



# Millington Airport Authority

Request for Proposal  
Aviation Fuel and  
Fueling Equipment  
for the  
Millington Airport Authority

Issue Date:  
May 30, 2024

Proposal Due Date:  
June 20, 2024

MILLINGTON AIRPORT AUTHORITY  
8182 Hornet Ave.  
Millington TN 38053  
Phone: (901) 873-5796

MILLINGTON AIRPORT AUTHORITY

Aviation Fuel and Fueling Equipment

REQUEST FOR PROPOSAL

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**Table of Contents**

I. Notice (Advertisement) ..... 3

II. Minimum Requirements..... 4

- Equipment (Rental/Lease) ..... 4
- Fuel..... 4
- Services..... 4
- Credit Cards.....5

III. Submission Contents and Procedure ..... 6

- Submission Contents..... 6
- Submission Procedure ..... 6

IV. Selection Timeline and Evaluation Criteria ..... 7

- Selection Timeline: ..... 7
- Evaluation Criteria ..... 7

V. Terms and Conditions; Contract Requirements..... 8

- Response Costs ..... 8
- Right to No Award or Partial Award ..... 8
- Rejection of Responses / Cancellation of RFP ..... 8
- Explanation by Addendum Only; Questions and Clarifications ..... 9
- No-Contact Policy..... 9
- Insurance..... 10
- Title VI Solicitation Notice..... 10
- Certification Regarding Debarment..... 10
- Certification Regarding Trade Restriction ..... 10
- Lobbying..... 12
- Contract Requirements..... 13

VI. Appendix 1 (Bid Sheet) ..... 15

VII. Appendix 2 (Additional Information) ..... 16

# MILLINGTON AIRPORT AUTHORITY

Aviation Fuel and Fueling Equipment

REQUEST FOR PROPOSAL

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## **I. Notice (Advertisement)**

The Millington Airport Authority is accepting written proposals for Aviation Fuel and associated Fueling Equipment at the Millington-Memphis Airport located at 8182 Hornet Avenue, Millington, TN 38053 as per the detailed requirements. Proposal information and documents can be obtained online at the Millington-Memphis Airport website at [www.millingtonairport.com/airport-information](http://www.millingtonairport.com/airport-information).

RFP responses must be submitted and received by the Millington Airport Authority at 8182 Hornet Avenue, Millington, TN 38053 no later than 2:00 pm (CT) on June 20, 2024.

If further information is desired, please contact Candace Ward, Office Manager, by email at [c.ward@millingtontn.gov](mailto:c.ward@millingtontn.gov).

The Millington Airport Authority reserves the right to reject any and all bids and to waive any informality in the bidding process.

The Millington Airport Authority is an equal opportunity employer, and will not discriminate against any individual for any reason.

# MILLINGTON AIRPORT AUTHORITY

## Aviation Fuel and Fueling Equipment

### REQUEST FOR PROPOSAL

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## II. Minimum Requirements

- Equipment (Rental/Lease)
  - 3,000- or 2,200-gallon Jet-A Refueler – Stainless Steel for a monthly cost.
  - 1,000-gallon Avgas 100LL Refueler – Stainless Steel for a monthly cost.
  - Supplier shall provide inspections and service of the pumping equipment and filters by a company representative at no cost to the Millington Airport Authority.
  
- Fuel
  - Aviation Fuel – 100 LL – meets or exceeds ASTM D-910
  - Aviation Fuel – Jet – A – meets or exceeds ASTM D-1655, delivered to site with anti-icing additive pre- blended at the terminal.
  - Fuel must be free from contaminants (water, sediment, etc.) And the Supplier must provide Specifications Sheets and Technical Information regarding products delivered upon request.
  - Deliveries will normally be at full transport amounts.
  - All freight charges shall be a separate line item on each delivery invoice.
  - A pricing notification will be provided to the Airport Manager. The weekly Price bid shall include all taxes. Invoices shall show the breakdown of all taxes included in the price paid per gallon.
  
- Services
  - All Equipment provided by the Respondent must be 2006 model year or newer (If age of refueler exceeds this requirement, justification should be provided).
  - Suppliers must provide additional services to do yearly filter service on both the refuelers and the airports existing 12,000- gallon 100 LL and 12,000- gallon Jet -A above ground fuel tanks.
  - Deliveries must be made on an “As Needed” Basis. Supplier must be able to make deliveries within 48 hours of Notice.
  - Training shall be provided on-site at no cost to the Millington Airport Authority for operation of the rental equipment and fueling operations.

# MILLINGTON AIRPORT AUTHORITY

## Aviation Fuel and Fueling Equipment

### REQUEST FOR PROPOSAL

- Provide substitute aviation and jet re-fuelers at NQA, if needed in case of emergency.
- Supplier shall provide purchaser with written product quality reports on a quarterly basis and certification of quality for each delivery. Supplier shall inspect all fuel handling equipment on an annual basis and provide the purchaser with written inspection reports.
- **Credit Cards**
  - Supplier shall accept state and federal government issued credit cards.
  - Supplier shall accept other general use credit cards such as, but not limited to, Visa, MasterCard, and American Express. General use cards are defined as: Recognized name brand cards carried by the general public and used for a variety of purchases other than aviation.
  - Successful supplier shall integrate with the installed QTpod machine, with all credit card supplies, forms, materials, etc. without charge to the Airport Authority.
  - Supplier must provide toll-free credit card authorization service.
  - Supplier's credit card processing service shall provide for normal airport related charges, in addition to fuel, such as, but not limited to tie down fees, hangar or lease payments, pilot supplies, minor repairs, flight, and/or weather service. The additional listed purchases must be processed at the same fee charge rate as fuel purchases.
  - Supplier shall reimburse Millington Airport Authority for credit transmittals by direct deposit to the Airport Authority bank account of record within two (2) days of receipt.
  - Millington Airport Authority reserves the right to utilize independent credit card processing providers separate from this contract for purchases at any time if deemed to be in the best interest of the Airport Authority.

MILLINGTON AIRPORT AUTHORITY

Aviation Fuel and Fueling Equipment

REQUEST FOR PROPOSAL

**III. Submission Contents and Procedure**

Submission Contents

All proposals must be on Company Letterhead and the Proposal should contain:

1. Introduction including description of the firm, location of the headquarters, years of operation and other locations (fueling centers and equipment facility).
2. Describe the Respondent’s approach to timing, training, delivery, and maintenance.
3. List of references (5 minimum)
4. Cost (see Bid Sheet Attached)
5. Options – if available

Submission Procedure

Proposals shall be submitted no later than June 20, 2024, by 2:00 PM Central Time.

<u>Regular U.S. mail to:</u> Millington Airport Authority Attn: C. Ward, Office Manager 8182 Hornet Avenue Millington, TN 38053	<u>Or by courier or hand-delivered to:</u> Millington Airport Authority Attn: C. Ward, Office Manager 8182 Hornet Avenue Millington, TN 38053
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All submittals received after the designated time will not be considered.

MILLINGTON AIRPORT AUTHORITY

Aviation Fuel and Fueling Equipment

REQUEST FOR PROPOSAL

**IV. Selection Timeline and Evaluation Criteria**

Selection Timeline:

Notice Publication Dates	May 30, 2024 thru June 20, 2024
Last Day for Questions	June 13, 2024 by 12:00 Noon CT
Proposals Due	June 20, 2024, by 2:00 PM CT
Interview Sessions (if questions)	To Be Determined
Estimated Start Date	August 1, 2024

**Evaluation Criteria**

Respondents may be selected for interviews and presentations by an MAA selection committee based upon review of the proposals provided in response to the RFP.

The most qualified Respondent will be selected based on the following criteria:

1. 0-30 Points: Basic Information including References.
2. 0-30 Points: Equipment Lease Pricing
3. 0-30 Points: Fuel Pricing
4. 0-10 Points: Options including Credit Card Services

# MILLINGTON AIRPORT AUTHORITY

## Aviation Fuel and Fueling Equipment

### REQUEST FOR PROPOSAL

## **V. Terms and Conditions; Contract Requirements**

### Response Costs

All costs incurred in preparing the response to the Request for Proposal (RFP), participating in the RFP process, and negotiating with Millington Airport Authority (MAA), whether or not an award is granted, shall be solely the responsibility of the Respondent. All materials and documents submitted by the Respondent in response to the RFP will become the property of MAA and shall not be returned to the Respondent.

### Right to No Award or Partial Award

Award will be made to the Respondent(s) with the most qualified and/or responsive proposal which may or may not be the lowest cost (if applicable), if awarded. MAA reserves the right to reject all responses, reject portions of any response, or accept the response(s) deemed most advantageous to MAA. In addition, MAA reserves the right to modify the terms of the RFP at any time. MAA will provide the Respondents with written notice of cancellation or modification.

### Rejection of Responses / Cancellation of RFP

MAA reserves the right to reject any or all responses to the RFP, including, but not limited to, any response containing exceptions to the minimum requirements and/or specifications or fails to meet the minimum requirements and/or specifications in whole or in part. Responses containing terms and conditions other than those specified herein may be considered nonresponsive. Partial or incomplete responses may be rejected. MAA reserves the right to reject responses or penalize Respondents who do not follow the requirements of the RFP and, likewise, to waive any informalities, technicalities, or omissions therein. Responses having any erasures or corrections shall be initialed in ink by the Respondent. Unsigned responses will be considered nonresponsive.

Also, MAA reserves the right to reject any response when a parent, subsidiary, affiliate, or predecessor in interest of the Respondent has pending litigation or claims with MAA, or if any response includes a proposed subcontractor or supplier having pending litigation or claims with MAA, if MAA determines, in its sole discretion, such litigation or claims may adversely affect the ability of the parties to work efficiently and effectively under any purchase order resulting from the RFP, or for any other reason as determined by MAA. MAA further reserves the right to cancel the RFP process at any time.



# MILLINGTON AIRPORT AUTHORITY

Aviation Fuel and Fueling Equipment

## REQUEST FOR PROPOSAL

### Explanation by Addendum Only; Questions and Clarifications

No interpretation or clarification of the RFP will be made to a Respondent orally. If discrepancies or omissions are found by any prospective Respondent or there is doubt as to the true meaning of any part of the RFP, a written request for clarification or interpretation must be submitted to the Millington Airport Authority at 8182 Hornet Avenue, Millington, TN 38053, or by email at [c.ward@millingtontn.gov](mailto:c.ward@millingtontn.gov). To be given consideration, all inquiries must be received by 12:00 Noon CT on June 13, 2024. Questions by phone will not be accepted.

All such interpretations and any supplemental instructions will be in the form of a written addendum which, if issued, will be posted to the [millingtonairport.com](http://millingtonairport.com) website. It is the responsibility of a Respondent to check the website for any updates. Failure of the Respondent to check the website for updates for any such addendum or interpretations shall not relieve said Respondent from any obligation contained therein.

The Millington Airport Authority is not responsible for any electronic communication failures or material delivery delays. MAA reserves the right to reject all submittals without cause.

### No-Contact Policy

The Chairman of the Board of Commissioners of MAA has imposed a no-contact policy on the selection process. The no-contact policy is intended to prohibit any Respondent from engaging in any direct or indirect lobbying of any Board Member, MAA staff member, other persons or organization who may be involved in the RFP process. The no-contact policy is effective between the date the RFP is issued and the date of execution of any agreement resulting from this RFP. Questions submitted in writing for clarifications of the information contained in the RFP are not prohibited by the policy

# MILLINGTON AIRPORT AUTHORITY

## Aviation Fuel and Fueling Equipment

### REQUEST FOR PROPOSAL

#### Insurance

The Respondent shall furnish and keep in force for the life of any agreement resulting from this RFP insurances policies reasonably requested by MAA, including, but not limited to, Workmen's Compensation Insurance for all workers employed on the job. The Respondent shall provide certificate of insurance as required by the Millington Airport Authority. All insurance companies must be licensed to do business in Tennessee and the MAA, its commissioners, its officers, and its employees must be added as additional insured on all policies.

#### Title VI Solicitation Notice

The Millington Airport Authority (MAA), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises or airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

#### Certification Regarding Debarment

By submitting a proposal under this RFP, Respondent certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

#### Certification Regarding Trade Restriction

By submitting a proposal under this RFP, Respondent certifies that with respect to this solicitation and any resultant contract, Respondent—

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and

# MILLINGTON AIRPORT AUTHORITY

## Aviation Fuel and Fueling Equipment

### REQUEST FOR PROPOSAL

3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC § 1001.

Respondent must provide immediate written notice to MAA if Respondent learns that its certification or that of any permitted subcontractor or subconsultant was erroneous when submitted or has become erroneous by reason of changed circumstances. Respondent must require permitted subcontractor or subconsultant provide immediate written notice to Respondent if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR § 30.17, no contract shall be awarded to a Respondent or any permitted subcontractor or subconsultant:

- 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; or
- 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list; or
- 3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Respondent agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all contracts with any permitted subcontractor or subconsultant. Respondent may rely on the certification of any permitted subcontractor or subconsultant that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless Respondent has knowledge that the certification is erroneous.

# MILLINGTON AIRPORT AUTHORITY

## Aviation Fuel and Fueling Equipment

### REQUEST FOR PROPOSAL

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that Respondent or any permitted subcontractor or subconsultant knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through MAA cancellation of the contract or subcontract for default at no cost to MAA or the FAA.

#### Lobbying

Respondent certifies by submitting a proposal under this RFP, to the best of its knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of Respondent, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal contract, grant, loan, or cooperative agreement, Respondent shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) Respondent shall require that the language of this certification be included in any permitted award documents for all applicable sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

# MILLINGTON AIRPORT AUTHORITY

## Aviation Fuel and Fueling Equipment

### REQUEST FOR PROPOSAL

#### Contract Requirements

**Choice of Law.** The laws of the State of Tennessee must govern the operation and enforceability of any agreement resulting from this RFP.

**Sovereign Immunity of MAA.** MAA will not enter into any agreement which contains a clause requiring MAA to indemnify, hold harmless, or defend any party. Also, MAA will not enter into any agreement which contains a clause limiting its remedies against any party.

**Indemnification.** The Selected Respondent must agree to indemnify and hold MAA, its commissioners, officers, agents and/or employees harmless from and against any and all lawsuits, damages and expenses, including court costs and attorney's fees, by reason of any claim and/or liability imposed, claimed and/or threatened against MAA, its commissioners, officials, agents and/or employees for damages because of any damages arising out of or in consequence of the performance of services by the Selected Respondent to the extent that such damages are attributable to the negligence of the Selected Respondent or its agents and/or employees.

**Confidentiality.** MAA cannot agree to confidentiality provisions in any agreement resulting from this RFP due to open records laws.

**Federal Aviation Administration Provisions.** The Selected Respondent must agree to comply with Civil Rights provisions and any other applicable Federal Aviation Administration requirements in any agreement resulting from this RFP.

**TDOT Aeronautics Division Provisions.** The Selected Respondent must agree to comply with any applicable Tennessee Department of Transportation Aeronautics Division requirements in any agreement resulting from this RFP.

**Non-Boycott of Israel.** The Selected Respondent will certify that it is not currently engaged in and will not for the duration of any agreement resulting from this RFP engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to any agreement resulting from this RFP with a total value of less than two hundred fifty thousand dollars (\$250,000) or to Respondents with less than ten (10) employees.

# MILLINGTON AIRPORT AUTHORITY

## Aviation Fuel and Fueling Equipment

### REQUEST FOR PROPOSAL

**Federal Fair Labor Standards Act.** Any agreement resulting from this RFP incorporated by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-time workers.

The Selected Respondent has full responsibility to monitor compliance to the referenced statute or regulation. The Selected Respondent must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

**Recovered Materials.** To the extent applicable to any agreement resulting from this RFP, Contractor and subcontractor agree to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and the regulatory provisions of 40 CFR Part 247.

MILLINGTON AIRPORT AUTHORITY

Aviation Fuel and Fueling Equipment

REQUEST FOR PROPOSAL

**VI. Appendix 1 (Bid Sheet)**

The Millington Airport Authority (MAA) is requesting the following Bid Proposal for Aviation Fuel and associated Fueling Equipment to be guaranteed for five years from the execution of the agreement on the behalf of the Millington-Memphis Airport (NQA).

Jet-A Pricing (based on PLATTS Gulf Coast Previous Weeks Mean + differential at time of bid)

A. \_\_\_\_\_ + \_\_\_\_\_ BASE JET-A PRICE [w/additive] (per gallon) including freight and fuel surcharges (Include Platts Pricing + Differential excluding taxes)

Avgas Pricing (based on PLATTS Gulf Coast Premium Unleaded + differential at time of bid)

B. \_\_\_\_\_ + \_\_\_\_\_ BASE AVGAS PRICE (per gallon) including freight and fuel surcharges (Include Platts Pricing + Differential excluding taxes)

Jet-A Refueling Equipment

C. \_\_\_\_\_ Monthly Rental Cost (3,000 or 2,200 Gallon)

Avgas Refueling Equipment

D. \_\_\_\_\_ Monthly Rental Cost (1,000 Gallon)

Credit Card Processing

E. \_\_\_\_\_ Credit Card Processing Fee % (Provide explanation if a range of percentages is used)

Note: All prices are United States Dollars

All Bidders must provide necessary insurance documentation and schedule an "On-Site" Meeting at the Millington-Memphis Airport (8182 Hornet Avenue, Millington, TN 38053).

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name (Printed)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Authorized Representative Name (Signature)

\_\_\_\_\_  
Email Address

# MILLINGTON AIRPORT AUTHORITY

Aviation Fuel and Fueling Equipment

REQUEST FOR PROPOSAL

## **I. Appendix 2 (Additional Information)**

The Fixed Base Operation at the Millington-Memphis Airport (NQA) reported 87,309 gallons of Jet-A and 222,040 gallons of 100 LL fuel were sold during 2023 calendar year. Fuel purchases volumes can and do vary, the amount listed is a reference for informational purchases and **DOES NOT** guarantee the volume of actual purchases.