City of Sugar Land

CSP No. 2008-22 Purchase of Aviation Fuel and Related Services for Sugar Land Regional Airport

Addendum # 2
November 11, 2008

Proposal Clarification:

Please mark sections containing proprietary—trade secrets and confidential—information on the proposal. Proprietary information must be marked as such and will not be subject to public inspection and open record (Texas Local Government Code, 2008 ed., Section 252.049).

All communication will be coordinated through the Purchasing Office prior to the proposal closing date and during the proposal evaluation period.

The last day to submit questions is on Wednesday, November 19, 2008 at 5:00 p.m. CST.

The evaluation period could take up-to 120 days from the proposal closing date of November 25, 2008.

Vendors are encouraged to propose alternative methods that would provide best value to the City not specified on the CSP.

Pre-Proposal Attendees:

Michael Barron – Advanced Services of Texas, LLC
Kenneth Moline – Air BP Aviation Services
Ken Edwards – Air BP Aviation Services
Matt Matthews – Avfuel Corporation
Greg Egloff – Chevron (Global Aviation)
Ed McVay – ConocoPhillips
Darrell Phillips – Eastern Aviation Fuel
Devin Ward – Rampmaster
Adam Scott – City of Sugar Land
Gary Hawkins – City of Sugar Land
Jennifer Chiu – City of Sugar Land
Jodie Kaluza – City of Sugar Land
Todd Reed – City of Sugar Land
Question and Answers:

Q: Is the 12,000 gallon self-service Avgas tank double-wall or self contained (page 11, Section II.B.2)?

A: Double-wall that meets local, state and federal code.

Q: What is the fuel price based on, an index price or to platts?

A: For Avgas it is Platts for waterborne U.S. Gulf Coast 93 octane unleaded. For Jet A it is as stated in the CSP.

Q: What is the average credit card processing fee charged to the City? Please provide a cost breakdown if possible.

A: 2007 – 3.26% or $291,388
   2008 – 3.20% or $380,749

Q: Should the fuel price contain the use of two (2), new 5,000 gallon Jet-A refuelers and then price the 3rd tank option separately?

A: Yes.

Q: What is an approximate percentage of Avgas usage on an annual base?

A: 7 percent.

Q: Does the City use the EFT Net 30?

A: Yes, the City uses Electronic Fund Transfer. The standard is net 30.

Q: What is the City’s current version of FBO Manager?

A: 6.02.005

Q: What is your current Accounting Software and if it connects to the refuler system?

A: Airport uses city-wide software that does not directly interface with FBO Manager. Daily settlement reports are generated through FBO Manager and manually entered in the daily cash report to be input into the city system. This cannot be changed.

Q: Will the City provide and handle the electricity, phone lines (analog), and concrete work prior to the installation of tanks?

A: Yes.
Q: Which type of digital meters is required for the Avgas refueler?

A: Do not desire meters on the nozzles. Just digital meters (currently have Liquid Controls meters on both Jet and Avgas refuelers). On the Jet trucks, one for overwing and one for single-point plus the oversized digital meter. On Avgas, one digital meter and oversized meter.

Q: On Section II, B.3 (f), is the City currently using the EMR or LC?

A: EMR

Q: Is the fuel pricing all inclusive? Please specify the components to be included.

A: Yes. Upcharge / downcharge will be fixed for duration of the agreement. This will include delivery costs. All other components on the price tabulation sheet are also fixed.

Q: Is the fuel price fixed for the contract duration of 7-years? Please identify the fixed cost components.

A: Yes. See above.

Q: Will the City take ownership of the tanks after they are built?

A: Yes, at the end of the contract period.

Q: Who currently maintains the City’s refueler pumps?


Q: Will the vendor be responsible for on-site maintenance of tanks and refuelers?

A: Vendor will be responsible for on-site maintenance of the self-serve tank and refuelers.

Q: What is the depreciation scale on page 11, of this CSP based on?

A: The current agreement between the City and its fuel vendor, who supplied the tank.

Q: Is the City in the fuel reselling business?

A: All of the fuel we purchase is resold at retail. However, we do not do contract fuel.

Q: On Section II, B.3 (a), is 2-1/2 x 50’ hose, a standard size, if so, what is the gallon per minute of flow?
A: We would actually like to alter this for 2” x 50’ hose. This is the current size and we get approximately 260 – 270 GPM flow.

Q: **On Section II, C.1 (a), what is the City looking for in the marketing program?**

A: Please describe the marketing strengths and proposed approach of your organization. While we have set out minimum expectations, we do not limit the creativity or resourcefulness of the vendors in responding to this section.

Q: **What is the City’s current Avgas chassis?**

A: Isuzu NPR chassis with Garsite fueling system.

Q: **Could the vendor schedule a site visit to get a better understanding of the current Airport equipment?**

A: Yes, please schedule all site visits through the Purchasing Office with Jennifer Chiu. The last day for site visit is November 24, 2008.

Q: **Do you current have DESC contracts?**

A: No, the City does not have a DESC contract.

Further questions may be directed to:

Jennifer Chiu, CPPB, Buyer  
Purchasing Office  
City of Sugar Land  
Phone: (281) 275-2749  
jchiu@sugarlandtx.gov

**This Addendum must be acknowledged on the Bidder Information sheet found in the bid packet**