DEPARTMENT: Public Works/Airport

RECOMMENDED ACTION AND JUSTIFICATION:

Authorize Public Works to solicit bids for supplying aviation fuel to the Mariposa/Yosemite airport and award a contract based on a combination of fuel price and services offered, and authorize the Director of Public Works to sign the contract.

Public Works periodically goes out to bid for aviation fuel for the airport to ensure competitive pricing and provide vendors with the opportunity to solicit our business. The current contract for aviation fuel with Epic Aviation, LLC (Air BP) will expire June 30, 2006, so we need to go out to bid at this time. We are asking for authority to award a contract based on services provided as well as low price, because some vendors supply fuel only and do not have a comprehensive program to provide fuel testing, support of our fueling terminal and other related activities. Because we operate a small airport and have minimal staffing it is very helpful to have the expertise of a fuel supplier to deal with fuel testing, fuel equipment issues and so forth.

The recommended contract term would be from July 1, 2006 through June 30, 2009.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board authorized similar bidding for aviation fuel in 2001 and 2004.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not authorize Public Works to solicit bids for aviation fuel. We would have to extend the current contract with Epic Aviation, LLC or be unable to purchase aviation fuel for the airport.

Financial Impact? ( ) Yes (X) No
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $ ___
Additional Funding Needed: $ ___

List Attachments, number pages consecutively
1. Bid Specifications

CLERK'S USE ONLY:
Res. No.: ___________ Ord. No. _______
Vote – Ayes: _______ Noes: _______
Absent: _______
Approved: _______
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: ___________
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: ___________
Deputy

Revised Dec. 2002
COUNTY OF MARIPOSA

INVITATION TO BID

PWB 06-01

BID TITLE: AVIATION GRADE GASOLINE

The County of Mariposa invites sealed bids from fully licensed and insured manufacturers and refinery authorized distributors of aviation grade gasoline, as required by the Mariposa-Yosemite Airport, on an annual basis as per all notes, specifications and conditions as contained in the body of this Request for Bid entitled “Aviation Grade Gasoline.”

GENERAL BIDDING INSTRUCTIONS

A-1 TERM OF AGREEMENT: The term of the agreement will be for a three (3) year period beginning July 1, 2006 through June 30, 2009.

A-2 BID OPENING DATE AND LOCATION: A formal bid opening will be conducted in the office of the Department of Public Works on JULY 7, 2006 at 3:00 p.m. located at 4639 Ben Hur Road, Mariposa, California.

A-3 DELIVERY OF BIDS: All bids will be submitted completely intact with all pages and sections of the bid in their correct order. In order to ensure delivery of the vendor’s submitted bid, the vendor should hand carry their bids prior to the advertised bid opening time to the Mariposa County Department of Public Works, 4639 Ben Hur Road, Mariposa, California. At the vendor’s risk, bids may be mailed to the Mariposa County Department of Public Works, 4639 Ben Hur Road, Mariposa, California 95338. All bid envelopes will be plainly marked on the front with the County assigned bid title “Aviation Grade Gasoline” and will reflect the bid opening date and time.

A-4 AUTHORIZED SIGNATURE: All bids will be signed by a responsible officer of the bidding company and will reflect the officer’s formal title, company name, address and telephone number.

A-5 CORRESPONDENCE: All correspondence generated in reference to the Request for Bid will reflect the County assigned bid title in all cases.

GENERAL BIDDING CONDITIONS

B-1 EXCEPTIONS: All exceptions to the County minimum specifications, general bidding instructions or conditions will be noted by the vendor on the vendor copy of their submitted bid and the vendor will submit an itemized and detailed list of all exceptions as an attachment to the bid.

B-2 IRREGULARITIES: The County of Mariposa reserves the right to waive minor irregularities or informalities in reference to either bidding instructions, conditions or minimum specifications as written.
B-3 **BID REJECTI...S:** The Mariposa County Board of Supervisors reserves the right to reject any or all bids or any part of any bid, and to determine and award the Purchasing Agreement to the lowest responsible bidder that is determined by the Board of Supervisors to be in the best interest of the County of Mariposa.

B-4 **CANCELLATIONS BY COUNTY:** Any Agreement resulting from the Request for Bid may be canceled at any time and for any reason by the County of Mariposa upon thirty (30) days written notice from the County to the vendor.

B-5 **CANCELLATIONS BY VENDOR:** The successful bidder agrees to guarantee product delivery of a minimum of 120 calendar days from the date of formal written notice of cancellation from vendor to the County of Mariposa.

B-6 **FUEL QUANTITIES:** The quantities are estimated quantities and are based on past consumption history. The County of Mariposa does not guarantee a minimum or maximum quantity of any product to be purchased. The vendor agrees to furnish 100 octane, low-lead aviation grade gasoline on a quantity basis as required by the Mariposa-Yosemite Airport. The estimated annual fuel usage is 25,000 – 30,000 gallons.

B-7 **PRICING:** For purposes of bidding there will be a wholesale price given on the bid sheet that all bidders will use. All prices on the bid sheet shall include four (4) digits past the decimal (example: $3.2768 per gallon). Bidders will quote a price for delivery of aviation fuel to the airport which includes labor, transportation costs, overhead, etc. On a separate line bidders will quote a profit margin per gallon which *will remain constant throughout the term of the contract*. The County reserves the right to request copies of invoices or other documentation from the successful bidder showing the wholesale price being paid for aviation fuel throughout the term of the contract.

B-8 **PRICE CHANGE NOTICES:** The vendor will furnish the County with a copy of all price change notices as furnished by the vendor on at least a monthly basis.

B-9 **FREIGHT ON BOARD POLICIES AND OFF LOAD LOCATIONS:** All bids will be F.O.B. destination delivered to the following County location. For bidding purpose information, note the type of fuel and maximum tank capacity at the location.

<table>
<thead>
<tr>
<th>Location</th>
<th>Fuel type</th>
<th>Maximum tank capacity (above ground)</th>
</tr>
</thead>
<tbody>
<tr>
<td>County of Mariposa</td>
<td>100 low lead</td>
<td>8,000 gallons (allows for 10% air space)</td>
</tr>
<tr>
<td>Mariposa-Yosemite Airport</td>
<td>100 low lead</td>
<td>2,700 gallons (allows for 10% air space)</td>
</tr>
<tr>
<td>5020 Macready Way</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mariposa, CA 95338</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B-10 **DELIVERY DEFINITION OF TYPE:**

Truck and trailer load: Drop shipment from the refinery to the Mariposa-Yosemite Airport

7,000 gallons +/− 10% 100LL  
2,000 gallons +/− 10% 100LL
B-11  **EQUAL OFFERED PRODUCTS:** All products may be bid on an “equal offered” basis. The vendor will enclose fully descriptive technical specification sheets for all products offered as equal to the County Bid Specifications. The County of Mariposa reserves the right of final judgement of all “equal offered” products. All “equal offered” products will be noted by the vendor on the official bid sheet by manufacturer and manufacturer assigned product numbers.

B-12  **METHOD OF EVALUATING BIDS:** Bids will be evaluated based on a combination of price and services offered by bidder.

B-13  **APPLICABLE TAXES:** All prices offered would be exclusive of all taxes. All fuel purchased against this Agreement will be for resale.

B-14  **DELIVERY SCHEDULE:** All deliveries to the Mariposa-Yosemite Airport will be made within two (2) working days after verbal request from the Mariposa-Yosemite Airport to the vendor’s order desk.

B-15  **INSURANCE, VENDOR LIABILITY:** The vendor will provide to the County of Mariposa, a Certificate of Insurance from a firm that is legally licensed to do business in the State of California. The Certificate will name the County of Mariposa and its officers and employees as additionally insured on the face of the Certificate for combined bodily injury and property damage in the maximum amount of excess liability coverage for damage arising directly out of the sale or supply of aviation products to others. The Certificate shall provide thirty (30) days prior written notice of cancellation to the County of Mariposa. Proof of insurance must be provided to the County of Mariposa with five (5) working days after the bid award date. The amount of excess liability coverage offered will be noted by the vendor in the appropriate area of the County Official Bid Sheet.

B-16  **PRODUCT IDENTIFICATION AND SUPPLIES:** The vendor shall provide brand name and product signs, decals and windsocks (36” x 12”) at no charge. The vendor shall also provide, install and maintain a lighted hallmark sign at the option of the County.

B-17.1  **CONSIDERATIONS:** The following items will not be offered as actual bid items, but may be considered as incentive items at the time of award. The vendor will respond to all items offered for consideration in the appropriate area of the Official Bid Sheet.

B-17.2  **AUTOMATED SELF-SERVICE FUELING SYSTEM SOFTWARE:** The vendor will provide full support of the existing automated self-service fueling system software.

B-17.3  **OTHER VENDOR PROVIDED INCENTIVES:** Show on Bid Sheet

B-17.4  **DEDICATED AVIATION FUEL HAULER:** The vendor will deliver all aviation fuel products in truck/trailers dedicated to aviation fuels.

B-17.5  **CHARGE CARD TERMINAL:** The vendor will provide a charge card terminal at no cost to the County for use in the airport terminal.

B-17.6  **QUALITY CONTROL AND INSPECTION PROGRAMS:** The vendor will provide initial and on-going fuel handling quality assurance training for airport staff at no additional cost to the County. The vendor will also provide, at lease once a year, inspection of the fueling facility and staff and make recommendations for continued quality assurance at no additional cost to the County.
COUNTY OF MARIPOSA DEPARTMENT OF PUBLIC WORKS

BID SHEET

The vendor offers and agrees to furnish the aviation grade gasoline fuel as required by the Mariposa-Yosemite Airport as indicated below at the price and terms stated and in complete conformance with all specifications as designated in Section B of this Bid Sheet and all bidding instructions and conditions as noted in the Mariposa County Request for Bid titled "Aviation Grade Gasoline."

NOTE: BID PRICES OFFERED FOR THE DAY ENDING JULY 7, 2006

Wholesale Price Per Gallon: $3.0534

Delivery Cost Per Gallon to Mariposa-Yosemite Airport: 

Profit Margin Per Gallon: 

Total: 

INSURANCE VENDOR LIABILITY

The vendor’s offered excess liability coverage maximum amount is:

$________________________

GENERAL BIDDING CONDITION (B-17.2 through B17.6) CONSIDERATIONS:

Item B-17.2 Automated Self-Service Fueling System Software Support

1. Offered: ( ) Yes ( ) No

2. Self-service fuel island support offered: ( ) Yes ( ) No

   Hourly Rate $____________ Charged from portal to portal ( ) Yes ( ) No

   If yes show point of departure: ______________________________

Item B-17.3 Other Vendor Provided Incentives

Other vendor provided incentives offered? ( ) Yes ( ) No

   If yes attach full information.

Item B-17.4 Dedicated Fuel Hauler Offered: ( ) Yes ( ) No

Item B-17.5 Charge Card Terminal Provided For Use in Airport Terminal Building:

   ( ) Yes ( ) No
COUNTY OF MARIPOSA DEPARTMENT OF PUBLIC WORKS

BID SHEET (Page 2)

Item B-17.6 Quality Control and Inspection Program Offered:

( ) Yes  ( ) No

SIGNATURE OF BIDDER: _________________________________

PRINTED NAME: _______________________________________

TITLE: ________________________________________________

COMPANY NAME: ______________________________________

COMPANY ADDRESS: ______________________________________

TELEPHONE NUMBER: _________________________________

DATE: ________________________________________________
NOTICE TO BIDDERS

AVIATION GRADE GASOLINE

NOTICE of Invitation for bid proposals

The County of Mariposa is inviting bid proposals for aviation fuel to be supplied to the Mariposa-Yosemite Airport from fully licensed and insured manufacturers and refinery authorized distributors of aviation grade gasoline. Bidders are encouraged to submit bid proposals to supply 100LL aviation grade fuel to the Mariposa-Yosemite Airport on an as-needed basis.

Sealed bid proposals will be received by Mariposa County at the Mariposa County Department of Public Works office located at 4639 Ben Hur Road, Mariposa, California 95338, until 3:00 p.m. on July 7, 2006. The bids will be publicly opened and read providing the following products and services as follows:

Aviation Grade Gasoline – Mariposa-Yosemite Airport