LCDA prior to the opening of Proposals intended to clarify, revise, add to, or delete information in the original Proposal Documents or in previous addenda.
- f. **“Fuel Supply Services Contract”** is the service contract to be awarded to the Successful Offeror pursuant to this RFP. Owner is under no legal duty or obligation to enter into said Fuel Supply Services Contract prior to or following an award pursuant to this RFP, and shall in no event be bound under said Fuel Supply Services Contract until such time, if at all, as the same is duly approved by the MidCoast Regional Airport Local Joint Management Board at a duly called public meeting. Fuel Supply Services Contract shall additionally be reviewed and approval by the Local JMB Attorney.
- g. **“FBO”** refers to Heath Aviation, LLC a management contractor engaged to oversee the MidCoast Regional Airport staff and aviation programming. Heath Aviation, LLC staff will be engaged in communications with the Successful Offeror, and FBO staff will be charged with monitoring fuel supply, quality assurance and providing customer service at the point of sale under supervision of Heath Aviation.
- h. **“Offeror”** refers to one who submits a Proposal directly to LCDA as distinct from a sub-offeror or sub-bidder, who submits a proposal to an Offeror.
- i. **“Proposal”** means a complete and properly signed offer to perform the services for the prices stipulated in the form submitted by the Offeror in accordance with the Proposal Documents.
- j. **“Proposal Documents”** shall collectively refer to this RFP and any and all contracts, instruments, or other documents specifically made a part of this RFP or otherwise contemplated to be entered into between LCDA and the Successful Offeror in connection with the Fuel Supply Services.

- k. **“Selection Committee”** refers to the committee appointed by LCDA to oversee the RFP process, evaluate the Proposals, and recommend action regarding the same to LCDA.
- l. **“Successful Offeror”** means the responsible and responsive Offeror whose Proposal LCDA determines to be most advantageous to LCDA (on the basis of LCDA's evaluation as hereinafter provided) and to whom LCDA makes an award, all in the sole and absolute discretion of LCDA.
- m. **“Scope of Work (Work)”** refers to the duties and tasks to be performed by Successful Offeror as defined within Section 7, Scope of Work.

Additionally, for purposes of this RFP, "herein," "hereby," "hereunder," "hereof," "hereinbefore," "hereinafter" and other equivalent words refer to this RFP and not solely to the particular portion thereof in which any such word is used, and "including" or "include" means including without limitation.

Liberty County Development Authority
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INSTRUCTIONS TO OFFERORS

MINIMUM QUALIFICATIONS

The Liberty County Industrial Authority dba Liberty County Development Authority on behalf of the MidCoast Regional Airport Local Joint Management Board is seeking a qualified aviation fuel supplier capable of providing an annual volume of 40,000-65,000 gallons of AvGas and 25,000-45,000 gallons of Jet A in addition to providing other value-added services. Offerors shall have a proven record of service with other general aviation facilities. Additional consideration will be given to Offerors who are able to offer competitive differentials.

1. Due Date: Sealed proposals must be received no later than **3:00 p.m. Thursday, November 30, 2023**, at 425 W. Oglethorpe Hwy., Hinesville, GA 31313 ATTN: Carmen Cole.
2. Opening of Proposals: Sealed Proposals will be opened as soon as practicable following the receipt of such Proposals at the offices of LCDA located at 425 W. Oglethorpe Highway, Hinesville, Georgia 31313. All sealed Proposals shall be opened so as to avoid disclosure of contents to competing Offerors. Unless otherwise stipulated by the LCDA by appropriate Addendum, the attendance of Offerors at the Proposal opening shall not be required.
3. Terms: Wherever used in this Request for Proposals and any documents issued in connection herewith, the term Liberty County Development Authority refers to LCIA or LCDA, it being confirmed that LCIA/LCDA are one and the same entity.
4. Submission of Proposal: Submit **eight (8) printed copies with one (1) marked original and one (1) digital copy on USB** of the proposal forms and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the project title and name and address of the Offeror and accompanied by the required documents. Each Offeror is responsible for seeing that its Proposal is received by LCDA not later than the advertised time set for the submission deadline for the Proposals.
5. Signature on Proposal: In addition to executing all forms, affidavits, and acknowledgements for which signature and notary blocks are provided, the Offeror must correctly sign the Proposal Form. If the proposal is made by an individual, that person's name and business address shall be shown. If made by a partnership, the name and business address of an authorized member of the firm or partnership shall be shown. If made by a corporation, the person signing the proposal shall show the name of the state under the laws of which the corporation was chartered. In addition, the proposal shall bear the seal of the corporation. Anyone signing the proposal as agent shall file with the proposal evidence of his authority to do so.
6. Qualifications of the Offeror: The contract, if awarded, will only be awarded to a responsible Offeror who is qualified by experience to do the work specified herein. The Offeror shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the work to the satisfaction of the LCDA.
7. No Offeror shall submit more than one proposal: Offerors shall be disqualified, and their proposals rejected if the LCDA has reason to believe that collusion may exist among the Offerors; the Offeror has defaulted on any

previous contract; or is in arrears on any existing contract, or for failure to demonstrate proper licensure and business organization.

8. Modification and Withdrawal: Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days, and during such period, Offerors shall be required to honor their proposals.
9. Proposal Documents: The Request for Proposal will be available for download on Monday, October 30, 2023, on the LCDA's website. A hardcopy may be obtained at 425 W. Oglethorpe Hwy., Hinesville, GA 31313 beginning Monday, October 30, 2023.
10. Proposal Form: All blanks on proposal forms must be completed in ink or typewritten. The proposal shall contain an acknowledgement of all Addenda (the numbers of which must be filled in on the Proposal Form). In making its proposals, each Offeror represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith, including verification of contents of proposal package against the Checklist.
11. Basis of Award/Right to Reject or Award: The LCDA reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it deems appropriate.
12. Contract Award: LCDA will evaluate proposals in order to attain the most advantageous proposal from responsive and responsible Offerors and will award the contract in accordance with this RFP.
 - a. It is anticipated that within thirty (30) days of receipt of the Notice of Award, the Offeror will enter and execute the Fuel Supply Services Contract with the LCDA.
 - b. The submission of proposals hereunder shall invest Offeror with no interest, right or claim of any kind with respect to the contract to be awarded. Furthermore, LCDA reserves the right to reject all proposals in its absolute discretion for any reason whatsoever, with or without cause, and thereafter re-advertise the contract opportunity. It is further understood that this RFP is not an offer to contract or a solicitation of bids, and any Proposal submitted in response hereto, regardless of whether the Proposal is determined to be the most advantageous Proposal (or is in fact awarded), is not binding upon LCDA, and does not obligate the LCDA to procure or contract for any services. Neither LCDA, nor any Successful Offeror, will be bound unless and until all Proposal Documents (including the Fuel Supply Services Contract) required by LCDA are negotiated and fully approved and accepted by the LCDA in a duly called public meeting, and the Successful Offeror, as evidenced by said parties' signature and delivery of the Proposal Document (including the Fuel Supply Services Contract); provided, however, that submission of a Proposal shall bind any Offeror as set forth in paragraph 8 above.
 - c. LCDA also reserves the right to waive all informalities not involving price, time or changes in the Work.
 - d. LCDA may award the Contract in accordance with the following procedure. LCDA may first eliminate from consideration all Offerors who are not responsive and will further eliminate as not responsible any Offeror to whom LCDA does not assign an aggregate score of at least 130 under the Evaluation Factors described below, based on LCDA's review of the Offerors' proposals. LCDA will deem all remaining Offerors to be reasonably susceptible of being selected for award, and may give such Offerors an opportunity to participate in discussions, negotiations and revisions of their proposals (including the terms and conditions of the Contract), in order to obtain their best and final offers; provided that LCDA reserves the option to select the successful Offeror from the submittals without

engaging in such discussions, negotiations and revisions. If only a single Offeror remains, LCDA may deem and determine (in writing) its offer to be most advantageous to LCDA, and, subject to its right to reject any such proposal or engage in further discussions, negotiations and revisions with said Offeror, may award the Contract to such Offeror.

- e. Evaluation Factors: The maximum score is 240. Each member of the selection committee may assign to each proposal the maximum number of points indicated for each factor, based on his or her review of each Offeror's proposal: **Qualifications – up to 70 points, Pricing and Schedule of Fees – up to 70 points, Military Contract Experience – up to 25 points, Financial Reporting Structure – up to 30 points, Fuel Supply Ability And Quality Control Measures – up to 30 points, Optional Modification to Jet-A Fuel Truck Lease – up to 15 points.** Scores issued by each selection committee member will be averaged to determine a single score for each responsive and responsible Offeror.
 - f. LCDA may conduct such investigations as LCDA deems necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications, and financial ability of Offerors.
 - g. If the contract is to be awarded, it shall be made to the responsible and responsive Offeror whose proposal is determined by LCDA (in its sole discretion) to be the most advantageous, taking into consideration the evaluation criteria set forth herein, and, accordingly, LCDA is not required or otherwise obligated to accept the proposal submitted containing the lowest contract price.
13. Pre-Proposal Conference: A **MANDATORY** pre-proposal conference will be held at **1 p.m. Wednesday, November 8, 2023**, in the MidCoast Regional Airport, 1116 E. Lowe Circle, Fort Stewart, GA 31314. A representative, but not necessarily the binding agent, for each Offeror **must either be present or participate via teleconference**. Project scheduling, coordination requirements and questions will be addressed at this time. Minutes of the conference will be issued as an addendum and will be made a part of the contract. **Offerors that notify Representative they wish to participate, will be provided an invitation to a Teams Meeting.**
14. Interpretation, Changes and Addenda:
- a. All questions about the meaning or intent of the Proposal Documents are to be directed to the project officer. The Offeror shall do so in writing and be responsible for its prompt delivery. Interpretations or clarifications considered necessary by the officer in response to such questions will be issued by Addenda emailed to all prospective Offerors having received the Proposal Documents. Only questions answered by formal written Addenda will be regarded as proper. Neither LCDA nor project officer will be responsible for any oral instructions and oral or other interpretations or clarifications not issued in writing as specified herein will be without effect.
 - b. LCDA expressly reserves the right to revise, amend or otherwise change, at any time, any and all of the terms and requirements for Proposals set forth herein as deemed advisable by LCDA; provided that LCDA reserves the absolute right to waive technicalities and informalities (as determined by the LCDA) at such time(s) and to such extent as it deems appropriate.
 - b. Questions about any aspect of the Proposal Documents or the Scope of Work shall be submitted **in writing** (email is preferable) to:

Carmen Cole
Email: carmen.cole@comegrow.global
Liberty County Development Authority
425 W. Oglethorpe Highway | Hinesville, Georgia 31313
Tele: (912) 368-3359

- d. It shall be the Offeror's responsibility to confirm that it has received any and all Addenda issued by the LCDA pursuant to this RFP. By submitting its Proposal, Offeror shall be deemed to have received all such Addenda and be fully apprised of their contents.
- e. All questions must be received by LCDA no later than **5 p.m. Wednesday, November 15, 2023.** **Answers will be returned by 5 p.m. Friday, November 17, 2023.**

15. Examination of Proposal Documents, Other Data, and Site:

- a. It is the responsibility of each Offeror before submitting a proposal:
 - i. to examine and study thoroughly the Proposal Documents and other related data identified in the Proposal Documents;
 - ii. to visit the work site to ascertain by inspection pertinent local conditions such as location, character and accessibility of the site including existing surface and subsurface conditions in the work area; availability of facilities, location and character of existing work within or adjacent thereto, labor conditions, etc.
 - iii. to become familiar with and satisfy Offeror as to all federal, state, and local Laws and Regulations that may affect cost, progress, or performance of the Work;
 - iv. to inform familiarize his or herself with the requirements of working on an operating airport and understand the conditions that may in any manner affect cost, progress or performance of the Work;
 - v. to correlate their observations with that of the RFP documents;
 - vi. to promptly notify LCDA of all conflicts, errors, ambiguities or discrepancies which Offeror has discovered in or between the Proposal Documents and such other related documents;
 - vii. to agree at the time of submitting its Proposal that no further examinations, investigations, explorations, tests, studies or data are necessary for the determination of its Proposal for performance of the Work at the price proposal and within the times and in accordance with the other terms and conditions of the Proposal Documents;
 - viii. to become aware of the general nature of the work to be performed by Offeror and others at the Site that relates to the Work as indicated in the Proposal Documents;
 - ix. to become aware of the general nature of the work to be performed by LCDA and others at the Sites that relates to the Work as indicated in the Proposal Documents;
 - x. to determine that the Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work;
 - xi. To comply with all requirements of these instructions and the associated bid documents.
- b. The submission of a Proposal will constitute an incontrovertible representation by Offeror that Offeror has complied with every requirement of this Section 15, that without exception, the Proposal is premised upon performing and furnishing the Work required by the Proposal Documents and applying any specific means, methods, techniques, sequences, and procedures that may be shown or indicated or expressly required by the Proposal Documents, that Offeror has given LCDA written notice of all conflicts, errors, ambiguities, and discrepancies that Offeror has discovered in the Proposal Documents and the written resolutions thereof by LCDA are acceptable to Offeror, and that the Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work.

16. Insurance: All Offerors shall include as part of their proposal a current Certificate of Insurance detailing the company's insurance coverage limits. Proposals also should contain information regarding any third-party

insurance coverage policies and amounts provided by Offeror for fuel products stored and dispensed at MidCoast Regional Airport.

17. Indemnification: The successful Offeror shall fully indemnify and hold harmless the LCDA from and against all claims, damages, costs and losses arising, in whole or in part, from the Fuel Supply Services contractor's negligence or breach of contract, as more fully set forth in the Contract form, provided herein.
18. Appeal of Disqualification to LCDA/Board: A violation of the MCRA Fuel Supply Services Contract Policy, or any other grounds for disqualification, will be initially determined by the LCDA or his/her designee. Protest of a disqualification from the RFP process due to submitting a proposal deemed to be non-responsive, a violation of this policy, or for any other grounds, must be submitted within seven (7) calendar days after the Notice of Disqualification has been delivered to the Offeror. Protests shall be in writing and filed with the LCDA or his/her designee and must include all of the following:
 - a. The name, address and telephone number of the protester;
 - b. The signature of the protester or its representative;
 - c. Identification of the RFP challenged;
 - d. A detailed statement of the legal and factual grounds of protest including copies of relevant documents;
 - e. The form of relief requested.

The LCDA may submit the information to anyone necessary in order to receive their comments and may choose to meet with Offeror(s) at his/her discretion. The decision of the LCDA, or his/her designee, is final.

19. Proposal Subject To Georgia Security And Immigration Compliance Act: This RFP is subject to the provisions of the Georgia Security and Immigration Compliance Act, and Offerors shall submit whatever affidavits, documents, and other evidence of compliance as may be requested by LCDA from time to time in connection with its Proposal. Without limiting the foregoing, Offerors are advised they will be required to submit proof of their registration with and continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. Additionally, it is not the intent of this paragraph to provide detailed information or legal advice concerning the Georgia Security and Immigration Compliance Act, and all Offerors shall be solely responsible for independently familiarizing themselves with, and strictly observing, the requirements of said Georgia Security and Immigration Compliance Act.
20. Public Records: Offerors are advised that the contents of any Proposal and all documents and information submitted in connection therewith may be subject to disclosure as required by The Georgia Open Records Act and any and all other applicable laws, and Offeror does hereby release and forever discharge LCDA, and its members, officers, employees, representatives, and agents from any damage, losses, suit, costs, or other liabilities of whatever kind arising from such disclosure (whether or not permitted by applicable law). Without limiting the foregoing, Offerors are specifically advised that labeling information provided in Proposals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view.
21. Signing The Fuel Supply Services Contract: When LCDA gives a conditional notice of award to the Successful Offeror, it will be accompanied by the required number of unsigned counterparts of the Fuel Supply Services Contract (together with any other documents) required by the LCDA in connection with the Project. Unless otherwise extended by LCDA, the Successful Offeror shall, within fifteen (15) calendar days from the receipt of such documents, sign and deliver the same to LCDA. Notwithstanding the foregoing, LCDA may elect to have the Successful Offeror prepare the Fuel Supply Services Contract for its review and comment. In such

case, a reasonable schedule for review, execution, and delivery of the Fuel Supply Services Contract will be established by LCDA.

22. Proposal Not Subject To State Public Works Construction Law: This RFP is intended to solicit contract services in connection with the Scope of Work and is not subject to the provisions of the Georgia Local Government Public Works Construction Law, O.C.G.A. § 36-91-1 et seq. (the "Act"). Accordingly, LCDA shall evaluate the Proposals and select the Successful Offeror in whatever manner it determines most appropriate and to its best advantage; it being noted that said evaluation and selection is anticipated to be accomplished as set forth in this RFP. Notwithstanding any provision of this RFP to the contrary, however, LCDA shall be free to depart from the provisions of this RFP should it determine the same appropriate (in its sole and absolute discretion). Any such departure shall not entitle any Offeror to reimbursement of any costs, fees, charges or expenses incurred in connection with its Proposal or this RFP or otherwise subject LCDA or its employees, agents or consultants to liability for any losses, damages, or other liabilities suffered by Offeror as a result of any such departure.
23. Laws And Regulations: The Successful Offeror and its subcontractors shall comply with local, State and Federal regulations, rules, order, and laws applicable to the Project.
24. Restricted Communication: From the issue date of this RFP until a Successful Offeror is selected and the selection is announced and Proposal Documents are executed, Offerors are not allowed to communicate for any reason with any employees of LCDA or members of the Selection Committee with respect to this RFP or the Work, except for (i) submission of questions as authorized by this RFP, (ii) during any pre-proposal conference, (iii) during scheduled and authorized interviews, if any, for purposes of evaluation, and (iv) during authorized negotiations, if any, following opening of the Proposals. For violation of this provision, the LCDA reserves the right to reject the Proposal of the offending Offeror.
25. All proposals shall include **eight (8) copies with one (1) marked original and one (1) digital on USB** of the following documents:
 - Proposal Form – Form A
 - Authorization to Investigate – Form A-1
 - Statement of Non-Collusion – Form A-2
 - Offeror's Qualifications - Form B
 - Business Questionnaire – Form C
 - Business References – Form D
 - Credit References – Form E
 - Historical Fuel Volume and Supply – Form F
 - Pricing and Fees – Form G
 - Drug-Free Workplace – Form H
 - Certificate of Insurance
 - Offeror's Proposed Service Contract

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

MIDCOAST REGIONAL AIRPORT HISTORY AND BACKGROUND

PURPOSE

The Liberty County Industrial Authority dba Liberty County Development Authority on behalf of the MidCoast Regional Airport Local Joint Management Board, is seeking a contractor to provide fuel supply and truck lease services to the MidCoast Regional Airport's Fixed Base Operations (FBO). As MidCoast Regional Airport (MCRA) is a joint venture between the Liberty County Development Authority, the City of Hinesville and Liberty County Board of Commissioners, the Fuel Supply Services Contractor will serve at the pleasure of the MCRA Local Joint Management Board (Board). This RFP document provides background and general information for Offerors and is to be used as a guideline to develop a proposal.

AIRPORT GOVERNANCE, LOCATION AND ENVIRONMENT

MidCoast Regional Airport at Wright Army Airfield (LHW) is located on Fort Stewart, Georgia, and is approximately 10 minutes east of Hinesville and 45 minutes south of downtown Savannah. The Airport is approximately 20 minutes west of Interstate 95. The Airport is located within Liberty County.

The airport encompasses approximately 429 acres of land at Wright Army Airfield, at an elevation of 47 feet.

The Airport, which is situated within Fort Stewart, was named MidCoast because of its position between the commercial airports at Savannah and Brunswick, as well as being midway between Charleston and Jacksonville. The Airport is a cooperative effort between the City of Hinesville, the Liberty County Board of Commissioners, the Liberty County Development Authority, and the United States Army, acting under a Joint Management Board (JMB).

The Local Joint Management Board (Board) is comprised of three voting members and three advisory members. Voting members are the Liberty County Development Authority Chairman, Chairman of the Liberty County Board of Commissioners, and the Mayor of Hinesville. Advisory members are the CEO of the Liberty County Development Authority, the Liberty County Administrator, and the Hinesville City Manager.

The LCDA serves as the fiscal agent for MCRA and will conduct finance-related functions for the Airport. The Fuel Supply Services Contractor will communicate directly with LCDA staff and with representatives of Heath Aviation, the current FBO Management Contractor at MidCoast Regional Airport. Heath staff members at MidCoast will be charged with monitoring fuel supply, quality assurance and providing customer service at the point of sale.

Constructed in 2007, the terminal building contains a total of 13,825 square feet, which includes both a civilian Fixed Base Operation (FBO) terminal and military operation building (which is leased to the Army Corps of Engineers). The FBO terminal includes a large, open lobby with glass walls along the ramp side of the facility. There is also a conference/training room, offices, flight planning room, pilot lounge and snooze room, and other essentials such as free WiFi.

In addition to the terminal, the Airport contains 24 T-hangars, 5 box hangars, and a 10,000-square-foot bulk hangar with a 30-foot door. The civilian general aviation part of the development also includes a large ramp, a self-fueling facility and aircraft wash facility.

MidCoast Regional Airport at Wright Army Airfield is considered a General Aviation Facility. The Airfield is a Joint Use, with Runways 33R – 15L (5000' x 150') and Runways 06L – 24R (6500' x 150').

Currently MidCoast Regional Airport is in the planning stages of a \$20,000,000 expansion over the next 7 years including new exclusive use aprons, taxiways, tie-down locations, multiple T-Hangars, commercial and maintenance hangars ranging from 50' x 50' to 100' x 100' in size.

We currently have 24 each T-Hangars for single and multi-engine aircraft, 5 each 50' x 50' Box Hangars, one 100' x 100' commercial hangar, as well as a new 100' x 100' commercial hangar expected in early 2024.

Listed below are stats of our growth over the years. MCRA takes pride in our track record and has plans to keep growing, expanding, and providing our customers with the safest, most courteous, cost savings service available.

YEAR	<u>2008</u>	<u>2011</u>	<u>2015</u>	<u>2018</u>	<u>2021</u>	<u>2022</u>	<u>2023 01/23- 09/23</u>
BASE AIRCRAFT	19	21	25	29	32	42	47
ANNUAL OPERATIONS	4,476	2,598	2,752	3,049	8,351	11,197	16,426
AV-GAS SALES	11,771	19,736	18,530	17,966	27,972	30,807	36,880
JET-A SALES	13,649	16,149	8,626	16,547	23,436	37,391	21,071

*Fuel Bulk Storage Available: Av-Gas = 12,000 gallons Jet-A = 12,000 gallons

*Provisions for two more 12,000-gallon tanks are in place for future expansion.

*Full-service fuel for Jet-A and Av-Gas available 7 days per week during attended hours.

*24-hour services available for Self-serve Av-gas and call outs for Jet-A full services.

*Projected annual volumes (for 2024): Av-Gas = 40,000 – 65,000 gals Jet-A= 25,000 – 45,000 gals

*MCRA currently has a client/tenant waiting list of 90 plus and is growing.

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

SCOPE OF WORK

PERFORMANCE SPECIFICATIONS

This exhibit sets forth the performance specifications and Scope of Services to be provided by the Successful Offeror for the LCDA under the above-referenced Fuel Supply Services.

The successful Offeror must be able to provide the following minimum services:

a. Fuel Supply

Successful Offeror will be required to source the direct fuel supply for the FBO as well as manage the individual terminal relationship with the terminal operators and owners.

b. Supply Trucking Vendors From Fuel Terminals

Successful Offeror will make all arrangements for fuel delivery, to include sourcing a reliable trucking company to deliver fuel products from the fueling terminal sites directly to MidCoast Regional Airport.

c. Fuel Product Delivery Within 24 Hours Notice

Successful Offeror shall provide adequate turnaround on all fuel order requests once the FBO has placed an order with the Successful Offeror's fuel dispatch department. It is expected that fuel deliveries may be conducted within 24 hours of order placement.

d. Fuel Pricing & Differential Structure

Successful Offeror will provide a detailed breakout of its pricing structure, and the structure shall remain consistent with the proposed structure through the duration of the contract. Any alterations to pricing structure shall be communicated in writing and receive prior written approval from LCDA. It is understood that terminal fees and freight charges are subject to change; however, any changes shall be communicated to LCDA. It is also expected that the FBO will be supplied with a weekly change notice via email prior to the start of business each Tuesday.

e. Fuel Truck Leases

Successful Offeror is expected to provide two (2) leased trucks to the FBO. Trucks shall be in quality condition and dependable. New trucks are not required; however, Offerors shall provide a cost scenario on both new and used equipment. Current truck requirements:

1. One (1) Avgas truck with capacity of 1,200 gallons
2. One (1) Jet-A truck with capacity of 2,000-3,000 gallons

f. Fuel Quality Control Program & Assistance

Successful Offeror shall always provide access to the company's Fuel Quality Control Department for questioning and support. Regulatory and industry updates also shall be provided to FBO. Provide annual "on-line" or "on-site" training to MCRA personnel on Quality Control of Fuel Testing, and Safety Operations/Handling programs.

g. Point Of Sale And Financial Reporting System

Successful Offeror will be required to provide Point of Sale "POS" and financial reporting system which is vital to the FBO for invoice processing and data tracking.

h. Service And Sales Programs To Support The FBO

Successful Offeror will provide access to any of Offeror's Customer Service and fueling programs. MidCoast Regional Airport also shall be integrated into existing marketing and sales initiatives in an effort to generate positive exposure for the facility for the sake of increasing operations and fuel sales.

i. Vendor Support For Fuel Trucks And Fuel Farm Maintenance

Successful Offeror shall provide a list of regional industry vendors who can provide preventative maintenance support and/or repairs for the fuel trucks. Successful Offeror will also locate a regional maintenance provider capable of repair and preventative maintenance for the fuel farm to include all fuel filter replacements when required.

j. "Optional" Modification to Jet-A Fuel Truck Lease

Successful Offeror shall provide special provisions or contingencies, if possible, to allow Jet-A Fuel to be delivered off the MidCoast Regional Airfield to the customer's bulk tank. Off Airport delivery distance shall not exceed more than 20 miles from FBO. Remote deliveries shall not exceed 2,000 gallons per delivery. MidCoast FBO employee (s) transporting fuel shall have a current Georgia CDL drivers permit including a Hazmat endorsement, and a second employee shall accompany driver on all/any off-field deliveries. Both MCRA employees shall have current training from the successful offeror in both safe vehicle operations, fuel handling, and a quality control program.

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

OFFEROR QUALIFICATIONS AND PROPOSAL

PROPOSAL FORM AND CONTENT

The Request for Proposals, and any and all other forms, documents, materials, and other information (e.g. Offeror's Qualifications and Forms A through I) are required to be made a part of this Proposal, as indicated herein or in the Proposal Documents.

In order to be considered for selection, Offerors must submit a complete response to the RFP. Incomplete proposals may not be considered if the omissions are determined to be significant.

Proposals must be submitted as **eight (8) printed copies with one (1) marked "original," and one (1) digital via USB for a total of nine (9)** copies of the Proposal. Each such set shall be identical and include a transmittal letter.

Proposals must be typed. The pages of the Proposal (except any appendix or other attachments) must be numbered. A table of contents, with corresponding tabs, is recommended.

All Proposals shall be prepared simply, succinctly, and economically, to provide a straightforward and concise description of the matters requested. Emphasis must be on completeness, relevance, and clarity of content.

All Proposals must be bound; it being noted that binding along the left margin (in booklet form) is preferred. To expedite the review of Proposals, it is essential that Offerors follow the format and instructions set forth herein.

The Proposal shall be signed as follows:

- a. A Proposal submitted by a *partnership* shall list the names of all partners and shall be signed in the partnership name by one of the authorized members of the partnership. If there is no partner who is a Georgia resident, the name and address of an entity designated to receive service of process for the partnership in Georgia must be provided.
- b. A Proposal submitted by a *corporation, limited liability company*, or other legal entity not a partnership shall be signed under the legal name of the entity by the officer, manager, or other person(s) duly authorized to bind said entity. The name of each person signing the proposal shall be typed or printed below the signature. If not a Georgia Corporation, there must also be evidence that the corporation is authorized to transact business in Georgia.
- c. A Proposal from an *individual* who is not a Georgia resident shall provide the name and address of an entity in Georgia with the authority to accept service of process for the individual.
- d. All names must be typed or printed in ink below the signature.
- e. The address, email address, facsimile and telephone number for communications regarding the Proposal must be shown.

Each Offeror shall provide the following evidence of qualifications in the form of attachments with detailed responses in addition to Forms A through H, Certificate of Insurance and Offeror's Proposed Service Contract.

QUALIFICATIONS (Up to 70 points)

- I. **Description of Business Organization:** Offeror shall include a description of its business organization (i.e., corporation, LLC, partnership, joint venture, or sole proprietorship) along with the following information, depending on organizational structure:
 - a. If a corporation: attach the Articles of Incorporation
 - b. If an LLC: attach the Articles of Organization
 - c. If a joint venture: list date of organization, attach a copy of the joint venture agreement, indicate if the joint venture has done business in Georgia and where. Include a description of the business organization of each of the joint venture partners, including the organizational documents for each (i.e., corporations, LL, etc.)
 - d. If a sole proprietorship: list all business names under which such proprietor has done business during the last five (5) years, address(es), how long in business and whether registered or authorized to conduct business in Georgia.
- II. **History of business organization:** Offeror shall include a brief history of its business organization, which shall note any changes in business organization name and ownership structure and any other names under which the business organization has conducted business. Offeror shall include whether it intends to offer services in the name of the Offeror or to create a single-purpose entity for this project.
- III. **Description of Similar Projects:** Proposals must include a detailed description of the Offeror's pertinent, related, prior experience as a fuel Successful Offeror. Offeror shall include the following information:
 - a. Names of each airport where the Offeror has provided fuel supply services within the preceding five (5) years;
 - b. A detailed list of products, services offered, service programs; tech stops; fuel quality control programs and assistance;
- IV. **References:** Each Offeror shall submit a minimum of three (3) references demonstrating the successful provision of fuel supply services. Each reference should include the name of company, contact names, addresses, and telephone/fax numbers; dates of service; fuel volumes provided and types of value-added services performed.
- V. **Credit References:** Offeror shall include the names, addresses, and telephone numbers of at least three (3) credit references, including at least one (1) banking reference. In the event Offeror is a joint venture, Offeror shall provide the required information for each entity forming a part of the joint venture.
- VI. **Legal/Contractual History:**
 - a. Offeror shall provide the name, location and date of any of the Offeror's agreements that have been terminated involuntarily within the past five (5) years. Offeror shall provide an explanation of the reason(s) for termination and a contact name, address and telephone number of the other contracting party. A contact person shall be someone who has personal knowledge of the contract.
 - b. Offeror shall provide a list of any judgments or lawsuits currently pending against the Offeror or any lawsuit filed against or judgment offered against Offeror within the last ten (10) years. Also list any lawsuits filed by Offeror in the last ten (10) years.
 - c. Offeror shall provide a written statement declaring whether Offeror has ever declared bankruptcy, filed a petition in any bankruptcy court, filed for protection from creditors in bankruptcy court, or had involuntary proceedings filed in bankruptcy court and the status of each occurrence.
 - d. In the event Offeror is a joint venture, Offeror shall provide the required information for each entity forming a part of the joint venture.
 - e. If Offeror is relying upon the experience of a subsidiary and/or affiliate of Offeror in order to satisfy the minimum experience, requirements of this RFP, Offeror shall also provide the information for each subsidiary and/or affiliate of Offeror.

PRICING AND SCHEDULE OF FEES (Up to 70 points)

Offeror shall demonstrate ability to access fuel supplies in a prompt and timely manner, with higher scores being awarded to Successful Offerors who are able to conduct business with a variety of channels. Fuel pricing differentials, truck lease fees, card fees and any and all other associated fees shall be demonstrated in accordance with Form G. Offeror is encouraged to provide additional information where appropriate.

MILITARY CONTRACT EXPERIENCE (Up to 25 points)

Offerors shall detail their experience in seeking, securing and fulfilling military fuel contracts. Proposals must include a detailed description of the Offeror's pertinent, related, prior experience as a fuel Successful Offeror. Offeror shall include the following information:

- a. Name each military fuel contract the Offeror has sought in the last ten (10) years.
- b. Names of each military installation where the Offeror has provided fuel supply services within the preceding ten (10) years;
- c. Detail the contract durations, amounts and quantities of fuel provided.
- d. **References:** Each Offeror shall submit a minimum of three (3) references demonstrating the successful provision of military fuel supply services. Each reference should include the name of company, contact names, addresses, and telephone/fax numbers; dates of service; fuel volumes provided and types of value-added services performed.

FINANCIAL REPORTING STRUCTURE (Up to 30 points)

Offeror shall submit information regarding its point-of-sale equipment, credit card fees and sample sales reports. Submissions shall include screen shots of POS user interfaces and monthly, quarterly, and annual sales reports as provided to customers. Proposals demonstrating clarity of communication, ease of use and thorough reporting will receive higher scores.

FUEL SUPPLY ABILITY AND QUALITY CONTROL MEASURES (Up to 30 points)

Offerors shall detail the company's fuel ordering process, delivery timeline and delivery method in addition to detailing a fuel provider. Proposals also shall detail the type and frequency of quality control programming such as training, inspections, air filter changes and any other maintenance and quality services.

“OPTIONAL” MODIFICATION TO JET-A FUEL TRUCK LEASE (Up to 15 points)

Offeror shall detail the company's process and procedures to allow the Jet-A Fuel truck to deliver fuel to off-site customers.

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Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

PROPOSAL FORM
Form A



Liberty County Development Authority
425 W. Oglethorpe Highway, Hinesville, Georgia 31313
Tele: (912) 368-3356 Fax: (912) 368-5585

PROPOSAL FORM
Fuel Supply Services
Hinesville, Georgia

MANDATORY PROPOSAL FORM: This form must be submitted and returned to the LCDA at its offices located at 425 W. Oglethorpe Highway, Hinesville, Liberty County, Georgia 31313, prior to the Submission Deadline **(3:00 p.m. Thursday, November 30, 2023)**, unless changed by Addenda, and must be accompanied by the following documents:

The Request for Proposals, and any and all other forms, documents, materials, and other information (e.g. Offeror's Qualifications, Forms A through H, Offeror's Certificate of Insurance and Offeror's Proposed Service Contract) are required to be made a part of this Proposal, as indicated herein or in the Proposal Documents.

The above material must be submitted in a sealed envelope in the manner provided in the Instructions to Offerors. If this form is not fully and accurately completed and submitted to the LCDA, together with the other documents listed above, as required in the Proposal Documents, the LCDA may (in its sole and absolute discretion) reject the Proposal.

SECTION I – Terms of Proposal

This Proposal is submitted in accordance with, and subject to, all of the terms, conditions, and provisions set forth in the Proposal Documents, and is made further subject to the following:

- (a) The undersigned Offeror agrees, if this Proposal is accepted, to enter into the Fuel Supply Services Contract with LCDA, as well as such contract(s) and warranties collectively as is necessary or appropriate for the subject Scope of Work, in the form included in the Proposal Documents (or if not included, in such form as may be reasonably prescribed by LCDA) and to fully perform and observe the obligations and terms on its part to be performed therein. Said Contract shall be executed by Offeror in the manner indicated therein and returned to the LCDA within the time prescribed in the Proposal Documents. Failure to execute the Contract in the time prescribed will result in disqualification of the Offeror.
- (b) Offeror accepts all of the terms and conditions set forth in the Proposal Documents. This Proposal will remain subject to acceptance for ninety (90) days following the Submission Deadline, or for such longer period of time that Offeror may agree to in writing upon request of LCDA.
- (c) In submitting this Proposal, Offeror represents, as may be more fully set forth in the Proposal Documents, that:
 - (1) Offeror has read, examined, and carefully reviewed the Proposal Documents and any and all other materials made available by LCDA in connection with this Proposal and the Scope of Work, and fully understands the same and freely and voluntarily submits this Proposal pursuant to the terms contained in the Proposal Documents.
 - (2) Offeror further acknowledges receipt of any and all Addenda issued by the LCDA in connection with this Proposal and the Scope of Work.

Offeror shall list received Addenda below:

Addendum	Date

- (3) This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation. Offeror has not, directly, or indirectly, (i) induced or solicited any other Offeror to submit a false or sham Proposal; (ii) solicited or induced any Person to refrain from submitting a Proposal; or (iii) sought by collusion to obtain for itself any advantage over any other Offeror or over LCDA.
- (4) If the Offeror is not a natural person, the individual or individuals signing this Proposal on behalf of the Offeror has or have the right, legal power and actual authority to bind the Offeror to the terms and conditions of this Proposal.

SECTION II – Proposal Submittal Authorization

Subject to the foregoing and the terms contained in the Proposal Documents, the Offeror does hereby submit a Proposal for the delivery of the Work contemplated by the RFP.

Unless otherwise provided herein, all capitalized terms used in this Proposal shall have the meaning ascribed in the Proposal Documents.

DATE: _____, 2023.

OFFEROR:

If an individual(s):

Name(s): _____

Signature(s): _____

Offeror's Address: _____

Offeror's Tele/Fax: _____ / _____

Offeror's Email: _____

If a legal entity not an individual(s):

Name: _____,
A limited liability company/corporation/other

By: _____
(Signature)

Name/Title: _____
(Printed)

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

AUTHORIZATION TO INVESTIGATE
Form A-1

To: Liberty County Development Authority

Re: Request for Proposals for Fuel Supply Services

AUTHORIZATION TO INVESTIGATE

The undersigned Offeror consents to and authorizes the full investigation by the Liberty County Development Authority, Liberty County, Georgia, or its related departments and agencies, of the information given in connection with the proposal submitted by the undersigned in connection with the above referenced Scope of Work, and consents to representatives and agents of said Liberty County Development Authority contacting the named references, named financial institutions, and such other persons and entities as may be needed to confirm such information or evaluate the merits of the subject proposal, and waives any right the undersigned may have for such information to remain confidential. The furnishing of false or misleading information or the intentional withholding of material facts (as determined by the Liberty County Development Authority in their sole discretion), shall be a reason for rejection of any proposal submitted by the undersigned in connection with the Scope of Work and may further subject the undersigned to forfeiture of any proposal security and additional civil liability and/or criminal prosecution.

Date: _____

Offeror: _____
(Print Name)

Authorized Signature: _____

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

STATEMENT OF NON-COLLUSION

Form A-2

To: Liberty County Development Authority

Re: Request for Proposals for Fuel Supply Services

STATEMENT OF NON-COLLUSION

The undersigned Offeror affirms that it has not prevented or endeavored to prevent any other person or entity from submitting a competing sealed proposal by any means whatsoever, or otherwise caused or induced another to withdraw a proposal from consideration. The below Offeror further affirms and covenants that it will make an oath confirming the foregoing prior to commencing any work, should it be awarded the contract which is the subject of the above referenced proposal.

Date: _____

Offeror: _____
(Print Name)

Authorized Signature: _____

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport
OFFEROR'S QUALIFICATIONS
Form B

Each Offeror shall furnish with his or her proposal the following completed and signed documents. In addition, the LCDA reserves the right to conduct such additional investigation into the competency and responsibility of the Offerors (or any particular Offeror) as LCDA may deem necessary.

1. Name of Offeror: _____
2. Business address: _____
3. Telephone number: _____
4. Email address: _____
5. When organized: _____
6. Website: _____
7. Where incorporated: _____
8. How many years have you been engaged in fuel supply services under the present firm name?

9. What is the type of work in which you are principally engaged?

10. On a separate sheet, list major contracts in the past 10 (ten) years, including those similar to this project.
12. On a separate sheet, list all projects presently under contract with Offeror by name and location.
13. Have you ever refused to honor your original bid?

14. Have you ever been declared in default on a contract?

Remarks: _____

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport
BUSINESS QUESTIONNAIRE
Form C
(Attach additional sheets as needed)

Offeror's Name: _____

1. In the past 7 years, have you personally, or any business with which you have been involved, been declared bankrupt, filed a petition in any bankruptcy court, filed for protection from creditors in bankruptcy court, or had involuntary proceedings filed in bankruptcy court? (If yes, provide date, court jurisdiction, case name, case number, amount of liabilities, amount of assets and the status of each occurrence.)

Yes () No ()

2. Have you personally, or any business with which you have been involved, ever been a defaulter as surety upon any obligation to the LCDA? (If yes, provide details)

Yes () No ()

3. Are there any pending liens, claims or litigation in excess of (or alleged to be in excess of) \$10,000 involving the Offeror? (If yes, provide detailed information regarding complaints about how the quality of applicant's services was unsatisfactory.)

Yes () No ()

4. Has the Offeror been involved in any lawsuits in the past 5 years? (If yes, provide court jurisdiction, case name, case number, and status of each lawsuit.)

Yes () No ()

5. Have any of the Offeror's contracts been terminated prior to their expiration, voluntarily or involuntarily, or have any such contracts not renewed, within the last 5 years? (If yes, provide name, location, date of the contract(s), and reason(s) for early termination).

Yes () No ()

6. Have any of the following ever been barred from bidding on federal, state, or local government contracts: the Offeror, or any corporation or other entity that has, directly or indirectly, a controlling interest in the Offeror's firm, or any subsidiary of the Offeror's firm or other entity in which the Offeror has a controlling interest or any of the Offeror's principals, officers? (If yes, provide the current status of such suspension or debarment proceedings.)

Yes () No ()

7. Offeror intends to operate business as a: (Please check one)

- Sole Proprietorship** ()
- Partnership** ()
- Corporation** ()
- Joint Venture** ()
- Limited Liability Company** ()

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

BUSINESS REFERENCES
Form D

Offeror's Name: _____

List 3 persons or firms with whom you have conducted business during the past 3 years.

Do not list Liberty County Development Authority, Liberty County Board of Commissioners or City of Hinesville employees, or officials as business references. In addition to the references submitted, the LCDA may obtain information on past performance on any previous or existing contract.

Business Reference #1

Contact Name, Title: _____

Company: _____

Address: _____

Telephone/ Email: _____

Nature and duration of business association: _____

Business Reference #2

Contact Name, Title: _____

Company: _____

Address: _____

Telephone/ Email: _____

Nature and duration of business association: _____

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

BUSINESS REFERENCES
Form D (continued)

Business Reference #3

Contact Name, Title: _____

Company: _____

Telephone/ Email: _____

Nature and duration of business association: _____

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

CREDIT REFERENCES
Form E

Offeror's Name: _____

List 3 persons or firms who can affirm your credit standing.

Do not list Liberty County Development Authority, Liberty County Board of Commissioners or City of Hinesville employees, or officials as business references. In addition to the references submitted, the LCDA may obtain information on past performance on any previous or existing contract.

Credit Reference # 1

Contact Name, Title: _____

Company: _____

Address: _____

Telephone/Fax/Email: _____

Credit relationship/ type of credit: _____

Credit Reference # 2

Contact Name, Title: _____

Company: _____

Telephone/Fax/Email: _____

Credit relationship/ type of credit: _____

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

CREDIT REFERENCES
Form E (continued)

Credit Reference #3

Contact Name, Title: _____

Company: _____

Address: _____

Telephone/Fax/Email: _____

Credit relationship/ type of credit: _____

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

HISTORICAL FUEL VOLUME AND SUPPLY
Form F

Offeror's Name: _____

FUEL VOLUMES

Provide total Jet-A and Avgas volumes for the two (2) most recent fiscal years:

Number of airport locations and FBOs where fuel is supplied: _____

Total volume Jet-A: _____

Total volume Avgas: _____

Total volume military: _____

TERMINAL LOCATIONS

List top three terminal distribution locations for Jet-A:

List top three terminal distribution locations for Avgas:

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

PRICING AND FEES
Form G

Offeror's Name: _____

Proposed contract period: _____

Termination clause for performance (Y/N): _____

FUEL PRICING

	Weekly Rack Rate (Platts Pricing)	Freight	Differential	Total
Jet A Price – September 20, 2023 (Assumes 8,000 Gallon Load)				

	Market Rate Price
Avgas Price – September 20, 2023 (Assumes 8,500 Gallon Load)	

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Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

PRICING AND FEES
Form G (continued)

TRUCK LEASES

Truck lease information: Offerors shall provide the information detailed below for each proposed vehicle for lease.

Avgas Truck Lease Rate Monthly:	
Engine type:	
Tank capacity: (1,200 Gallon)	
Fuel type: (Diesel)	
Number of hose reels: (1)	
Number of meters: (1)	
Additive injector?	
Transmission type: (Automatic)	
Tank material:	
Rated GPM:	
Bottom load type:	
Ticket printers?	
Fuel/defuel?	
Insurance value:	
Avgas Truck Maintenance Program	
Offerors shall also submit photograph of truck types available for lease.	

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Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

PRICING AND FEES
Form G (continued)

Jet Truck Lease Rate Monthly:	
Engine type:	
Tank capacity: (2,000 – 3,000 Gallons)	
Fuel type: (Diesel)	
Number of hose reels: (1)	
Number of meters: (1)	
Additive injector?	
Transmission type: (Automatic)	
Tank material:	
Rated GPM:	
Bottom load type:	
Ticket printers?	
Fuel/defuel?	
Insurance value:	
Offerors shall also submit photograph of truck types available for lease.	

OTHER FEES

List all credit card fees below.	

List all POS Machine Fees.	

Any other associated fees also should be disclosed.

Offerors also shall submit images of POS user interface and copies of monthly, quarterly and annual financial reports.

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

PRICING AND FEES
Form G (continued)

Dated and signed on this ____ day of _____, 2023.

Name of Offeror: _____

Authorized signature: _____

Title: _____

Mailing address: _____

City, state, zip: _____

Federal ID No.: _____

Liberty County Development Authority
Fuel Supply Services for MidCoast Regional Airport

DRUG-FREE WORKPLACE CERTIFICATION
Form H

The undersigned Offeror hereby certifies that it will provide a drug-free workplace program by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Informing employees about the dangers of drug use in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Giving each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection one (1).
4. In the statement specified in subsection one (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or novo contendere, to any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Imposing a sanction on or requiring the satisfactory participation in drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Continuing to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Offeror's signature: _____

Firm name: _____

Date: _____