



NEW RIVER VALLEY AIRPORT COMMISSION
5391 C. V. JACKSON ROAD
DUBLIN, VA 24084
Phone: (540)-674-4141
Email: kpskmanager@gmail.com

AVIATION FUEL SUPPLIER - REQUEST FOR PROPOSALS

The New River Valley Airport Commission is currently soliciting proposals for an aviation fuel supply contract at the New River Valley Airport.

We invite your company to submit a proposal on a contract to provide the New River Valley Airport with 100LL aviation-grade fuel, estimated annual requirement: 35,000 gallons; and Jet-A fuel, estimated annual requirement: 80,000 gallons.

Effective date of the contract to be on or before May 1st, 2026, and remain in effect for a period of three years with an option for an additional two-year extension at the Commission's discretion.

EVALUATION FACTORS/PROPOSAL REQUIREMENTS

- a. Products and quantity offered and guarantee
- b. Quality control procedures, schedules
- c. Provide a copy of emergency procedures as established by fuel supplier
- d. Amount of excess product liability insurance provided
- e. Airport's liability insurance requirement
- f. Turn-around time for fuel delivery
- g. Ordering procedures/minimums
- h. Delivered price of both 100LL AVGAS and Jet-A. Price included in proposal must include freight, State and Federal taxes and fees with all costs broken down separately. Jet Fuel pricing shall specifically be based on an index of PLATS, Gulf Coast or New York Barge, plus a differential. For illustrative/comparison purposes proposal must include example based on fuel prices for December 15th, 2025.
- i. Pricing history for the past year as applies to the New River Valley Airport volumes.
- j. Terms – net 10 days.
- k. Describe credit cards accepted, method of remittance and current and proposed fees.
- l. Supply Point of Sale credit card system and supplies.
- m. Promotional, advertising, and any/all co-op programs available.
- n. Line and Customer service training program/materials provided.
- o. Conversion plan – timetable for delivery of signage, logos, forms, software conversion, etc.
- p. Marketing support and programs, including available contract fuel program services and/or assistance, and associated costs.
- q. Self-Serve Re-fueling system installation quote, payment/plan options for mounting to existing re-fueling island.

SELECTION PROCESS

The Airport Commission will select two (2) or more submissions deemed qualified and best suited based on the factors set above to be interviewed. The Commission will select the best offer and attempt to negotiate a contract.

PROPOSAL SUBMISSION

Proposals must be received by the New River Valley Airport Commission no later than 2:00 p.m., February 13th, 2026. Proposals are to be delivered to the Airport Manager's office in the main Terminal Building, mailed digitally to kpskmanager@gmail.com or mailed to:

Aaron Brummitt
Airport Manager
New River Valley Airport
5391 C V Jackson Road
Dublin, VA 24084

Offerors must submit one (1) complete copy of the proposal and all required documents and/or attachments.

Questions related to this proposal may be addressed to Aaron Brummitt, (540)-674-4141 or kpskmanager@gmail.com

The New River Valley Airport Commission reserves the right to reject any or all proposals submitted.

Aaron Brummitt, Airport Manager
New River Valley Airport Commission
January 5th, 2026