

**FELTS FIELD AIRPORT
MANAGEMENT OF SELF SERVICE FUEL FACILITY**

**REQUEST FOR PROPOSALS
MARCH 7, 2010**

The Spokane Airport Board (hereinafter referred to as "Board") hereby invites proposals from qualified and interested parties to manage and maintain the Self Service Fuel Facility for aircraft fueling at Felts Field Airport (hereinafter referred to as "Airport").

Felts Field Airport is located in the City of Spokane, approximately 4 miles east of the city's core along the scenic Spokane River, and is bordered on the east by the City of Spokane Valley. The Airport's property includes 410 acres and more than 7,000 feet of river frontage. It is a vital part of the system of airports serving this region as a general aviation reliever for Spokane International Airport.

The Airport is home to over 300 based aircraft, 13 commercial businesses, and 209 personal hangars. It is also home to one of the nation's most extensive collection of airworthy Stearman and other vintage aircraft. In 2009, its aviation operations totaled 66,919 and 40.5 U. S. tons of total freight was recorded.

The fuel facility consists of two (2) underground fuel storage tanks (one 10,000 gallon 100LL and one 10,000 gallon Jet-A) and above ground self-fueling dispensing system with related equipment.

The fuel flowage history for the fuel facility is as follow:

- 2007 214,889 gallons
- 2008 122,046 gallons
- 2009 123,071 gallons
- 2010 14,000 gallons (January through February)

Proposers shall provide the following scope of work:

- Management and Maintenance of Fuel Facility:
 - Equipment maintenance as required by the Department of Ecology.
 - Maintenance of tanks, piping and fuel dispensing equipment including credit card processor as required by the Board.
 - Calibration of pumps as required by the City of Spokane.
 - Management of fuel deliveries and fuel usage.
 - Maintain ramp around underground storage tanks and self-fueling dispensing system free of any fuel spills or debris.
 - Provide fuel on a twenty four (24) hour basis seven (7) days a week. Must be on call twenty four (24) hours a day seven (7) days a week. Must be able to respond within four (4) hours of receiving call.

Qualifications and Experience:

- Each written proposal must provide a description of the Proposer's experience, qualifications and capabilities to engage in the management and maintenance of the self service fuel facility. Proposer must provide proof of all required licenses and permits to do business in the State of Washington and the City of Spokane, Washington.

Anticipated Term, Rent and Fees:

- Term of Agreement: Commencing April 1, 2010, one (1) year with ninety (90) day cancellation clause by either party. The Board may renew this Agreement at its sole discretion.
- Rent: Minimum rent shall be \$150.00 per month plus 12.84% Washington State Leasehold Tax for the parcel consisting of the underground storage tanks and above ground self service fueling system. The attached Exhibit A depicts location of underground storage tanks and self-fueling system.
- Fuel Flowage Fee is \$0.065 per gallon and is collected by the Board from the fuel supplier.
- General Liability, Automobile Liability and Pollution Liability Insurance in the amount of \$1,000,000.

Fuel Inventory:

- Successful Proposer shall be required to purchase existing fuel inventory, if any.

Fuel Brand:

- If using branded fuel, please confirm.

Award of Operating Agreement:

The decision of the Airport Board and the award of any Operating Agreement will be final. All Proposers will be notified in writing whether or not they have been selected. Upon the Board's written notice of the award, the Board shall provide the successful respondent with an Operating Agreement. In the event of a conflict between the terms of the agreement and the provisions of this request or the written proposal, the terms of the agreement shall govern. The Airport Board reserves the right to cancel the award without liability at any time before the agreement has been executed by all parties.

Questions:

Any questions, comments, or requests concerning this proposal must be submitted in writing to Judy Gifford, Properties & Contracts Manager, at the address provided below, via facsimile (509.455.6403) or via e-mail (judyg@spokaneairports.net) and can be submitted anytime prior to 4:00 p.m., PST on March 11th (the question submission deadline).

The attached Proposal Form, Exhibit B and Proposal Checklist, Exhibit C, must be completed and returned with your written proposal.

Please submit one (1) original and (3) copies of the written proposal in a sealed envelope clearly marked with the words "Self Fueling Operations" to the attention of Judy Gifford, Properties & Contracts Manager, 9000 W. Airport Dr., Suite 204, Spokane, Washington on or before 10:00 a.m., DST on March 16, 2010. Late proposals will not be considered by the Board unless the Board, in its sole discretion, determines that it is in the Board's best interest to do so.

The Board reserves the right to reject any or all proposals, portion or parts thereof, and to waive any minor irregularities.

Proposals must be delivered to the Spokane Airport Board at the Airport Administration offices no later than the date and hour specified herein.

PROPOSAL SCHEDULE

The schedule for this Proposal process (which is subject to change) follows:

Issue Date of RFP.....	March 7, 2010
Proposer's Question Submission Deadline.....	March 11, 2010
Airport Board's Response Deadline for Answering Questions.....	March 12, 2010
Written Proposal Submission Deadline (10:00 A.M.).....	March 16, 2010
Selection of Proposer	March 16, 2010
Airport Board's Approval.....	March 17, 2010
Proposer's Execution of Agreement.....	March 19, 2010

SELECTION CRITERIA

Written proposals will be evaluated based upon the following criteria (the weighting or value associated with each element has been identified following the criteria to give Proposer an idea of the relative importance of each element to the Airport Board):

#	Element	Weight or Value
1	Qualifications	40%
2	Experience	35%
3	Proposed Rents	25%

Additional consideration over and above the Selection Criteria shall be given to Proposers who can provide the following on April 1, 2010:

- **Fuel Branding (must be verifiable)**
- **Fuel Truck**

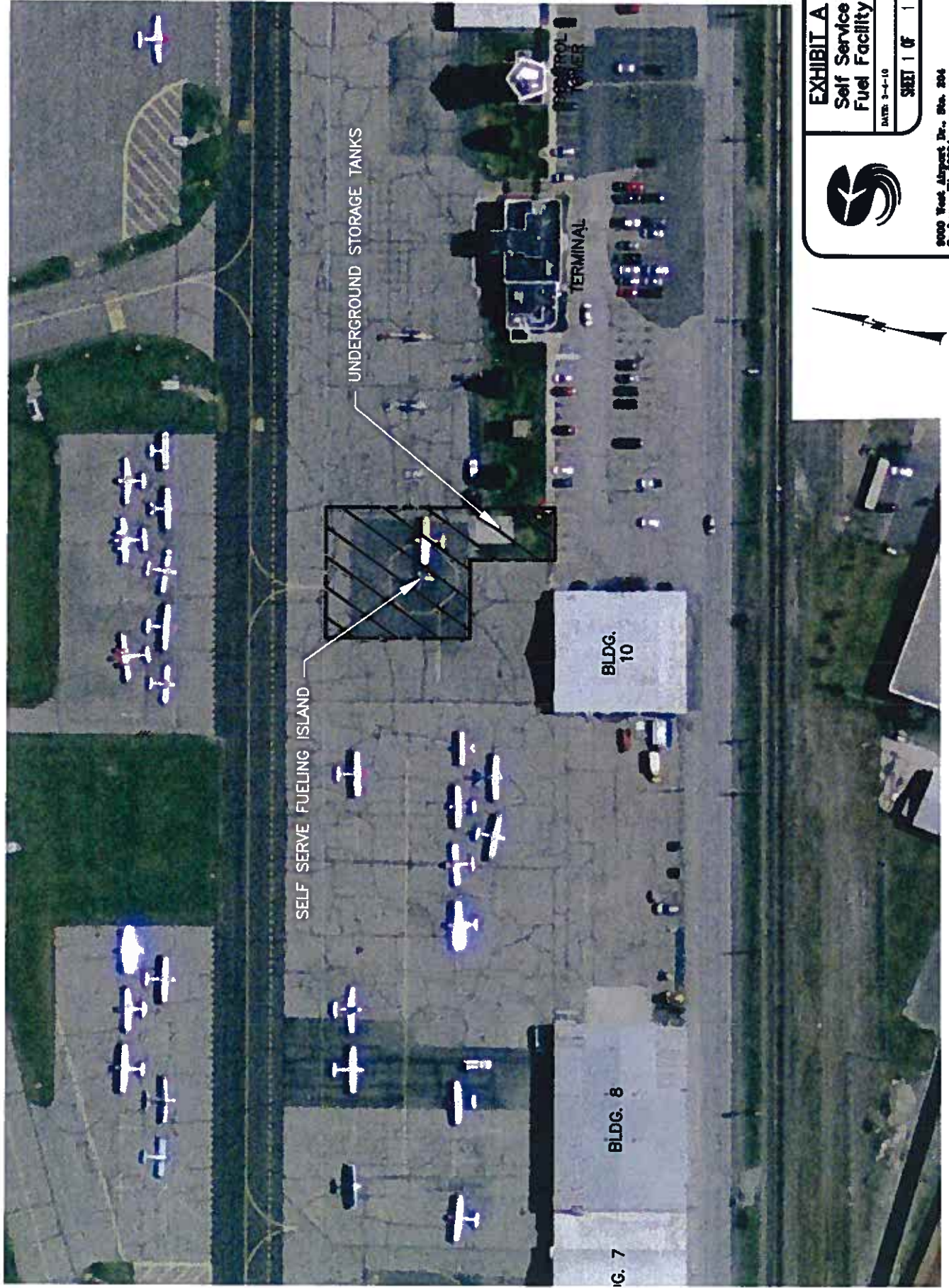


EXHIBIT A
Self Service Fuel Facility

DATE: 3-4-10

SHEET 1 OF 1



9900 West Alameda Dr., Box 204
Spokane, WA 99204

EXHIBIT B
PROPOSAL FORM

Name: _____

Address: _____

Proposer is bound by its written proposal for a period of ninety (90) days following the date of proposal opening and may not withdraw its offer during this period. It is understood by the Proposer that the Spokane Airport Board reserves the right to reject any and all written proposals.

Proposer asserts that they have thoroughly read, understand and acknowledge all aspects of this Request For Proposals and understand that they are bound by all aspects and provisions of this Request For Proposals and its contents.

The Proposer hereby agrees to enter into an Operating Agreement no later than March 19, 2010 with the Spokane Airport Board at Spokane International Airport under the terms and conditions as set forth in the Request for Proposals dated March 7, 2010.

Proposer: _____

Title: _____

Date: _____

EXHIBIT C

PROPOSAL CHECKLIST

Included in the written proposal are the following:

- Qualifications and Experience (attach description and proof of requisite licenses and/or permits).
- Acknowledge term of Operating Agreement is one year commencing April 1, 2010.
- Acknowledge rent to be paid for Premises including 2 underground storage tanks and Self Service Fuel Facility.
- Acknowledge fuel flowage fee of \$0.065 is paid by fuel supplier.
- Acknowledge requirement to provide General and Automobile Liability and Pollution Liability insurance in the amount of \$1,000,000.
- Acknowledge receipt of and ability to execute Operating Agreement as provided.
- Acknowledge requirement to purchase existing fuel inventory, if any.

Additional criteria to be considered in the evaluation process:

- Fuel Branding and expected date to have in place.
- Fuel Truck and expected date to have in service.

I acknowledge that my written proposal submitted to the Board includes the above information.

Proposer: _____

Title: _____

Date: _____