



REQUEST FOR PROPOSALS
FOR
TRUCKEE TAHOE AIRPORT AVIATION FUEL SUPPLIERS
RFP-KTRK-07-29-2024

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Due Date: August 30, 2024

Truckee Tahoe Airport (KTRK) is a medium-sized general aviation airport located in the Sierra Nevada Mountains, serving as a vital resort destination link between the Truckee Tahoe community and various national and regional destinations. In 2023, the airport handled 30,140 operations, including 28,327 powered aircraft, on average selling approximately 500,000 gallons of Sustainable Aviation Fuel (SAF) / JetA, and 100,000 gallons of 100LL Avgas.

As a leader in environmental stewardship within the aviation industry, Truckee Tahoe Airport has implemented a comprehensive sustainability strategy that goes beyond regulatory requirements. This request for proposals highlights the airport's key environmental initiatives: Only providing 100% blended SAF and transitioning from 100LL Avgas to Unleaded Avgas.

KTRK's sustainability programs are multifaceted initiative designed to significantly reduce greenhouse gas emissions and preserve the natural environment. Currently the program encompasses providing only sustainable aviation fuel (SAF) at the KTRK owned and operated fix base operation (FBO). KTRK is seeking an aviation fuel supplier to continue our ability to maintain an uninterrupted supply of SAF and help lead the general aviation transition from 100LL Avgas to unleaded Avgas.

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I. THE AIRPORT

KTRK is a non-federally towered, regional general aviation airport with approximately 35,000 annual operations serving the Truckee North Tahoe Region. KTRK sits in a unique mountainous environment offering a challenging and demanding flight environment as well as difficult ground lines of logistics subject to extreme weather, road construction, and regional tourism traffic impacts. The Truckee Tahoe Airport District (TTAD) is organized as a California Special District; it has taxation authority and acts as an enterprise agency capturing revenue as overseen by a publicly elected Board of Directors. The airfield has a diverse composition of aeronautical and non-aeronautical activities occurring simultaneously, with significant seasonal operational swings, including gliders/soaring, general aviation piston engine aircraft, turbo props, corporate jets, flight training, EMS, and fire-fighting aircraft. More detailed information is available at www.truckeetahoeairport.com, and <https://saf.truckeetahoeairport.com/>.

TTAD owns and operates two 5,000-gallon JetA/SAF Fuel trucks on the airfield for aircraft refueling with specifically designed SAF sustainability graphics, along with one 1,000-gallon 100LL fuel truck. The fuel farm currently holds three 12,000-gallon tanks for JetA/SAF with plans to add a fourth 12,000-gallon tank in 2024. The Airport has one self-serve 100LL tank of 12,000 gallons. Fuel consumption varies seasonally, with peak periods in the summer requiring multiple JetA/SAF resupply deliveries weekly. The following chart represents recent annual aviation fuel consumption.

Annual Fuel Gallons Sold by Type							
Type	2018	2019	2020	2021	2022	2023	2024 YTD
Avgas 100LL	99,812	108,629	113,432	97,711	100,583	85,439	57,914
Jet A	554,756	523,444	627,159	692,295	487,553	108,390	-
SAF (~70/~30) Blend					162,518	325,171	263,610
Total	656,586	634,092	742,611	792,027	752,676	521,023	321,524

II. Scope

The purpose of this Request for Proposal (RFP) is to solicit offers from qualified producers and suppliers of aviation fuels and lubricants to supply bulk and branded Jet-A/SAF and 100LL Avgas aviation fuels for storage and resale, and to provide other business support service to the Truckee Tahoe Airport, the sole Fixed Base Operation (FBO) at KTRK. The Truckee Tahoe Airport represents all available Jet A/SAF and 100LL aviation fuels available for sale at the Airport. Upon selection of a successful Proposer, the Airport enters into an appropriate supply agreement (Fuel Supply Agreement).

1. Product Specifications.

a. Jet-A Fuel: Aviation Kerosene Type Jet-A fuel received shall meet the requirements of American Society for Testing and Materials (ASTM) D-1655 (latest revision) Standard Specification for Aviation Turbine Fuels.

b. Sustainable Aviation Fuel (SAF): ASTM D7566 Standard Specification for Aviation Turbine Fuel Containing Synthesized Hydrocarbons dictates fuel quality standards for non-petroleum-based jet fuel and outlines approved SAF-based fuels and the percent allowable in a blend with Jet A. SAF is an alternative fuel made from non-petroleum feedstocks that reduces emissions from air transportation. SAF can be blended at different levels with limits between 10% and 50%, depending on the feedstock and how the fuel is produced. Product Transfer Document (PTD) that verifies the transfer of ownership of Sustainable Aviation Fuel (SAF) from a seller to a buyer. Certificate of Quality Point of Manufacturing (Blending) with every delivery of SAF, designating the blend ratio of SAF / Jet A.

c. SAF Attributes: Once SAF enters the jet fuel supply chain and becomes fungible with conventional jet fuel, it is imperative to have a robust accounting mechanism in place for KTRK to be able to track and claim the environmental benefit of SAF purchases. Moreover, such an accounting system enables the separation of the environmental claims from the physical journey of the fuel. Such SAF accounting should have a transparent and credible registry system. The Council on Sustainable Aviation Fuel (CoSAFA) Methodology is a set of procedures that aims to establish a clear understanding of how to separate the environmental attributes of Sustainable Aviation Fuel (SAF) from the physical product. The methodology also aims to ensure that customers can see the environmental attributes and available claims of the SAF they purchase, both contract fuel and retail sales.

d. Leaded Aviation Gasoline, Grade 100LL: ASTM D910-21 Standard Specification for Leaded Aviation Gasolines.

e. Unleaded Aviation Gasoline: Description of expected product(s) and timeline for drop in ASTM certified product for replacement of leaded avgas.

f. Procedures: Temporary Fuel storage solution, re-fuelers, and related training shall conform to the latest revisions of the following: Federal Aviation Administration (FAA) Advisory Circular 150/5230-4B Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports; and ATA (Airlines of America) Specification 103 Standard for Jet Fuel Quality Control at Airports.

2. Delivery, Supply, and Technical Support

- a. Vendor shall provide ordering capability 24 hours a day, 7 days a week.
- b. Vendor shall be able to provide aviation fuel delivery 24 hours a day, 7 days a week.
- c. Vendor shall make every effort to provide delivery within 24 hours of order being placed.
- d. Vendor will indicate the primary location of supply and describe its contingency plan in case of interrupted fuel delivery from the primary delivery point. A minimum of one alternate supply location / plan must be identified.
- e. Vendor will outline its plan for fuel deliveries to the KTRK.
- f. The proposer shall be able to provide fuel supply to the Airport with aviation fuels for up to five (5) years.
- g. The Proposer shall have in place a customer service program that includes:

1. A representative that can answer fueling and Quality Control (QC) questions and provide support in a timely manner.

2. Experience with FAA regulations required to support the Airport's requirements for FAA certification.

h. The proposer shall have a credit card program that utilizes standard POS equipment. The POS system shall be capable of electronically processing, at a minimum, the following cards: Supplier's branded credit card, Master Card, Visa, American Express, Discover, AvCard, Multi-Service Card, and Military/Government cards.

1. Proposer shall describe options for remote processing of credit cards from the refuelers through phone, tablet, remote fuel meters, if available.

2. Proposer shall provide the associated processing fees expressed as a percentage for all credit card types accepted by the supplier, in a table showing the fees for both swiped and manually input cards, plus the associated EFT payment time(s) of each.

i. A manifest and bill of lading (BOL) – the BOL must include at a minimum information regarding product delivered, gross and net gallons and temperature at the time of receipt of load.

j. The proposer shall provide details on their ability to supply blended SAF at various blending levels and at what volumes.

3. Pricing and Payment Terms

The successful Proposer shall provide fuel to the Airport pursuant to the terms of the fuel supply agreement, Proposer specifically and expressly acknowledges that the fuel supply agreement will provide for and offer the constant term, pricing, payment terms, and contract fuel offerings to the Airport.

a. Jet A & SAF Fuel pricing offered shall be based off the weekly index for the prior week's Platts Index the term of the respective fuel supply agreement(s).

1. Proposer shall define in its offer which regional Platts Index (E.g., LA Mean) shall be used, and include a detailed price build including:

2. Platts Index Price, carried out to five (5) decimal places, for the week of August 12, 2024, has been selected as the weekly price basis for all proposers to use in their proposal.

3. Proposer's margin/differential

4. Freight

5. Taxes

6. Other charges or fees & differential of SAF based on blend %

b. Avgas shall be based on the supplier's rack price. The week of August 12, 2024, has been selected as the weekly price basis for all proposers to use in their proposal

c. Payment terms shall be no less than Net 20, with Net 30 being preferred.

4. Conflicts of Interest

Provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work for District projects, or any other work with the District that may have a potential to conflict with the Firm's ability to provide the Services described herein.

6. References

At least THREE (3) references. References should not be owned FBOs.

7. Non-Collusion Declaration

All Firms must execute the Non-Collusion Declaration Form attached hereto as Attachment 1 and include it in the Proposal.

III. SELECTION OF SUCCESSFUL PROPOSAL

The Fuel Supplier will be selected by the Airport based upon the Airport's evaluation of the qualifications of the Proposer, the price basis for the supply of aviation fuels, the support, and services to be provided to the Airport by the Proposer, the contract terms offered by the Proposer and the additional considerations offered by the Proposer.

The Airport will select the Proposer that best suits the needs of the Airport as determined in the sole and absolute discretion of the Airport. Upon selection, the Proposer and the Airport will negotiate the terms of the Fuel Supply Agreement.

Except for offered pricing, payment terms, and term (length) of the respective Fuel Supply Agreements for the Airport, other aspects of the agreement may vary from the contract terms offered by the Proposer. It is possible that the Airport and the Proposer may agree upon modifications and addendums to certain contract terms offered by Proposer, and in such cases, the modifications and addendums will be incorporated into the Fuel Supply Agreement. If the Airport and the Proposer cannot agree on certain contract terms or if the Proposer fails to promptly provide a Fuel Supply Agreement acceptable to the Airport, the Airport may abandon its discussions with the successful Proposer and select another Proposer as the Fuel Supplier.

The following criteria will be used to evaluate proposals.

Item #	Selection Criteria	Score
1.	Vendor Aviation Fuel Pricing	25
2.	Vendors Ability to Support Sustainable Aviation Fuel (SAF)	25
3.	Vendors Distribution Delivery Capability	25
4.	Vendors Service Experience, Qualification in the Industry, References, and Key Personnel	25
	Total	100

IV. PROPOSAL DEADLINE AND TIMELINE SCHEDULE

Proposals, as described in this RFP, shall be submitted in hardcopy triplicate in a sealed envelope or box, and shall be received no later than 2:00 P.M. on Friday, August 30th, 2024. Proposals shall be clearly marked “KTRK – 2024 Aviation Fuel Supplier.” Limit proposals to no more than twenty-five (25) pages single-sided (minimum 11pt. font size).

Other than the deadline above, the following date(s) and times are estimates only and subject to change. Note: All dates and times expressed are 2024 and Pacific Daylight Time (PDT), respectively.

RFP Schedule

RFP Release	July 29, 2024
RFP Question Period	August 12-16, 2024
Answers to RFP	August 23, 2024
RFP Proposals Due	August 30, 2024, 2pm PDT
Negotiation Period with Successful Respondent	September 2-6, 2024
TTAD Board Contract Approval	September 25, 2024
Contract Start Date	October 1, 2024

It is the proposer’s sole responsibility to assure that the proposal is delivered in a timely fashion. Proposals received after this time will be rejected and returned unopened. Proposals should be prepared simply, providing straightforward, concise description of the proposer’s approach and capabilities necessary to satisfy the requirements of the RFP. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the proposal should be on completeness, clarity of content and adherence to the information required by the RFP.

Mail to / Ship to:

Truckee Tahoe Airport District
ATTN: Robb Etnyre, General Manager
10356 Truckee Airport Road
Truckee, CA 96161

TTAD will not accept electronic proposals.

Questions. Questions regarding this RFP must be submitted in writing and directed only to:

Robb Etnyre
General Manager
Truckee Tahoe Airport District
10356 Truckee Airport Road

Truckee, CA 96161
(530) 587-4110 ext. 105
robb.etnyre@truckeetahoeairport.com

V. Contract Term

The contract shall become effective from the date of acceptance and approval by the TTAD. It shall remain in force and effect for a period of three (3) years, beginning on the date of award of the contract. Upon completion of the term of the original contract and with mutual agreement of both parties, the contract may be extended for up to two (2) additional two (2) year terms (seven (7) year's total). The renewal will be under the same terms and conditions as the original contract. In the event a new contract is not executed on or before the anniversary date of the original term or any renewal term, the contract may be renewed on a month-to-month basis until a new contract is executed.

VI. PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE

Except for pricing information, which shall be redacted by the TTAD, all RFP materials are subject to public disclosure in accordance with the Public Records Act.

RFP QUESTIONS & ANSWERS

AUGUST 19, 2024

1. **Question: Do you require certified SAF products? If so, which certification schemes are acceptable to Truckee Tahoe Airport (i.e. ISCC CORSIA, ISCC EU, or RBS CORSIA)?**

a. **Answer: Truckee Tahoe Airport does not require certified SAF products. However, certified SAF products following any of the established certification schemes are encouraged and preferred.**

2. **Question: Do you require ISSC and/or RSB Trader certification for your distributors?**

a. **Answer: Not required, but preferred.**

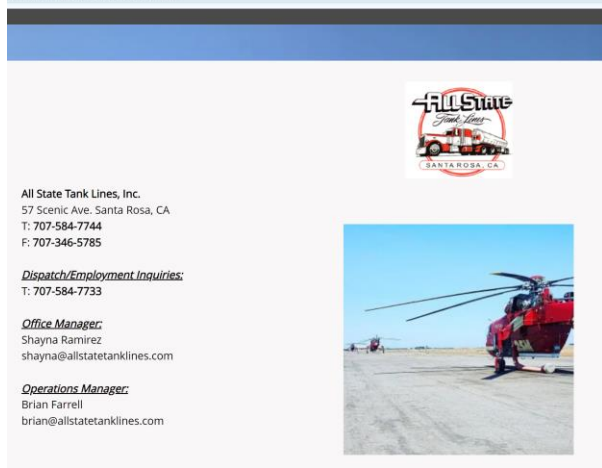
3. **Question: Regarding FBO software, are you currently using any particular FBO software or do you have any preference?**

a. **Answer: No preference**

4. **Question: Which common carriers/freight companies are currently delivering aviation fuels to KTRK?**

a. **Answer: All State Tank Lines**

allstatetanklines.com/contact_us.html



b. _____

5. **Question: Should August 12 or August 13, 2024, be used for the “Platts Index Price, carried out to five (5) decimal places, for the week of August 12, 2024, has been selected as the weekly price basis for all proposers to use in their proposal.”**

a. **Answer: August 13, 2024**

Attachment 1

Non-Collusion Declaration Form

[FORM ON THE FOLLOWING PAGE]

NON-COLLUSION DECLARATION
Public Contract Code Section 7106

TO BE EXECUTED BY CONTRACTOR AND SUBMITTED WITH SOQ

The undersigned declares:

I am the _____ **[PRINT YOUR TITLE]**

of _____ **[PRINT FIRM NAME]**,

the party making a contract pursuant to this RFP.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the following date:

Date: _____

Proper Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

(ATTACH NOTARIAL ACKNOWLEDGMENT FOR THE ABOVE SIGNATURE)