

**REQUEST FOR PROPOSAL**  
**AVIATION FUEL OPERATIONS AGREEMENT**  
**At JEFFERSON COUNTY INTERNATIONAL AIRPORT**

The Port of Port Townsend, which owns and operates Jefferson County International Airport (0S9), located six miles Southwest of Port Townsend Washington, is requesting proposals for a fuel operations agreement for the current 100 Low Lead Avgas operation.

This fuel facility was leased to the FBO – Port Townsend Airways for many years, until June, 2000. At that time, the Port took the fuel operation back, in order to insure a stable fuel supply for the local pilots. The Port has been operating the fuel system since that time, as an un-branded, independent dealer, with no formal fuel supply agreement, however most of the fuel has been purchased from the Avfuel Corporation.

To assist you in preparing your proposal, we have provided some information as to our current operations:

- ❖ This is a 24 hour/day card lock system, accepting Visa/MC, AmEx, and MultiService cards, as well as private cards offered by the Port.
- ❖ No cash sales are offered at this time, as we have no Port staff at the airport.
- ❖ We have one 12,000 gallon underground storage tank, approximately 26 years old, and which has a fiberglass liner, which was installed in 1998.
- ❖ We have one automotive type low-flow Gasboy fuel pump, with two hoses.
- ❖ We upgraded our fuel management system in June, 2006, replacing the Gasboy system with an Applied Technologies (QT Technologies) model 3000 system.
- ❖ We have a Veeder-Root TLS-300C leak detection system, monitoring the tank, as well as cathodic monitoring system.
- ❖ We currently have a dedicated PC in the Port office monitoring these two software programs.
- ❖ Our annual flowage for the years 2008 – 2001 was as follows:

2008	29,952 gallons - thru July 31 <sup>st</sup>
2007	57,176
2006	60,375
2005	73,944
2004	77,803
2003	65,329
2002	59,150
2001	71,758

The Port would like to see someone assume responsibility for the entire operation, and would expect that proposals would include items such as lease term, branding, pricing formula & flowage fee, maintenance, insurance, capital improvements, Dept of Ecology requirements, potential new services offered, and security deposit to insure un-interrupted fuel service, etc.

Proposals will be accepted by the Port of Port Townsend, 375 Hudson Street, P. O. Box 1180, Port Townsend, WA 98368, until 4 p.m. on September 9, 2008.

We will review each proposal very carefully and will likely seek some clarification of the information contained within the proposal. If you have any questions concerning our fuel operation or other airport activities, you may contact either Jim Pivarnik or Donald Taylor at 360-385-0656, or email to [jim@portofpt.com](mailto:jim@portofpt.com) or [don@portofpt.com](mailto:don@portofpt.com).

The Port of Port Townsend reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Port to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the Port to accept or contract for any expressed or implied services.

Port of Port Townsend  
Donald Taylor  
Director of Finance & Administration  
360-385-0656