

LEXINGTON-FAYETTE URBAN COUNTY AIRPORT BOARD

REQUEST FOR BID

to provide

LIQUID PROPANE FUEL

for

BLUE GRASS AIRPORT

DATED: August 18, 2019

NOTICE AND REQUEST FOR BID

Notice is hereby given that the Lexington-Fayette Urban County Airport Board, hereinafter referred to as "Board," pursuant to this Request For BID ("RFB") will accept Bids from interested and qualified firms ("Proposer") in providing and delivering liquid propane fuel for Blue Grass Airport's Rescue Fire Fighting Training Center and WestLEX Operations. The contract will be administered by Blue Grass Airport staff on behalf of the Airport's Board.

The RFB's will be reviewed and evaluated by the Selection Committee.

PROJECT CONTACT

For further information and copies of the RFP packet and all related documents, contact Ben Harward, Controller, at (859) 425-3196 or bharward@bluegrassairport.com. It is also available on the airport's website at www.bluegrassairport.com. Response to all inquiries will be posted in an addendum on the airport's website.

The Board reserves the right to reject any and all Proposals, or to accept any Proposal or any combination of Proposals, which it deems to be more advantageous to the public and to the Board. If the Board accepts any Proposal(s) pursuant to this RFB, an Agreement will be tendered to the selected Proposer(s) for execution.

RFB Close Date: In response to this request, RFB's from interested firms must be received via electronic mail at Blue Grass Airport offices no later than 12:00 PM EST, Monday, August 26, 2019, and must be submitted to bharward@bluegrassairport.com.

Commodity: Liquid Propane

Delivery and Usage Estimates

Tanks	Tank Size (Gallons)	Approx. Annual Usage (Gallons)	Location
WestLex Community Hangar 1	1,000	6,000	4464 Gumbert Road, Lexington, KY 40510
WestLex Community Hangar 2	1,000	6,000	4464 Gumbert Road, Lexington, KY 40510
WestLex Box Hangar 1	1,000	3,000	4464 Gumbert Road, Lexington, KY 40510
WestLex Box Hangar 2	1,000	3,000	4464 Gumbert Road, Lexington, KY 40510
ARFF Training Center	30,000	60,000	4832 Versailles Road, Lexington, KY 40510
Totals Approximate Usage Per Year		78,000	

Requested Contract Term

- Begin: September 1, 2019 – End: August 31, 2020

Billing Terms:

30 days from the invoice date (“due date”).

Please list question # and response in RFB

1. **Pricing:**

• **Option 1 - Fixed Basis Price, including:**

Fixed Price per Gallon \$ _____

Delivery Charges if applicable \$ _____

Include any other charges applicable \$ _____

Taxes per Gallon \$ _____

Total per Gallon \$ _____

• **Option 2: Differential Pricing on Rack Rate**

Pricing Differential per Gallon \$ _____

Delivery Charges if applicable \$ _____

Include any other charges applicable \$ _____

Taxes per Gallon \$ _____

Total per Gallon \$ _____

****Please identify in your proposal which option above you are proposing to the airport. Also indicate if the pricing will be adjusted if we either exceed or do not exceed our annual estimated usage from above.***

- 2. **Contract Renewal or Termination Terms:** Please state the terms upon which this contract may be renewed or terminated by either party
- 3. **Compliance with Laws:** The successful bidder warrants and promises that it will comply with all state and federal requirements for the transportation, storage, and handling of fuels provided under this bid.
- 4. **Sample Invoice:** Please submit a sample invoice with your quote. Include all charges and taxes in the format that would be used on our invoices.

5. **Sample Contract for Review:** Please submit a copy of the proposed form of agreement for the RFB. Please note that agreements are subject to legal and Board review. The Board will prepare the final agreement.

6. **Insurance:** The Proposer shall acquire and maintain all insurance specified hereunder through the term of this Agreement. Such insurance shall be underwritten and issued by a firm or companies acceptable to the Authority and the Proposer shall furnish evidence satisfactory to the Authority that such insurance is in effect and will not be cancelled during the term of this Agreement except with not less than 30 days prior written notice of such cancellation to the Authority. Approval of the insurance by the Authority shall not relieve or decrease the liability of the Proposer and the Proposer shall obtain such approval prior to commencement of Services.
 - i. Worker's Compensation and Employer's Liability: The statutory limits for Proposer's employees engaged in work under this Agreement shall apply.

 - ii. Professional Liability (Errors and Omissions): This insurance shall provide coverage for errors or omissions on the part of Proposer arising out of, or resulting from, the performance of this Agreement in the single limit amount of not less than \$3,000,000.

 - iii. General Liability: This insurance shall provide coverage with a contractual liability endorsement, on an occurrence basis with a minimum single limit of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

 - iv. Additional Insured: The Authority, and the Authority's members, officers, directors, employees and agents in the course and scope of employment, shall be included as an additional insured on the successful Proposer's General Liability with respect to claims or liabilities arising from, or connected with the successful Proposer's work or operations.

 - v. Pollution Liability: This insurance shall provide coverage with a contractual liability for bodily injury, property damage, and environmental damage resulting from "sudden accidental" or "gradual" pollution and related cleanup costs incurred by the subcontractor, all arising out of the work or services (including the transportation risk, when applicable) to be performed under this contract. Combined single limit per occurrence shall not be less than \$1,000,000, or the equivalent. Annual aggregate limit shall not be less than \$3,000,000.

 - vi. Automobile Insurance: Comprehensive Automobile Liability Insurance insuring bodily injury and property damage arising from all owned, non-owned and hired vehicles, if any, with minimum limits of liability of \$1,000,000 combined single limit, per accident. Policy shall name the Airport as additional insured.

7. **Commitments Provide:** a description of the vendor's overall capability, resources, and assurance that it can meet its commitment to successfully complete deliveries.

8. **REFERENCES:** Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been provided.

Submissions not including this information may be rejected.

- All responses will be evaluated by Lexington-Fayette Urban County Airport Board.
- The winning Proposer will be selected based upon a review of supplier's pricing, service history, reliability, financial condition, sample contract terms and compliance with the above factors.
- LFUCAB may seek further information and/or clarification prior to making a final decision.
- LFUCAB reserves the right to reject any and all proposals received.
- LFUCAB intends to award the contract as soon as possible after all bids are received.

All bids (including, but not limited to, pricing and term) submitted to LFUCAB for consideration shall be considered valid offers until such time as the bid is awarded unless a specific time frame is stated by bidder.