

**FUEL BRANDING SOLICITATION  
INFORMATION FOR VENDORS / PROPOSAL REQUIREMENTS  
RFP# 18-41**

The City of Sikeston is soliciting proposals for Fuel Branding at the Sikeston Memorial Airport.

Proposals MUST be made in a sealed envelope with “SEALED PROPOSAL: AIRPORT FUEL BRANDING – RFP#18-41” marked on the outside.

It is the responsibility of the vendor to ensure that proposals are delivered to the City of Sikeston City Clerk’s office before 2:00pm local time Wednesday, February 21, 2018. Please send proposals to the following address:

City of Sikeston  
City Clerk’s Office  
105 E. Center Street  
Sikeston, MO 63801

The award of any contract(s) will be made on the basis of the lowest and best proposal, as determined by the City of Sikeston. The proposal submitted is not a legally binding contract. The City of Sikeston reserves the right to cancel this solicitation at any time prior to making an award based on this solicitation. The City of Sikeston reserves the right to reject any and all proposals, and to waive any informality in proposals. Upon opening, all proposals become public record. Proposals must be good for sixty (60) days from date of submittal deadline.

The City of Sikeston is exempt from Federal Excise, State and local taxes on all purchases and will provide a certificate of exemption upon request.

Proposals are for the Sikeston Memorial Airport, located at 160 Airport Boulevard, Sikeston, MO 63801. The Sikeston Memorial Airport is operated by the City of Sikeston. The services that are requested to be included in your proposal are:

1. Fuel Branding Proposal
  - a. Cost of branding
  - b. Description of branding method
  
2. Incentives for Branding
  - a. Insurance
  - b. Marketing
  - c. Signage
  - d. Programs for Credit Cards
  - e. Training
  - f. Events
  - g. Inspections, Testing and Filters
  - h. Other
  
3. Cost of Fuel
  - a. Method used to price fuel
  - b. Delivery method and cost
  - c. Method to assure competitiveness on pricing

4. Availability of Fuel
  - a. Time to delivery
  - b. Provide assurance to provide fuel
5. Lease and /or Purchase of Jet Fuel and Av Gas Tanker Trucks
6. Length of Contract
7. Method and Recourse to Address Concerns and Discrepancies During Contract
8. Completed Non-Kickback/Non-Collusion Affidavit (See Attached)

Proposals and information that address the requested services are to be submitted in the order above, and then add any other information the vendor wants to include.

Each vendor must provide:

1. Complete Contact Information
  - a. Physical and Mailing addresses of vendor
  - b. Phone Numbers (Office, Fax, Salesperson)
  - c. Company website and social media links
  - d. Contact Person
  - e. Contact Person Email
  - f. Name and Title of Person Authorized to Sign Contract
2. References of Other Customers and Their Contact Information

The successful vendor must provide E-Verify Documentation prior to award.

Questions concerning this solicitation should be directed to Jay Lancaster, Director of Public of Works for the City of Sikeston during the business hours of 8am to 5pm Central time, Monday through Friday. The office phone number is (573) 475-3740, and the email is [publicworks@sikeston.org](mailto:publicworks@sikeston.org).

