



Addendum Number 01

**Request for Proposals
For
Shuttle Landing Facility Commercial Aviation Fuel Supplier
RFP 02-0-2025**

Date: August 1, 2025
To: All Interested Bidders and Other Interested Parties
From: Annette O'Donnell, Vice President of Contracts & Procurement

Space Florida issues the following Addendum Number 01 and considers it part a part of the Request for Proposal (RFP) document.

1. Questions and Responses:
Attached hereto please find the Questions and Responses to RFP 02-0-2025.

**Request for Proposals (RFP) for Space Florida
Shuttle Landing Facility Commercial Aviation Fuel Supplier
RFP 02-0-2025
Questions and Responses**

#	RFP Area	Section	Requirement Paragraph #	Page #	Question	Response
1	Statement of Work	General			On page 6 it states: Under no circumstances will late packages be scored. Under no circumstances will proposals be accepted from companies that did not attend the mandatory site visit.	There is no site visit. This was an error in the RFP.
2	Scope of Services	Fuel Pricing Index	C	4	Is there a specific date you would like us to use when quoting the fuel price?	REFERENCE DATE: 29 October 2024
3	Proposal Package	Financial Statement	C, 6	8	Will you accept a link to our financial statements rather than the statements themselves as part of this bid?	No
4	Scope of Services	Fuel Pricing Index	C	4	For clarification, and thinking that you may have tax exempt status, can you break out the taxes that you pay for fuel?	FL Environmental Tax, FL Coast Protection, Florida Aviation Fuel Tax
5	Scope of Services	General			Does Space Florida currently take premixed Jet A or straight? Does Space Florida want to continue to do that?	Premixed, Yes
6	Scope of Services	Refueler and Forklift Lease Program	B	3-4	Regarding additional forklift specifications:	
					a. What is the height that the forks have to reach up to?	7 foot
					b. What weight is required at the top height?	8k at 7 feet
					c. What length of tines is needed?	see solicitation
7	Scope of Services	Minimum Qualifications, 4	Branding/ Marketing/ Signage	3	Do you currently have branded fuel signage at the airfield?	Yes, on trucks and inside operation office. Outdoor signs have to go through NASA for approval.
8	Scope of Services	Minimum Qualifications	Service and Technical Support, c	2	You mention fuel management software. Please share what you use your current software for, whether it is for transaction processing, accounting, inventory, reports, etc.	Everything mentioned in the question.
9	Scope of Services	General			What are the expectations regarding hours and days of operation?	Runway/Airfield M-F 0800 - 1700, ops 0700 - 1700 and Overtime/callout.
10	Scope of Services	General			What is the anticipated number of employees required to support the operation?	This RFP is for fuel supply, operations personnel are contracted separate.
11	Scope of Services	General			Is there an existing building that can be used to operate from? If so, is there an associated cost?	There is an existing operations office, pilot lounge and offices operated by Space FL and it's contractors.
12	Scope of Services	Refueler and Forklift Lease Program	B	3-4	Are the two trucks and one forklift the only expected capital equipment requirements?	They are the only Space Florida requirement
13	Scope of Services	General			Will aircraft towing be required? If so, is equipment for this task provided, or would the vendor need to supply it?	This is not part of the fuel supply contract
14	Proposal Package	Form of the Contract	C, 1	8	This appears to be a cost-plus RFP structure where the vendor builds costs into the overall jet fuel price (i.e., the "out-the-door" price to the consumer). Can you confirm if this is correct?	The fuel contract is cost plus. The equipment lease is fixed price.
15	Scope of Services	General			Are there any other revenue-generating opportunities on the airport available to the vendor?	No
16	Scope of Services	General			Is the stated 300,000-gallon figure the current annual fuel volume at the airport, or is that an expectation or capacity estimate?	This is an estimate based on launch industry growth.
17	Scope of Services	General			Is there a mechanism to adjust the "plus" portion of the contract if actual fuel volumes fall short of expectations (e.g., to help recover fixed costs or margin)?	No
18	Scope of Services	General			Can you provide the jet fuel volumes for the past three years at the airport?	2022 - 223,664 gal., 2023 - 131,525 gal. 2024 - 145,814 gal.

19	Scope of Services	General			Who is responsible for maintaining the fuel farm and any facilities that may be used by the vendor?	Space Florida
20	Scope of Services	General			Is the airport considered uncontrolled?	No always controlled. Private - open M-F 0800-1700 and overtime operations
21	General				What is the expected mobilization timeline following award?	As soon as possible. We anticipate 1-2 months.
22	Proposal Package	General			Are the forms that need to be filled out per the request part of the total 20 page maximum required?	Yes. Financial Statements are the only exclusion from the maximum page limit.
23	Proposal Package	Financial Statement	C, 6	8	Can you please verify if the below is acceptable. Financial information will be provided by <i>(name)</i> by direct request from the customer or please provide a direct contact and <i>(name)</i> will provide the information outside of the normal RPF submission process.	No