



Avfuel Proposal



Response To:
Livingston County Spencer J. Hardy Airport

RFP-LC-23-10

Howell, Michigan
August 28, 2023

Prepared by:
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Submitted by:
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Important: This comprehensive proposal is submitted for approval within 90 days and is subject to the execution of the contract documents satisfactory to both parties, which will incorporate the proposal terms and, when executed, become binding to both parties.

August 28, 2023

RFP-LC-23-10
Livingston County Spencer J. Hardy Airport
3399 County Airport Drive
Howell, MI 48855

Dear Livingston County Airport

Thank you for taking the time to learn how Avfuel Corporation's competitive support systems can contribute to the growth of your unique operation. The following branding proposal outlines Avfuel's ability to supply aviation fuels and services—including marketing and branding support—at the Livingston County Airport. Backed by proven solutions and high-touch, dedicated employees, I am confident our partnership can help you grow your business and increase your market share in a competitive landscape.

Avfuel's robust supply network, proprietary training and operational systems make it the industry's most reliable and capable fuel provider. **Working as a team, our goal is to achieve the following objectives for your operation:**

- Uninterrupted fuel supply
- Increased fuel sales
- Greater connectivity and visibility with targeted customers and prospects
- Streamlined operations to optimize efficiency
- Improved loyalty among existing customers
- Effective short-term and long-term growth strategies

Avfuel exclusively focuses on aviation. With that dedication across more than 45 years, we've become much more than a fuel supplier; we're an all-round aviation facilitator, delivering "fuel ... and so much more." Our diverse business lines and competitive programs propelled us to the forefront of the aviation industry and gained us a loyal following among pilots and flight departments. We look forward to putting these same programs—along with our reputation and aviation commitment—to work for you.

Avfuel Corporation is committed 100% to the needs and concerns of the aviation industry. We have built our solid reputation on the service that we provide and the competitive nature of our programs. This comprehensive proposal is submitted for approval within 90 days of the opening date and is subject to the execution of the contract documents satisfactory to both parties, which will incorporate the proposal terms and when executed, become binding to both parties.

I look forward to further discussing how your operation would benefit from joining the Avfuel Network.

Best regards,

Mike Kormos
Director, Sales- Eastern, US
Avfuel Corporation

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1.2 Qualifications

A. The proposer must have global brand name recognition.

✦ *Avfuel is consistently recognized by notable industry organizations for its leadership and expertise in fuel, sustainability, safety, education, industry practices and brand marketing. Avfuel’s executive team members and managers serve in leadership positions with numerous industry organizations to advocate for business aviation and further innovation. Recently, Avfuel’s president and CEO, Craig Sincock, was inducted into the Living Legends of Aviation, honored with a Lifetime Aviation Entrepreneur Award and awarded NATA’s highest honor: The William A. “Bill” Ong Memorial Award. Avfuel’s manager of alternative fuels, Keith Sawyer, was also recently recognized by Corporate Jet Investor as a Sustainability Power Player.*

B. Proposer must be a long-term aviation refiner and/or marketer with a minimum of ten (10) years of experience in aviation turbine and aviation gasoline fuels.

✦ *Earlier this year, Avfuel celebrated its 50th anniversary. In those 50 years Avfuel has become an expert in sourcing, transporting, and delivering product around the globe and is involved at every level of the fuel delivery process –from refinery to wingtip. Avfuel has agreements with more than 100 refiners and 350 supply terminals globally.*

C. Proposer should include a narrative of the company’s performance record with clients (airports where you provide similar service). Proposer must include a minimum of three (3) references complete with phone numbers (see Section 2.2 References).

✦ *Avfuel has been in a perpetual growth mode since its inception, and that is due primarily to our ability to provide stellar service and value to our branded dealer network. Providing value through card processing, staff training, truck leasing, reliable supply, competitive pricing, and always searching for new ways to drive business to and increase the efficiencies of our branded dealers are our keys to success. Please see Section 2.2 for specific examples.*

D. Proposer must confirm that they will provide weekly fuel price notices to the County.

✦ *Avfuel can provide weekly fuel price notices for Jet A and Aviation Gasoline via email, secure access to Avfuel’s website, or both. Such notice can be provided for any personnel the County deems worthy.*

1.3 Product Requirements

A. Fuel Requirements

As an indicator of Fuel Farm requirements, the following represents the estimated number of gallons required:

Type	Annual Usage
Jet A*	250,000

AVGAS 100LL	70,000
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* It is anticipated that that this volume will increase during the term of the agreement.

Supplier must be able to handle these approximate amounts and any increases in demand generated by special events affecting the sale of aviation fuel at the Livingston County Spencer J. Hardy Airport.

✈ *Particularly in Michigan, where Avfuel has a very large amount of contracted business and multiple sources of both Aviation Gasoline and Jet A, we can support the Airport's projected annual volume and any increases to that volume that may occur throughout the contract term. To prove this point, the Airport has exceeded its estimated annual Jet A requirement of 250,000 gallons each of the past three calendar years and Avfuel has been able to supply that increased demand without issue.*

B. Fuel Specifications

1. Jet A - Shall meet the requirements of American Society for Testing and Materials (ASTM) D-1655 (latest revision).
2. Avgas 100LL – Shall meet the requirements of ASTM D-910 (latest revision).
3. Livingston County will perform and document the following tests before shipments are unloaded at the Fuel Farm:
 - a) Visual
 - b) Color
 - c) Bottom sediment and water
 - d) Temperature
 - e) API Gravity

Livingston County may perform additional tests and reserves the right to reject any delivery it deems unsuitable. Livingston County maintains the right to reject any operator/truck violating rules of safety.

✈ *All aviation fuel products delivered by Avfuel will conform to the specifications listed above (or whatever specifications for aviation fuel may be applicable at the time). Avfuel's transport truck drivers expect the above tests to be performed before offloading and may be available to assist County personnel in conducting such tests, if desired.*

1.4 Service Requirements

1.4.1 **Quality Control Program**

- i. Updated Quality Control Manuals which are current and were revised within the last five (5) years.
- ii. On-site training (via contractors and/or salaried employees).
- iii. Fuel Farm inspections and documentation.
- iv. Refueler inspections and documentation for leased and/or County-owned refueler(s).

✈ *Avfuel's Quality Assurance Department has developed a comprehensive fuel-handling, safety-training program. We provide Avfuel-branded FBOs and airports with ongoing consultation, education, training materials, testing and seminars, in addition to 24/7/365*

support for emergencies related to breakdowns, fuel spills, aircraft accidents or fuel quality problems.

- ▶ *Specifically for the Livingston County Airport, this means free access to the Avfuel Training System in addition to on-site inspections and training upon request, including support for any airport operated refueler truck (whether owned or leased).*
- ▶ *Avfuel's Quality Assurance and Technical Assistance team is made up of Avfuel-employed experts (not subcontractors) who collectively have nearly 200 years of experience in aviation fuel handling, testing, distribution and equipment repair.*
- ▶ *Those same experts conduct Avfuel's Part 139 Supervisory Fuel Safety Training Seminars, of which Livingston County Airport has been regular participants.*

1.4.2 Quality Control and Assurance Guarantees

- i. Meet ASTM specifications stated in contract not by an amendment to contract.
 - (a) Avgas 100LL – ASTM D-910 (latest revision).
 - (b) Jet A – ASTM D-1655 (latest revision).
 - ▶ *Noted, ASTM specifications will be met by Avfuel for all deliveries to Airport. Aviation fuel Supply Agreement's Terms and Conditions include language requiring such.*
- ii. Ability to trace fuel product shipments from refinery to Livingston County Spencer J. Hardy Airport's fuel farm.
 - ▶ *All shipments will be traceable to the refinery for both Jet A and Aviation Gasoline.*
- iii. Handling and disposition of "off-spec" products.
 - ▶ *If any questions arise as to whether product delivered by Avfuel does not meet specification, Avfuel's Quality Assurance dept. will assist Airport personnel in further testing. If product is deemed off-spec, Avfuel will handle removal and disposition of product and coordinate delivery of on-spec fuel.*
- iv. Transportation of product via supplier approved fuel carriers.
 - ▶ *Historically, about 95% of fuel deliveries to the Livingston County Airport have been executed by Avfuel-employed drivers using Avfuel-owned transport trucks. When common carriers are used for deliveries, they are audited to ensure compliance with Avfuel's loading guidelines.*
- v. Supplier/transporter will provide documentation detailing what was previously contained in the delivery vehicle and method of cleaning, if appropriate.
 - ▶ *All fuel deliveries will be accompanied by Avfuel's Product Receipt Certificate (PRC), which is a document completed by the driver showing what was previously hauled in the trailer and provided by the driver.*
- vi. Documentation of pre-delivery testing.

- ▶ *Any pre-delivery testing will be shown on Certificate of Analysis (COA) and PRC, as provided by the driver.*
- vii. Supplier to provide inspection service at no additional cost.
 - ▶ *Acknowledged*
- viii. State frequency of inspections and items to be inspected:
 - (a) Fuel Farm
 - (b) Refuelers regardless of ownership
 - ▶ *Avfuel will provide on-site inspections of Airport fuel and refueler trucks annually by request.*
- ix. Provide written documentation of inspections.
 - ▶ *Written documentation will be provided to airport manager.*
- x. Provide contractor and/or salaried personnel for repairs on refuelers.
 - ▶ *Avfuel will provide salaried personnel for phone support and technical assistance.*
- xi. Description of Quality Control manuals and currency.
 - ▶ *Quality Control Manuals are site-specific documents relating to a specific airport or FBO's own individual refueler trucks, fuel farm, and specific operational requirements. Through the Avfuel Training System, Avfuel offers dealers a state-of-the-art training system that is continually updated to meet the changing industry standards of ATA 103, NFPA 30, NFPA 407 and related standards.*
- xii. Description of on-site Training Programs.
 - ▶ *Avfuel will perform on-site training and inspections annually by request. Sessions usually last one day and include full inspections on all Airport-operated refueler trucks (owned and leased), fuel farm, record keeping and fuel quality testing procedures. The visit is part audit and part education but leads toward improving the Airports operation.*

1.4.3 Professional Line Service Training Program

- i. Description of training programs offered.
- ii. Training must include the following areas: ground servicing, safety, refueling piston aircraft, refueling turbo prop aircraft, refueling jet aircraft, towing, fuel farm management, customer service, and fire safety.
- iii. Date of training revision. Program must be current and revised within the last five (5) years.

- ▶ (i. – iii) Please see **Attachment B** for a description of the Avfuel Training System (ATS). It is web-based, updated continually to meet current industry standards, and includes all the components specified above and many more. Plus, we are providing it for free – a savings of \$3,200 over the life of the contract term.

1.4.4 Refueler (Vehicle) Lease/Purchase Programs

Please note: Livingston County owns a 3,000-gallon and a 2,200-gallon Jet A refueler.

- i. Description of refuelers available through supplier.
 - ▶ Avfuel has over 800 refueler trucks in our leased fleet. We build, refurbish and re-chassis those refueler trucks in our dedicated truck shop in Ann Arbor. Whether the Airport wants brand new or older models, large or small, Avfuel has a wide enough selection to meet any need.
- ii. Lease costs, model year and sizes of truck availability - Jet A.
 - ▶ Avfuel would like to offer the Livingston County Airport the lease of a fully-refurbished 2007 International 3,000-gallon Jet-A refueler truck. This truck will have undergone a full-refurbishment in Avfuel's Ann Arbor refueler truck facility with improvements to include, among other upgrades, a new engine, new wiring, electronic meters and configuration for a Scully system. This truck has a standard lease rate of \$1,650.00 per month, but Avfuel is pleased to offer it to the Airport at a discounted rate of \$1,170.00 per month. As an alternative to a monthly lease payment, Avfuel will give the Airport the option to lease the truck for \$1.00 per month with an additional \$0.0475 per-gallon premium added to the Airport's weekly Jet fuel price. Please reference Attachment C for additional information.
- iii. Lease costs, model year and sizes of truck availability - Avgas.
 - ▶ Avfuel is pleased to offer Livingston County Airport the continued lease of Avfuel Truck #731 (2005 Isuzu, 750-gallon, VIN JALB4B16557008846) at the lease rate of \$1.00 per month for the duration of the contract term. Should this particular truck need to be replaced, Avfuel will do so with a similar sized and vintage truck at the same lease rate of \$1.00 per month.
- iv. Maintenance provided on refuelers as part of lease agreement, if any.
 - ▶ Generally, most routine maintenance is the responsibility of the lessee. Avfuel will cover replacement or overhaul of the engine, transmission, belly valve and differential.
 - ▶ As an added value for the Livingston County Airport, Avfuel would like to offer \$2,000.00 per year (\$10,000.00 total for the duration of the contract) to be used for the reimbursement of maintenance expenses incurred by the County for any leased or owned refueler trucks. This amount is in addition to any maintenance expenses that are already the contractual responsibility of Avfuel.

- v. Flexibility to change refueler size.
 - ▶ *Avfuel's refueler lease agreements are purposely flexible. The terms are month-to-month, allowing for termination of a lease at any time or the ability to upgrade to a newer, older, larger or smaller truck.*
- vi. Availability of back-up refuelers to meet special needs or temporarily replace refuelers out of service for mechanical repair.
 - ▶ *As has been previously demonstrated for the Livingston County Airport, Avfuel has a large fleet of refueler trucks that can be deployed quickly for special events or emergency situations. Most of our trucks are based less than an hour's drive away.*

1.4.5 Credit Card Processing Program

A nationally recognized online credit card program that utilizes PC based or Point of Sale (POS) equipment. The PC based or POS system should consist of no more than one terminal and associated printer. The POS system must meet credit card industry processing standards and be capable of electronically processing credit cards with monies returned to Livingston County Spencer J Hardy Airport electronically within 48 hours. The system should process the following internationally recognized supplier retail credit cards: MasterCard, Visa, Avcard, American Express, Multi Service Card, Discover, U.S. Government Air Card and Voyager.

- i. List credit cards accepted by supplier.
 - ▶ **See Attachment D**
- ii. Supplier must currently accept Avcard and Multi Service through a common PC based or POS equipment and printer that is utilized to process all supplier accepted credit cards.
 - ▶ *Avfuel accepts Avcard and Multiservice through POS system.*
- iii. Identify processing fees associated with each credit card accepted.
 - ▶ **See Attachment D**
- iv. Identify credit card reimbursement timing and method of transferring funds to Livingston County Spencer J. Hardy Airport. Identify charge back procedures and timing.
 - ▶ *Credit card funds are reimbursed twice per week (Tuesday and Friday within 2-4 days of processing and can be applied against fuel purchases or deposited electronically into a bank account of the County's choosing.*
- v. Identify any technology enhancements or developments in process that may be available in the future.

- ▶ Avfuel is constantly working to improve our POS system and increase our offerings. Livingston County will be made aware if new offering become available through Avfuel.*
- vi. List the available reports provided by the POS system. Reports should, at a minimum, provide daily detail and receipts showing fuel prices, discounts, et al., (i.e., retail price less discount net price).
 - ▶ POS system can show daily batches, fuel pricing, and discounts. In addition, it allows you to create custom profiles for regular customers and tenants.*

1.4.6 National Advertising

- i. Provide national advertising that supports the fuel brand.
 - ▶ Avfuel customers benefit from the marketing power of a recognized and trusted global brand. As a member of our network, our marketing team works for you, providing creative strategies customized to meet your specific needs. Avfuel marketing combines proven communication platforms with innovative technologies to help you attract business, earn customer loyalty and increase sales. Additionally, Avfuel provides a number of training and support solutions to facilitate the implementation of our marketing efforts and support our commitment to your FBO. The Avfuel Marketing System taps into the power of the entire Avfuel Network, giving your individual FBO the reach of a widely-recognized global brand and putting you squarely in front of Avfuel's wide variety of aviation customers. Avfuel advertises regularly in several national industry publications and promotes our brand by attending aviation trade shows in virtually every state and around the world.*

1.4.7 Co-operative Advertising Program

- i. Provide a flexible co-operative advertising program for promotion of fuel sales and Livingston County Spencer J. Hardy Airport services. Supplier must provide details of how credit is applied and maintained.
- ii. Participate in special project(s) or local advertising costs.
- iii. Aviation directory support by supplier.
- iv. Sales aid items provided through supplier and cost thereof.
- v. Explain how sales credits are accumulated and maintained for co-op programs.
 - ▶ (i.– v.) Avfuel will set aside funds from the Airport's fuel purchases that can be used to reimburse up to 50% of qualified advertising expenses. Funds accumulate at the rate of \$0.005 per-gallon of fuel purchased during the calendar year for reimbursement of that year's qualified advertising expenses. A qualified expense is one that properly includes the Avfuel logo (size restrictions may apply) and can be virtually any advertising medium (web, print, direct-mail, uniform, etc.).*

1.4.8 Convention Brand Representation

- i. Provide brand representation at the NATA and NBAA conventions.
- ii. Identify trade show participation by supplier.

▶ *(i.- ii.) Avfuel is extremely active at all national aviation trade shows, particularly the NBAA-BACE, Schedulers & Dispatchers, NBAA Regional Conventions, plus many others. We have been the trend setters among fuel suppliers in terms of how to effectively create positive energy around a brand and how to use the trade shows to bring tangible business to our branded dealer network.*

1.4.9 Line of Credit

- i. Provide adequate line of credit with functional credit terms with or without discount. Livingston County requires thirty (30) days to process fuel invoices.

▶ *Avfuel has and will continue to provide the County will 30 days terms and an adequate credit line.*

1.4.10 Brand Identification

- i. Provide details of how supplier will provide and install brand identification.

▶ *Avfuel will cover the cost to brand, re-brand or replace any weathered fuel supplier branding at the Airport. Additionally, we will provide other point-of-purchase branding material that is updated from time to time.*

1.4.11 Administrative Support

- i. Provide administrative support relative to supplier/Livingston County Spencer J. Hardy Airport relationship.

▶ *Avfuel excels at providing administrative support. Whether it is a special report or digging up an old invoice or attending an airport board meeting, we try to meet every need.*

1.4.12 Branded Uniform Program

- i. Have availability of a branded uniform program.

▶ *Avfuel allows our branded dealers to choose uniforms that reflect their personal tastes. We can provide our logo in digital format to a uniform company at no cost. Uniforms that include the Avfuel logo are eligible for reimbursement through the Co-Op Advertising Program (see section 1.4.7).*

1.4.13 Technical Expertise

- i. Supplier must provide technical expertise and have available proprietary laboratory support.

▶ *Avfuel's in-house Quality Assurance team is based in Ann Arbor and has a*

wealth of experience. We regularly utilize labs across the country for testing and diagnostic purposes.

1.4.14 Supplier Restrictions

- i. Supplier may not impose retail/wholesale credit card related discount/rebate program that requires Livingston County Spencer J. Hardy Airport's participation or funding.
- ii. Supplier may not impose retail/wholesale purchase programs requiring Livingston County Spencer J. Hardy Airport participation or funding relating to customer volume discounts.

▶ (i.&ii.) Avfuel acknowledges the above supplier restrictions.

1.5 Service Capabilities

1.5.1 Communication Plan/Contract Management

Proposers shall identify their company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger or acquisition.

▶ *A change, as defined above, is extremely unlikely at Avfuel, as we have enjoyed the same private ownership structure with the same owner for nearly 40 years. Should any such change occur, or should Avfuel acquire another company that might impact our customer base, ample notice will be provided.*

1.5.2 Primary Account Representative

Proposers must identify by name and location the primary account representatives and key contacts who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents. Include names, titles, address, phone number, and email addresses.

Primary contact:

*Mike Kormos, Director, Sales–Eastern U.S.,
Ann Arbor, Michigan
Phone: 800-521-4106, ext. 20253
Mobile: 734-276-2090
Email: mkormos@avfuel.com
Tenure with Avfuel: 30 years*

Secondary contact:

*Jay Guilliat, Area Manager-Great Lakes
Ann Arbor, Michigan
Phone: 800-521-4106, ext. 20788
Mobile: 810-874-3562
Email: jguilliat@avfuel.com
Tenure with Avfuel: 7 years*

1.6 Order/Delivery Reporting/Customer Service

1. Ordering Process Capabilities

Proposers shall identify their ordering/customer service capabilities. This includes having the capacity to receive orders electronically, by phone, facsimile, and by written order.

Avfuel Corporation Truckload Dispatch:

In-office staffed hours: Monday – Saturday: 7:00am – 9:00pm (Eastern)

Sunday: 8:00am – 5:00pm

Emergencies: On-call at all other times

Order by phone: 800-458-0672

Order by email: dispatch@avfuel.com

2. Customer Service

It is preferred that the Vendor have an accessible customer service department with an individual specifically assigned to Livingston County. Customer inquiries should be responded to within 24 hours or one (1) business day unless it is an emergency issue. Describe your company's Customer Service Department (hours of operation, number and location of service centers, response times, et. al.).

- *Avfuel purposely does not have a customer service department because we all work in Customer Service. Our office switchboard is staffed Monday – Friday, 8:00am – 6:00pm and can be accessed at 800-521-4106. Additionally, Avfuel.com and TheAvfuelHub.com have both been built to provide quick access to commonly-requested items (invoices, reports, price changes, etc.). If help is needed outside of these two options, most departments have emergency coverage that can be accessed through the 800 number. Finally, the Primary contact (see Section 1.5.2) can always be contacted after-hours as needed.*

1.7 Pricing Schedule

Respondents shall provide pricing on the pricing sheet (Attachment A). Transportation and operational cost increases/decreases from the primary supply points will be passed through with documentation during the term of the contract.

Livingston County Spencer J. Hardy Airport desires to receive the best possible pricing and in order to facilitate the comparison of proposals, it is necessary that all proposals completely explain their method of pricing and how it is tied to available references (i.e. OPIS, Cost of Crude, Gulf Coast Platts, market place, et. al.). Provide an explanation of method of determining fuel price, timing of price changes, and method of conveying price changes to Livingston County Spencer J. Hardy Airport.

Free On Board (F.O.B) Delivered/Destination (Required)

Prices shall be quoted "F.O.B. Delivered/Destination" to each Customer with transportation charges prepaid on all orders of one (1) or more.

1. Bid Pricing

Bid pricing must reflect Net 30 payment terms.

✔ *Avfuel's prices reflect 30-day payment terms.*

2. Quantity Term

Vendor agrees to supply the complete quantity and products that each customer requires.

✔ *Acknowledged. See section 1.3 or more information.*

3. Tax Excluded from Price

See Section 4.5.

✔ *Base prices listed in Appendix A include delivery fees but no taxes. Taxes are itemized for each product in the table below.*

4. Discounts

The Proposer may provide percentage discount based on order quantities. Additional discounts may be included and should be explained. Additional discounts may include Quick Payment Discounts, Volume Discounts, and Rebates. Discount amounts are to be completed in Attachment A.

✔ *Acknowledged.*

5. Special Incentives

Livingston County is interested in any other special programs and alternative recommendations that vendors may have.

✔ *See Section 1.4.4 for a \$2,000 per year credit (\$10,000 total) to be applied to refueling equipment maintenance expenses. Additional incentives are to be found in refueler truck leasing sections.*


Section 2.0: Bidder Information and Acceptance

1. The undersigned declares that the Bid Documents, including, without limitation, any RFP Addenda, and Exhibits have been read.

The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Bid Documents of **RFP-LC-23-10 - Aviation Fuel Supplier for the Livingston County Spencer J. Hardy Airport.**

2. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid and that each Bidder who is awarded a contract shall be, in fact, a Prime Contractor, not a subcontractor, and agrees that its Bid, if accepted by Livingston County, will be the basis for the Bidder to enter into a contract with Livingston County in accordance with the intent of the Bid Documents.
3. The undersigned acknowledges receipt and acceptance of all addenda.
4. The undersigned agrees to the terms, conditions, certifications, and requirements listed in Section 2.
5. The undersigned acknowledges that Bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.
6. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against Livingston County based upon ignorance of conditions or misunderstanding of the specifications.
7. Patent indemnity: Vendors who do business with the Livingston County shall hold Livingston County, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
8. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This documentation must be provided to Livingston County, prior to award, and shall include an insurance certificate and additional insured certificate, naming Livingston County, which meets the minimum insurance requirements, as stated in the terms and conditions.

2.1 Company Profile

Official Name of Bidder: AVFUEL CORPORATION		Type of Entity/Organization (check one):	
Street Address: 47 WEST ELLSWORTH ROAD		<input checked="" type="checkbox"/> Corporation	
City: ANN ARBOR		<input type="checkbox"/> Joint Venture	
State: MICHIGAN	Zip Code: 48108	<input type="checkbox"/> Limited Liability Partnership	
Website: WWW.AVFUEL.COM		<input type="checkbox"/> Partnership	
Primary Contact Name: MIKE KORMOS		<input type="checkbox"/> Limited Liability Corporation	
Primary Contact Phone Number 800-521-4106, EXT 253		<input type="checkbox"/> Non-Profit / Church	
Primary Contact Email Address: MKORMOS@AVFUEL.COM		<input type="checkbox"/> Other: _____	
Federal Tax ID Number: 38-2073252		Dun & Bradstreet (D&B) Number (if applicable):	
Has your company ever been debarred by the Federal Government? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>			
Has your company ever been debarred by State Governments? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>			
Brief history of your company, including the year it was established: Avfuel Corporation was established in 1973 in Ann Arbor, Michigan. We are still based there today, but have become a global company with about 1,000 employees. We are an aviation company exclusively and are fuel experts from the refinery to the wingtip. Avfuel is privately held and is very stable, with the same ownership structure for the past 38 years. Many of our employees have over 20 years' experience and several have over 30. We have been routinely recognized as the Favored Fuel Brand in an annual industry professional pilot survey.			
The individual below is authorized to sign on behalf of the company submitting this proposal. Proposals must be signed by an official authorized to bind the provider to its provisions for a period of at least 90 days.			
Signature: 			
Name and Title of Signer: MIKE KORMOS, Director, Sales–Eastern U.S.,			
Date: August 28, 2023			

***Please include a current W-9 and evidence of insurance coverage as outlined in Section 4.5: Insurance Requirements.**

2.2 References

Provide a minimum of five (3) customer references for product and/or services of similar scope dating within the past 5 years.

Entity Name: PELLSTON REGIONAL AIRPORT	
Contact Name: Ryan Bachelor	Title: AIRPORT DIRECTOR
City: PELLSTON	State: MICHIGAN
Phone Number: 231-539-8441	Years Serviced: 34
Description of Product/Services: BRANDING, FUEL SUPPLY, REFUELER TRUCK AND FUEL FARM LEASING, INSURANCE, CONSULTING, STAFF TRAINING, CARD PROCESSING	
Annual Volume: 750,000 GALLONS	

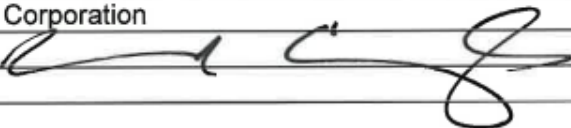
Entity Name: HARBOR SPRINGS AIRPORT	
Contact Name: MARK ZABAWA	Title: AIRPORT MANAGER
City: HARBOR SPRINGS	State: MICHIGAN
Phone Number: 231-347-2812	Years Serviced: 33
Description of Product/Services: BRANDING, FUEL SUPPLY, REFUELER TRUCK LEASING, INSURANCE, CONSULTING, STAFF TRAINING, CARD PROCESSING	
Annual Volume: 90,000 GALLONS	

Entity Name: TRI-STATE AIRPORT AUTHORITY / HUNTINGON JET CENTER	
Contact Name: BRENT BROWN	Title: AIRPORT DIRECTOR
City: HUNTINGTON	State: WEST VIRGINIA
Phone Number: 304-453-6165	Years Serviced: 13
Description of Product/Services: BRANDING, FUEL SUPPLY, REFUELER TRUCK LEASING, INSURANCE, CONSULTING, STAFF TRAINING, CARD PROCESSING, COMMERCIAL FUEL	
Annual Volume: 415,000 GALLONS	

2.3 Certificate of Compliance with Public Act of 517 of 2012

I certify that neither Avfuel Corporation (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded Contract as a result of this Invitation to Proposal, Company will not become an "Iran linked business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

Name of Company: Avfuel Corporation
By: Ronald Cagle 
Title: Vice President
Date: 08/24/2023



Notary	
State of	<u>Michigan</u>
County of	<u>Washhenaw</u>
Sworn to and subscribed before me, a notary public in and for the above state and county, on this <u>24th</u> day of <u>August</u> , 20 <u>23</u> .	
Notary Public	<u>Cheryl A Kormos</u>
My commission expires:	<u>3/12/2028</u>

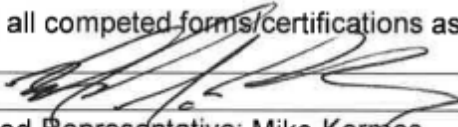
2.4 Proposal Submission Checklist

To enable consistent Proposal evaluation, the following Proposal Contents/Format has been developed.

FAILURE TO SUBMIT THE REQUESTED DOCUMENTS COULD RESULT IN DETERMINING THE SUBMISSION AS NON-RESPONSIVE AND REJECTED.

Complete?	Item Description
☑	Section 1 – Provide responses to Section 1.4 – 1.7
☑	Section 2.1 – Company Profile with W-9 and Certificate of Insurance
☑	Section 2.2 – References
☑	Section 2.3 – Certificate of Compliance with Public Act 517 of 2012
☑	Section 2.4 – Proposal Submission Checklist
☑	Appendix A – Pricing Sheet
☑	Addendum Signature Page (s) *(If applicable)

Submitted proposal contains all completed forms/certifications as listed above:

Authorized Signature:	
Printed Name of Authorized Representative:	Mike Kormos
Title:	Director, Sales- Eastern, US
Date:	8-28-23

Attachment A – Pricing Sheet

INSTRUCTIONS: Prices must be quoted on a per gallon basis less taxes.

Price Per Gallon: Primary supply point for Jet A (pricing for product without additive) and Avgas. Price submitted shall be the total for raw fuel price including transportation cost, taxes and other fees on a per gallon basis for full transport quantities.

For comparison purposes, quoted price will be that price in effect on date entered by vendor below.

Product	Provide pricing for August 15, 2023 (price per gallon)	Provide pricing for August 22, 2023 (price per gallon)
Jet A	\$3.13660	\$3.14580
AVGAS	\$4.59554	\$4.50654

TAXES: Include an itemized list of all transportation costs, applicable taxes and fees.

The individual taxes below are NOT included in the prices quoted above		
Jet A	Individual Taxes	AVGAS
0.24400	Federal Excise + LUST Tax	0.19400
0.00604	Federal Superfund/Oil Spill Fee	0.00604
0.03000	Michigan Aviation Fuel Tax (for resale)	0.03000
0.01000	Michigan Underground Storage Tank Fee	0.01000
0.00000	Michigan Pre-Paid Sales Tax*	0.18600
-.000150	Michigan Aviation Tax Retail Discount	-.000150
0.28989	Total per-gallon Amount of Applicable Taxes	0.42589

* Michigan pre-paid sales tax rate changes monthly and is not applicable to Jet A purchases

PRICE INDEX

<p>Livingston County Spencer J. Hardy Airport desires to receive the best possible pricing and in order to facilitate the comparison of proposals, it is necessary that all proposals completely explain their method of pricing and how it is tied to available references (i.e. OPIS, Cost of Crude, Gulf Coast Platts, market place, et. al.). Provide an explanation of method of determining fuel price, timing of price changes, and method of conveying price changes to Livingston County Spencer J. Hardy Airport.</p>
<p>RESPONSE:</p> <p><i>Avfuel Corporation would like to continue to offer the County the opportunity to have its jet fuel pricing tied to a published market index, very similar to the manner in which airlines buy jet fuel. By tying the price to a market index, the County can be assured it is getting the best possible price without concern that its vendor is overcharging. Pricing tied to a market index will move up and down as the market moves, assuring fair pricing throughout the contract term, and not just at renewal time.</i></p>

The index Avfuel will use for the County is the most commonly used market index for the tracking of jet fuel prices in the aviation industry: US Gulf Coast Jet. The index is tracked and reported by Platts (www.platts.com), which is a leading global provider of energy information.

*Avfuel's market index price offer to the County will be defined and calculated as follows: The delivered price of Jet-A will be calculated as the weekly mean average of Platts U.S. Gulf Coast Jet, plus a differential (including current freight charges) of **\$0.1665** per gallon. **This represents a \$0.0210 per-gallon decrease to the Airport's current pricing formula.** The Platt's average price will be calculated each Monday (or Tuesday when Monday is a holiday) for the previous week (Monday-Friday, published trading days only) and will be effective for the following Tuesday through Monday period. Price excludes all taxes, fees, into-plane charges and other fees.*

*There are no market indexes that track aviation gasoline prices. As a result, aviation gasoline is priced weekly on a market basis. Over the long term, the price of 100LL will generally follow the cost of crude oil and also that of premium unleaded gasoline, but over the short term there is less of a correlation. **Avfuel's proposed 100LL pricing reflects a decrease of \$.05650 per-gallon compared to the Airport's current pricing.***

Attachment B – Avfuel Training System (ATS) Overview

Avfuel offers **Livingston County Airport** access to the online Avfuel Training System (ATS). **Avfuel will provide the Airport with a free subscription to the ATS, which includes FAA-Approved Line Service Fuel Safety Training and Supervisory Fuel Safety Training to satisfy 14 CFR 139.321 (approximately \$3,200 savings over the normal cost, and thousands less than the Safety First program by NATA).** Upon completion, employees receive a Line Service Fuel Safety Training Certification or Supervisory Certification equivalent to NATA.

The ATS also includes: the Avfuel Customer Service Training program and the Avfuel Front Counter Training program. The Avfuel Training System will be offered to any **Livingston County Airport employee**. Please see the below for a breakdown of this system's lessons:

FAA-APPROVED LINE SERVICE FUEL SAFETY TRAINING & FAA-APPROVED SUPERVISORY FUEL SAFETY TRAINING

- Fuel Handling and Fire Safety
- Aviation Fuels and Additives
- Fuel System Icing Inhibitor (FSII)
- Contaminants and Fuel Testing Methods
- Procedures for Receiving a Load of Aviation Fuel
- Aviation Fueling Components
- Fuel Storage Systems
- Mobile Refueling Equipment
- Aircraft Fueling and General Operations
- Record Keeping Best Practices
- Supervisor Specific
 - Effective training techniques

RAMP SAFETY

- Aircraft Marshalling
- Aircraft Towing Equipment
- Aircraft Towing Procedures
- De-icing and Anti-icing Introduction
- De-icing and Anti-icing Fluid Handling Procedures
- De-icing and Anti-icing Fluid Application
- General Aviation Security

AVFUEL CUSTOMER SERVICE TRAINING

- Culture & Brand
- Service Essentials
- Amaze & Wow

AVFUEL FRONT COUNTER TRAINING

- Avfuel Contract Fuel
- AVTRIP
- Avfuel Network Referrals & Rewards
- Sales & Leadership

Additional on-site fuel handling and training may be available as mutually agreed upon. Avfuel will also provide **Livingston County Airport** with aircraft ground service and towing guide reference books, and FBO incident reporting procedure posters at no cost. The normal cost for the ATS is \$1,250 for the first year, and \$500 a year thereafter. **Avfuel waives these fees for Livingston County Airport – a savings of \$3,250.00 over the length of the contract term.**

Attachment C- Refueler Truck Specification Sheet

Avfuel ID# 3046

Year: 2007 Make: International 4200 VIN#: 1HTMPAFN17H458702



(Photo may not be exact unit as described)

Engine: Off-road diesel

Transmission type: Automatic

Tank capacity: 3,000 gallons

Tank material: Stainless Steel

Fuel type: Jet-A

Rated GPM: 300

Number of hose reels: 3

Bottom load type: STD JET

Number of meters: 2 (TCS-3000)

Ticket printers (zero start)? No

Additive injector? No

Fuel/Defuel? Yes

Insurance value: \$115,000.00

*Standard monthly lease rate: \$1,650.00**

*** Lease rate reduced to either:**

▾ \$1,170.00 invoiced to Airport each month, or

▾ \$1.00 invoiced to Airport each month, plus \$.0475 added to each gallon of Jet-A purchased by Airport

All refuelers meet FAA and NFPA 407 standards

Attachment D-Credit Card Rates & Processing

Card Type	Rate	Card Type	Rate
Avfuel Pro Card	0.00% Contract Fuel 2.25% Retail- & Non-Fuel	Discover	3.27%
Avfuel Contract Fuel	0.00% Fuel 2.25% Non-Fuel items	American Express	2.90%
Avfuel Retail Card	0.00% Avgas 2.25% Jet & Non-Fuel	MultiService	3.10%
Cessna Contract Fuel	0.00% Fuel 2.25% Non-Fuel	Avcard	2.95%
MasterCard & Visa	2.39% Qualified 2.99% Non-Qualified	Government AIRCard	0.00% Contracted 4.55% Non-Contracted \$20/month software
KHI Card	3.25%	The Avfuel Hub	\$20/month optional printer (fee waived for Airport)



AVFUCOR-03

KBEAUBIEN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/22/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Avsurance Corporation 47 W. Ellsworth Rd. Ann Arbor, MI 48108	CONTACT NAME: Kimberly Beaubien	
	PHONE (A/C, No, Ext): (800) 472-7090 FAX (A/C, No): (734) 663-8296 E-MAIL ADDRESS: kbeaubien@avfuel.com	
INSURED Avfuel Corporation 47 West Ellsworth Road Ann Arbor, MI 48108	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Underwriters Lloyds of London	15792
	INSURER B : Travelers Property Casualty Co	36161
	INSURER C : Bridgeway Insurance Company	12489
	INSURER D : Starr Indemnity & Liability Co	38318
	INSURER E : Westchester Insurance Company	10172
	INSURER F : Gemini Insurance Company	10833

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			B0180AV2300771	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 50,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Per occurrence) \$ 500,000
	<input checked="" type="checkbox"/> Aviation Products						MED EXP (Any one person) \$ 50,000
	<input checked="" type="checkbox"/> Completed Operations						PERSONAL & ADV INJURY \$ 25,000,000
	GENL AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 50,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			PRODUCTS - COMP/OP AGG \$ 50,000,000				
	OTHER:						On Airport Auto \$ 25,000,000
B	AUTOMOBILE LIABILITY			BA7N0296182291G	10/1/2022	10/1/2023	COMBINED SINGLE LIMIT (Per accident) \$ 2,000,000
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BOODLY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						BOODLY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			8E-A7-XL-0002075-01	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 4,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 4,000,000
	DED RETENTION \$						
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			100 0002147	5/1/2023	5/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Commercial Umbrella			G21984796018	10/1/2022	10/1/2023	Umbrella 10,000,000
F	Commercial Umbrella			CEX0960184407	10/1/2022	10/1/2023	Excess 20,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Livingston County 304 E. Grand River Ave. #204 Howell, MI 48843	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Jana Lee</i>

ACORD 25 (2016/03)

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Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2> <p style="margin:0;">▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.
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Print or Type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>Avfuel Corporation</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <i>Note:</i> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. </p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>47 w. Ellsworth Road</p> <p>6 City, state, and ZIP code</p> <p>Ann Arbor, MI 48108</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)																																											
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																																											
<p>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width:30%; text-align: center;"> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> </tr> </table> </td> <td style="width:10%; text-align: center;">-</td> <td style="width:10%; text-align: center;">-</td> <td style="width:35%; text-align: center;"> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> </tr> </table> </td> </tr> <tr> <td colspan="6" style="text-align: center;">OR</td> </tr> <tr> <td colspan="6" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width:15%; text-align: center;">3</td> <td style="width:15%; text-align: center;">8</td> <td style="width:10%; text-align: center;">-</td> <td style="width:15%; text-align: center;">2</td> <td style="width:15%; text-align: center;">0</td> <td style="width:15%; text-align: center;">7</td> </tr> <tr> <td style="width:15%; text-align: center;">3</td> <td style="width:15%; text-align: center;">2</td> <td style="width:10%; text-align: center;">5</td> <td style="width:15%; text-align: center;">2</td> <td style="width:15%; text-align: center;">2</td> <td style="width:15%; text-align: center;">2</td> </tr> </table>	Social security number		<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> </tr> </table>							-	-	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> <td style="width:15%; border: 1px solid black; height: 20px;"></td> </tr> </table>							OR						Employer identification number						3	8	-	2	0	7	3	2	5	2	2	2
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Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</p>	

Sign Here	Signature of U.S. person ▶ <i>Wendy Cartwood</i>	Date ▶ <i>11/1/2023</i>
------------------	--	-------------------------

<h3>General Instructions</h3> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.</p> <h3>Purpose of Form</h3> <p>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.</p> <ul style="list-style-type: none"> • Form 1099-INT (interest earned or paid) 	<ul style="list-style-type: none"> • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p><i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i></p>
---	---



LIVINGSTON COUNTY FISCAL SERVICES
 LIVINGSTON COUNTY, MICHIGAN
 304 E. Grand River Ave., Suite 204 | Howell, MI 48843
 Phone: 517.540.8740
 Fax: 517.546.7266

RFP-LC-23-10
Aviation Fuel Supplier for the
Livingston County Spencer J. Hardy Airport

ADDENDUM #1

The purpose of this addendum is:

- to communicate questions received, and the answers to those questions

QUESTIONS	ANSWERS
Under the Open Records Act, we would like to request a copy of your current fuel contract and of your current refueler contract if you have one.	Please refer to attached contract.
We are interested in a copy of your current refueler contract.	Refueler is leased per page 8 of attached contract.
Are there any special upgrades or incentives you are interested in for the airport?	Any incentives should be directed towards refuelers.
How many military gallons of Jet fuel sold in 2022?	Approximately 500 gallons.
How many contract fuel gallons of Jet sold in 2022?	None.
We noticed you own your own refuelers, we are wondering if you would be interested in leasing more trucks?	Potentially interested in leasing Avgas refuelers.
Who currently handles the maintenance on your current refuelers?	Emergency On Site Fleet Services does the truck maintenance and service. Minor items are done in house.
We would like to request to see 2 invoices for Jet and 2 for AV from any date in 2022.	Please refer to attached fuel invoices.

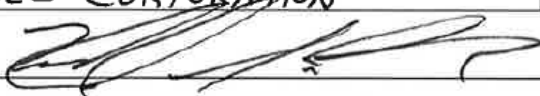
The bid due date remains August 28, 2023 by 2:00 p.m. EST.

ACCEPTANCE/ACKNOWLEDGEMENT OF ADDENDUM #1

RFP-LC-23-10

**Aviation Fuel Supplier for the
Livingston County Spencer J. Hardy Airport**

To be signed and returned with proposal submission.

Company:	AVFUEL CORPORATION	Date:	AUG 28, 2023
Authorized Signature:			
Printed:	MIKE KORMOS, DIR, SALES-EAST		