



### **Request for Proposal: 2025-01**

#### 5k Jet-A Refueler Truck

The Keystone Heights Airport Authority (KHAA) hereby requests bids from responsible firms for the fabrication and delivery of a 5k Jet-A Refueler Truck. The KHAA shall select the lowest or most responsive and responsible bid. In addition to price, the KHAA shall also take into consideration anticipated delivery when awarding the bid.

Bid packages must be submitted on or before the deadline. Questions shall be e-mailed to the contact listed below and, all questions will be answered in writing to all interested parties. Any materials submitted pursuant to this ITB shall become property of the KHAA. The KHAA supports Equal Opportunity Employment, Fair Housing and Providing Handicapped Access. The KHAA reserves the right to waive any irregularities submitted, reject any and/or all submittals, re-advertise, and accept any submittals deemed to be in the best interest of the City.

**Advertisement Date:** April 18th, 2025

**Deadline for submissions:** May 15<sup>th</sup>, 2025

**Contact:** Craig Coon – Airport Manager  
7150 Airport Rd.  
Starke, FL 32091  
352.473.0031 or ccoon@keystoneairport.com

Respondents are required to submit one (1) original and one (1) copy. The bid must be submitted in a sealed envelope stating on the outside the proposer's name, address, telephone number and ITB title-number and delivered to:

Keystone Heights Airport  
Attn: Craig Coon – Airport Manager  
5k Jet Refueler RFP-2025-1  
7150 Airport Rd  
Starke, FL 32091

Hand-carried and express mail proposals may be delivered to the above address ONLY between the hours of 8:30 a.m. and 4:30 p.m., EST, Monday through Friday, excluding holidays observed by the KHAA.

Respondents are responsible for informing any commercial delivery service, if used, of all delivery requirements and

for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Any proposal received after the deadline will not be considered and will be returned unopened. The KHAA reserves the right to reject any and all submittals received in response to this ITB as determined to be in the best interests of the KHAA. The KHAA may not award an agreement solely on the basis of this ITB.

Proposals must be signed by an officer of the company who is authorized to enter into contractual agreements on behalf of the company. Proposals are to have, either, the company's corporate seal affixed to the proposal or the proposal notarized by a Notary Public (see attachment A).

Non-acceptance of any proposal will not imply any criticism of the proposal or convey any implication that the proposal was deficient. Non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the KHAA. All material submitted in response to the ITB becomes the property of the KHAA and will be returned only at the option of the KHAA.

Costs for developing proposals in response to this ITB are entirely the obligation of the respondent and shall not be chargeable in any manner to the KHAA. Explanations desired by the submitter(s) regarding the meaning or interpretation of this ITB must be obtained from the contact person, in writing via email, as is further described below.

To ensure fair consideration and consistent and accurate dissemination of information for all proposers, the KHAA prohibits communication to or with any department, employee, or agent evaluating or considering the proposals during the submission process, except as authorized by the contact person.

During the blackout period as defined herein, except as pursuant to an authorized appeal, no person may lobby, as defined herein, on behalf of a competing party in a particular procurement process KHAA officials or employees. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

The blackout period means the period between the time the submittals to the invitation for bid are received by the KHAA and the time KHAA award the contract. Lobbying means when any natural person, for compensation, seeks to influence the governmental decision-making, to encourage the passage, defeat or modification of any proposal, recommendation or decision by the KHAA, except as authorized by procurement documents.

See Appendix "A" for a list of specifications, including requirements of items and options preferred for the refueler truck. The list is not all inclusive and is provided as a guide for the most part. All dealer fees are to be included in bid total.

The Bidder must be licensed to do business in Florida or become licensed within 30 days after the bids are due.

**ATTACHMENT "A"**

**BID FORM & CERTIFICATION**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER  
OFFICER AUTHORIZED TO ADMINISTER OATHS.

Company Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone Number:( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street

City

State

Zip

The undersigned has read the Keystone Heights Airport's Invitation to Bid (ITB), the other related documents identified in the ITB, and any Addenda, receipt of all which is hereby acknowledged and accepted.

**Location/Description**

**Unit**

**Price**

New Fuel Truck

LS/EA

\$ \_\_\_\_\_

Lead Time (Delivery Date) \_\_\_\_\_

On behalf of our proposal team, we agree to and accept the terms, specific limitations and conditions expressed therein. I certify that all information contained in the proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of my team as its act and deed and that the team is ready, willing and able to perform.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature      Date:

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this \_\_\_\_ day of \_\_\_\_\_, 2025, and is personally known to me, or has provided \_\_\_\_\_ as identification.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**CONTACT SHEET**

Keystone Heights Airport Authority

\*\*\*\*\*

Name: \_\_\_\_\_

Federal Taxpayer ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Title: \_\_\_\_\_

Vendor Accepts Credit Cards\*:      Yes      No (Please Circle)

Accounting Contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

KEYSTONE HEIGHTS AIRPORT AUTHORITY, STARKE, FLORIDA SWORN STATEMENT UNDER F.S. SECTION 287.133(3)(A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Qualifications, Proposal or Contract for \_\_\_\_\_.
2. This sworn statement is submitted by (entity) \_\_\_\_\_ whose business address is \_\_\_\_\_ and (if applicable) Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: \_\_\_\_\_.)
3. My name is and my relationship to the entity named above is \_\_\_\_\_.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Keystone Heights Airport, Florida ownership by one person of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(i), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)
  - ☐ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
  - ☐ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

- [ ] The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)
- [ ] The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
(NOTARY SEAL) (Signature of Notary  
Public-State of Florida) (Name of Notary  
Typed, Printed, or Stamped)

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

## **E-VERIFY STATEMENT**

Bid/Proposal/RFQ Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.

Company/Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **RESPONDENT'S CERTIFICATION**

I have carefully examined the Invitation to Bid (ITB), the other related documents identified in the ITB, and the following Addenda, receipt of all which is hereby acknowledged:

Addendum No.                      Addendum Date

\_\_\_\_\_

1. I hereby propose to furnish the goods or services specified in the Invitation to Bid. I agree that my bid will remain firm for a period of 120 days in order to allow the KHAA adequate time to evaluate the bids.
2. I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.
3. The applicant certifies to the best of his/her knowledge and belief, that his/her principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph 1.b of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, Local) terminated for cause or default.
4. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the Keystone Heights Airport Authority (KHAA). I further certify, under oath, that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the KHAA or any other proposer is interested in said bid; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization,



this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
(NOTARY SEAL) (Signature of Notary  
Public-State of Florida) (Name of Notary  
Typed, Printed, or Stamped)

Personally Known \_\_\_\_ OR Produced Identification \_\_\_\_

Type of Identification Produced \_\_\_\_\_

## **APPENDIX A**

### Jet Refueler Specifications

#### **PERFORMANCE:**

- Complies with A4A/ATA, NFPA 385/407, US DOT 406, API/EI 1529/1581
- Underwing: 240 GPM.
- 2x Overwing: 60 GPM.
- Bottom Load: 300 GPM.

#### **CHASSIS:**

- Turbo Diesel Engine.
- Automatic Transmission.
- Climate Controls: Air Conditioning and Heat.

#### **TANK:**

- Capacity: 5000 USG with 3% outage (nominal).
- Shell Material and Construction: Tank built in conformance with DOT 406, .304 stainless steel with 2B finish.
- Configuration: Bolster style semi-rectangular tank with rear OR front module.
- Bottom Openings: One 2" opening for future low level shut-down system.
- Water Drain Line: 1" self-closing water draw off valve in bottom of tank with 3/4" line to street side with locking ball valve, opening pointed down. Operating cable adjacent to valve. One water drain valve in front on 5K tank.
- Overturn Rail (Flashing): Full length, both sides vapor tight.
- Flashing Drains: One front curbside, one rear street side.
- Outlet Valve: 4" interlocked emergency valve with screen.
- Manhole and Dome Lid: One 20" manholes with 10" self-latching fill and two breathing vents.
- Two pressure-activated In and Out breathing DOT 406 Vents.
- Positive Vent Opening: Vent ring to accept 5" air operated vent for future use.
- Marker Rod: Set at nominal volume.
- Bottom Loading High Level Shutoff: 4" internal valve with jet sensor and pre-check valve and gauge to check internal valve operation. Hinged door around bottom load adapter activates brake interlock.
- Vapor Recovery: Tank to be stubbed for future vapor recovery.

#### **BOTTOM LOADING and OVERFILL PROTECTION:**

- Bottom Loading High Level Shutoff: 4" internal valve with jet sensor and pre-check valve and gauge to check internal valve operation. Hinged door around bottom load adapter activates brake interlock.
- Scully overfill secondary high level shut down system.
- Bottom load in-line valve secondary high level shut down system with test switch

#### **PUMPING EQUIPMENT:**

- Pump: 3" Centrifugal Pump.
- Power Take-Off: Hot Shift.
- Pump Driveline: Pump Driveline with Flange Yokes.
- Drive Shaft Guards: U-Bracket to be mounted around PTO and drive shaft to prevent damage to tank and equipment due to U-joint failure.
- Piping: Pipe with pre-formed bell fittings, with 1/2" coupling and brass pipe plugs in non-self-draining locations.

#### **FILTRATION:**

- Filter/Separator: 240 GPM Horizontal filter separators with 3 coalescer elements and 1 separator element.
- Upstream and Downstream Millipore sampling ports.
- Direct reading Filter Differential Pressure Gauge w/3-way test valve.
- Automatic Air Eliminator & Pressure Relief Valve.
- Electric Water Detection System w/External test feature.
- Stainless-Steel Spring-Loaded Drain Valve.

#### **FUEL PRESSURE CONTROL:**

- Electric Deadman Switch.
- Primary Pressure Control / Pump Bypass: 3" primary pressure control and pump relief valve.
- Secondary Pressure Control / Deadman: 3" secondary pressure control and deadman valve.
- Mechanical Operated Emergency Valve.
- Mechanical Emergency Valve Release: Two remote releases, one left front corner of tank and one right rear corner of tank. Handles painted red.

#### **METER:**

- One 300 GPM meter with LNC (whole gallon) counter to supply underwing reel and/or overwing reel.
- One 100 GPM meter with LNC (whole gallon) counter to supply 2nd OW reel.
- Electronic meter registers with wireless data transmission, ticket printers, external displays including one-time fees for TCS set-up and access

#### **ADDITIVE INJECTION:**

- N/A

#### **FUELING:**

- Electric Deadman Switch w/50' cord.
- Single Point reel: Single Wrap hose reel with electric rewind, manual crank backup, equipped with 2"X50' Aircraft fueling hose and single point nozzle. 3" isolation valve at single point reel.
- Overwing reels: Two (2) drum style 1-1/2" reels with electric rewind and manual crank backup, equipped with 1- 1/4"X50' aircraft fueling hoses and overwing nozzles, 2" isolation valves.
- Explosion proof hose reel switches on all reels.
- Single Point Nozzle w/100 mesh strainer and swivel.
- Overwing nozzles with swivels and 100 mesh strainer and dust caps.
- All fueling hoses will be API 1259 Latest Edition Grade 2, Type C.
- Hose Rollers: Bolt-on style, vertical rollers affixed on hose reel.

#### **MAIN CONTROL PANEL:**

- 4-inch Fuel Pressure Gauge with test port.
- PTO Selector Switch.
- Throttle Selector Switch.
- High Water Light.
- PTO Light.

#### **INTERLOCKS:**

- Brake Interlocks will be activated by each refueling nozzle, bottom loading gate, internal valve or when in pump mode.
- All interlocks will be electrically operated proximity switches.
- Emergency Interlock Override system consisting of a momentary switch will override the interlocks in the event one fails.
- Red Interlock override activated light mounted in cab.

#### **SAFETY FEATURES:**

- High decibel back up alarm installed in rear bumper area.
- Ground Reel: 50' spring rewind reel with 1/8" clear plastic covered cable.
- Static Lug: One static lug inside flashing near manhole and one street side near bottom loading gate.
- Fire Extinguishers: Two twenty-pound fire extinguishers with "Purple K" powder. One fire extinguisher mounted on street side and one mounted on curbside of tank.
- Bumper Rear: DOT-406 bumper installed

#### **ADDITIONAL REQUIREMENTS**

- Unit are to be delivered to the Keystone Heights Airport, 7150 Airport Rd, Starke, FL 32091. Delivery will be made during normal business hours only from 8:00 AM to 4:30pm PM, Monday through Friday, excluding holidays.
- The Airport desires to take possession of the equipment by January 1st, 2026.
- Furnish one (1) operator's instruction manual.
- Parts books and maintenance manuals or CD's for jet truck refueler to be furnished.