

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Herlong Aviation Fuel Service & Truck Lease / Titan Aviation Fuels	<b>Cost:</b> \$2,130,000.00
<b>Solicitation No:</b> RFP 19-05-44402	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> \$500.00	<b>Funding Source:</b> 44402-77810

### Attached / Supporting Documents

**Exhibit "A"** – Evaluation Matrix  
**Exhibit "B"** – SPIS Sheet

### BACKGROUND:

First Coast Flight Center (FCFC), the JAA-operated FBO at Herlong Recreational Airport, purchases AVGAS 100LL and Jet-A Fuel to resale to users of the airport. FCFC also leases an AVGAS fuel truck from our current fuel provider, which is used to dispense fuel into aircraft on the airport. In an effort to continue these services, Procurement issued RFP No. 19-05-44402 to solicit aviation fuel services, credit card processing, FBO software / support, lineman training and a leased AVGAS fuel truck. JAA received two proposals, with Titan Aviation Fuels proposal being selected.

Fuel pricing is market-driven and varies day to day. Our purchase price will be determined by adding wholesale rack prices to set a proposed cost. Please consider the following annual fuel estimate:

***FY-2020 AVGAS Fuel Estimate: \$317,250.00***  
***FY-2020 Jet A Fuel Estimate: \$105,750.00***  
***Estimated Annual Fuel Total: \$423,000.00***


In addition to the above, it is requested that JAA be permitted to lease a 2013 Ford F-450 chassis, 1200-gallon AVGAS Fuel Truck for up to five years at a contract rate of \$250.00 per month, for an annual cost of \$3,000.00.

### RECOMMENDATION:

**JAA-operated FBO, First Coast Flight Center, recommends an award be made to Titan Aviation Fuels, the higher ranked of two proposers in response to RFP No. 19-05-44402, in an annual not-to-exceed amount of \$423,000.00 for AVGAS and Jet-A Fuel, plus \$3,000.00 for the annual rental of a fuel truck, for an initial one-year term, with renewal options of up to four years, representing a total potential award amount of \$2,130,000.00. The renewal options are at JAA's sole discretion based on vendor performance and approved budgeted funds. This purchase is budgeted in FY2020-77810.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Initial Year	First Renewal	Second Renewal	Third Renewal	Fourth Renewal
\$	\$	\$	\$	\$

Verification of Funding	
<b>Name/Title:</b>	Chris Guest / MGR, FCFC
<b>Signature:</b>	

I have verified that, as of 5 / 7 /2019 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Chris Guest  
MGR, First Coast Flight Center

Chris Guest 5-7-19  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: Marilyn Fryar

Marilyn Fryar 05.15.19  
Signature and Date

Devin J. Reed  
Procurement Director

[Signature] 05.15.19  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Rusty Chandler  
Chief General Aviation

[Signature] 5/7/19  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: 3 Ayes; 0 Nays)**

Meeting Date: May 20, 2019

[Signature]  
Recording Secretary

**CEO APPROVAL:**  
Mark VanLoh  
Chief Executive Officer

[Signature] 5-30-19  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**

# EXHIBIT "A"

RFP No. 19-05-44402  
 Aviation Fuel Services Herlong Airport  
 Evaluation Matrix

Respondent	Evaluator 1	Evaluator 2	Evaluator 3	Total Points Awarded
<b>World Fuel - Ascent Aviation Group</b>				
Web Based Point of Sale and Fixed Based Operator Software (Maximum 15 points)	12	8	8	9.33
Support Services (Maximum 15 points)	12	12	7	10.33
Fire Safety and Linemen Training Program (Maximum 10 points)	9	7	8	8.00
AVGas Fuel Truck Rental (Maximum 15 points)				8.88
Fee Web Based Point of Sale and Fixed Based Operator Software (Maximum 15 points)				13.96
Credit Card Processing (Maximum 15 points)				15.00
Fee AVGas and Jet Fuel (Maximum 10 points)				10.00
References (Maximum 5 points)				5.00
Presentations (Maximum 10 points)	7	4	6	5.67
<b>Total Points Awarded</b>				<b>86.17</b>
<b>Titan Aviation</b>				
Web Based Point of Sale and Fixed Based Operator Software (Maximum 15 points)				
Support Services (Maximum 15 points)	14	4	11	9.67
Fire Safety and Linemen Training Program (Maximum 10 points)	12	8	6	8.67
AVGas Fuel Truck Rental (Maximum 15 points)	9	3	6	6.00
Fee Web Based Point of Sale and Fixed Based Operator Software (Maximum 15 points)				15.00
Fee Web Based Point of Sale and Fixed Based Operator Software (Maximum 15 points)				15.00

Aviation Fuel Services Herlong Airport  
Evaluation Matrix

	Evaluator 1	Evaluator 2	Evaluator 3	Total Points Awarded
Respondent Credit Card Processing (Maximum 15 points)				13.37
Fee AVGas and Jet Fuel (Maximum 10 points)				7.53
References (Maximum 5 points)				3.33
Presentations (Maximum 10 points)	10	10	9	9.67
<b>Total Points Awarded</b>				<b>88.23</b>

**RFP No. 19-05-44402**  
**Aviation Fuel Services Herlong Airport**  
**Proposed Fees**

Respondent	Monthly Rate	Annual Cost
<b>World Fuel - Ascent Aviation Group</b>		
<b>AVGas Fuel Truck Rental (Maximum 15 points)</b>		
<i>Based on Model Year 2013</i>		
*Initial Term Year No. 1	\$375.00	\$3,750
Initial Term Year No. 2	\$450.00	\$5,400
Initial Term Year No. 3	\$450.00	\$5,400
Renewal Option Year No. 1	\$450.00	\$5,400
Renewal Option Year No. 2	\$450.00	\$5,400
<b>*Total Fees (two months free)</b>		<b>\$25,350</b>
<b>Fee Web Based Point of Sale and Fixed Based Operator Software (Maximum 15 points)</b>		
Initial Term Year No. 1	\$295.00	\$3,540
Initial Term Year No. 2	\$295.00	\$3,540
Initial Term Year No. 3	\$295.00	\$3,540
Renewal Option Year No. 1	\$350.00	\$4,200
Renewal Option Year No. 2	\$350.00	\$4,200
<b>Total Fees</b>		<b>\$19,020</b>
<b>Credit Card Fees (Maximum 15 points)</b>	Fee Percentage	
Branded Personal Card	0.00%	
Branded Commercial Card	0.00%	
Visa / MasterCard Qualified	2.35%	
Visa / MasterCard Non-Qualified	3.00%	
American Express	3.45%	
MultiService	3.25%	
AVCard (w/free Flybuys Rewards to Pilots and Flight Crew)	2.85%	
Government Aircard	4.25%	
Other Fees - P66 Cobranded AVCard	0.00%	
<b>Average Fee Percentage</b>	<b>2.13%</b>	
<b>Fees AVGas and Jet Fuel (Maximum 10 points)</b>	AVGas Differential	AVGas Freight
Initial Term Year No. 1	0.0500	0.0775
Initial Term Year No. 2	0.0500	0.0775
Initial Term Year No. 3	0.0500	0.0775
Renewal Option Year No. 1	0.0500	0.0775
Renewal Option Year No. 2	0.0500	0.0775
<b>Average</b>	<b>0.0500</b>	<b>0.0775</b>
<b>AVGas Average Differential and Freight</b>	<b>0.1275</b>	

**RFP No. 19-05-44402**  
**Aviation Fuel Services Herlong Airport**  
**Proposed Fees**

	Jet Fuel	Jet Fuel Freight
Initial Term Year No. 1	0.0500	0.0900
Initial Term Year No. 2	0.0500	0.0900
Initial Term Year No. 3	0.0500	0.0900
Renewal Option Year No. 1	0.0500	0.0900
Renewal Option Year No. 2	0.0500	0.0900
<b>Average</b>	<b>0.0500</b>	<b>0.0900</b>
<b>Jet Fuel Average Differential and Freight</b>	<b>0.1400</b>	
<b>Titan Aviation</b>		
<b>AVGas Fuel Truck Rental (Maximum 15 points)</b>		
Initial Term Year No. 1	\$250.00	\$3,000.00
Initial Term Year No. 2	\$250.00	\$3,000.00
Initial Term Year No. 3	\$250.00	\$3,000.00
Renewal Option Year No. 1	\$250.00	\$3,000.00
Renewal Option Year No. 2	\$250.00	\$3,000.00
<b>Total Fees</b>		<b>\$15,000.00</b>
<b>Fee Web Based Point of Sale and Fixed Based Operator Software (Maximum 15 points)</b>		
Initial Term Year No. 1	\$295.00	\$3,540.00
Initial Term Year No. 2	\$295.00	\$3,540.00
Initial Term Year No. 3	\$295.00	\$3,540.00
Renewal Option Year No. 1	\$295.00	\$3,540.00
Renewal Option Year No. 2	\$295.00	\$3,540.00
<b>Total Fees</b>		<b>\$17,700.00</b>
<b>Credit Card Fees (Maximum 15 points)</b>		
	Fee Percentage	
Branded Personal Card	1.875%	
Branded Commercial Card	0.000%	
Visa / MasterCard Qualified	2.375%	
*Visa / MasterCard Non-Qualified (Tier 1 = 3.35%)	3.550%	
American Express	3.250%	
MultiService	3.000%	
AVCard (w/free Flybuys Rewards to Pilots and Flight Crew)	4.000%	
Government Aircard	3.500%	
Other Fees - P66 Cobranded AVCard	0.000%	
<b>Average Fee Percentage</b>	<b>2.39%</b>	

**RFP No. 19-05-44402**  
**Aviation Fuel Services Herlong Airport**  
**Proposed Fees**

<b>Fees AVGas and Jet Fuel (Maximum 10 points)</b>	<b>AVGas Differential</b>	<b>AVGas Freight</b>
Initial Term Year No. 1	0.0500	0.1371
Initial Term Year No. 2	0.0500	0.1371
Initial Term Year No. 3	0.0500	0.1371
Renewal Option Year No. 1	0.0500	0.1371
Renewal Option Year No. 2	0.0500	0.1371
<b>Average</b>	<b>0.0500</b>	<b>0.1371</b>
<b>AVGas Average Differential and Freight</b>	<b>0.1871</b>	
		<b>Jet Fuel Freight</b>
	<b>Jet Fuel</b>	
Initial Term Year No. 1	0.0500	0.1181
Initial Term Year No. 2	0.0500	0.1181
Initial Term Year No. 3	0.0500	0.1181
Renewal Option Year No. 1	0.0500	0.1181
Renewal Option Year No. 2	0.0500	0.1181
<b>Average</b>	<b>0.0500</b>	<b>0.1181</b>
<b>Jet Fuel Average Differential and Freight</b>	<b>0.1681</b>	
	<b>World Fuel - Ascent Aviation</b>	<b>Titan Aviation</b>
<b>Description</b>		
AVGas Fuel Truck Rental (Maximum 15 points)	\$25,350.00	\$15,000.00
Fee Web Based Point of Sale and Fixed Based Operator Software (Maximum 15 points)	\$19,020.00	\$17,700.00
Credit Card Fees (Maximum 15 points)	2.13%	2.39%
Fees AVGas and Jet Fuel (Maximum 10 points)		
AVGas, 5 Points	\$0.1275	\$0.1871
Jet Fuel, 5 Points	\$0.1400	\$0.1681
<b>Average Fee - AVGas and Jet Fuel</b>	<b>\$0.2675</b>	<b>\$0.3552</b>
<b>Total Fee Points Awarded</b>		
AVGas Fuel Truck Rental	8.88	15.00
Web Based Point of Sale and Fixed Based Operator Software	13.96	15.00
Credit Card Fees	15.00	13.37
AVGas and Jet Fuel	10.00	7.53



# EXHIBIT "B"

**SOLICITATION PROCESS INFORMATION SHEET**

**Description of Solicitation:** Aviation Fuel Services, Herlong Airport

**ITB/RFP No.:** 19-05-44402

**Issuing Department:** Herlong

**DBE/SBE Participation Goal:**  Yes  No

**Legal Notice Dates:** 03.01.19 and 03.08.19

**Legal Notice Publication Name(s):** Jacksonville Financial News & Daily Record

**Website Posting Date:** 03.01.19

**Number of Solicitations Issued:** 13

**Pre-Bid/Proposal Meeting Date:** NA

**Mandatory:**  Yes  No  NA  
**Number of Firms Attended:** NA

**Number of Bids/Proposals Received:** 2

**Conforming:** 2  
**Non-Conforming:**

**Evaluation Public Meeting Notice Post Date:** 04.08.19 and 04.16.19

**Evaluation Committee Members:** Matt Bocchino, Chris Guest, Justin Fletcher

**Procurement Representative(s):** Marilyn V. Fryar

**Awards Committee Date:** 05.20.19

**Comments:**

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**Procurement Administrator:** Marilyn V. Fryar

**Attachments**

**Evaluation Matrix**  
**Budget Transfer, if applicable**