



June, 24, 2014

Proposal for Purchase of Aviation Fuel  
and Related Services Presented to:

**Jefferson County Purchasing Department:  
Term Contract for Aviation Fuel for  
Jack Brooks Regional Airport  
IFB 14-015/JW**



ORIGINAL



June 24<sup>th</sup>, 2014

Jefferson County Purchasing Department  
1149 Pearl Street, 1st Floor  
Beaumont, Texas 77701

Subject: EPIC FBO Network Offer Letter for Fuel Supply

Dear Purchasing Department:

Thank you for giving EPIC Aviation, LLC an opportunity to present you with the below proposal letter. We are extremely interested in building a partnership with Jack Brooks Regional Airport to provide ideas and solutions that complement and enhance your aviation fuel, service and marketing offer.

Term: Initial term of agreement will be **three (3) years** from August 1, 2014 through July 31, 2015.  
Credit Terms: EFT **Net 30** days  
Volume: Estimated to be 750,000 USG of Jet A and 53,000 USG of Avgas per annum in Beaumont, Texas.

Fuel Pricing: Jet A price will be indexed to PLATTS Gulf Coast Pipeline Prior Week Average, plus a fixed differential of \$.1505

- The jet fuel differential will not include taxes
  - Federal Excise Tax of \$.244
- The differential and freight may be adjusted for third party increase or decrease of associated fees or tariffs, based on annual renewal timing and will be in writing.

Avgas price will be indexed to PLATTS Gulf Coast Pipeline Prior Week Average UNL 93, plus a fixed differential of \$.915.

- The avgas fuel differential will not include taxes
  - Federal Excise Tax of \$.194
- The differential and freight may be adjusted for third party increase or decrease of associated fees or tariffs, based on annual renewal timing and will be in writing.

Fuel Ordering: Jack Brooks Airport can order fuel by calling 866.501.3742, emailing [EPICDispatch@EPICAviationLLC.com](mailto:EPICDispatch@EPICAviationLLC.com) or by logging on to <http://www.epicaviationllc.com/fuel-supply/online-fuel-form/>. Upon ordering of a fuel load you will receive a notification via email advising of the order confirmation, carrier and estimated delivery time. Fuel deliveries will take between 1-3 days after ordering.

Refueler: Jet A Refueler

- **\$1,015/month** lease rate
- 3,000 gallon 1999 Jet A Rampstar refueler
- With **\$2,500/year** toward refueler maintenance during the term of the contract



**Signage:** EPIC will work with the sign company to create and install an EPIC single pole sign with fuel types and pricing.

**Marketing and Advertising:**

- Worldwide UVair & EPIC sales support team dedicated to growing your business to complement your sales team, plus a strategy and customer card-transition plan
- EPIC & UVair Sales Team meeting to help promote your location
- On EPICAviationLLC.com, EPICCardServices.com, and UVair.com websites
- In 'Welcome' press releases, and e-blasts to EPIC and UVair Card, and Bravo end users
- Exposure at tradeshow including: NBAA, S&D, ABACE, EBACE, LABACE, plus regional shows
- Through co-op advertising at a rate of \$0.005 per gallon based on retail volume

**Training:**

Our training offer has 4 elements:

1. On-Line NATA Supervisor's Training (40 CFR Part 139) - Regular price of \$365.00 per person, but your cost with the EPIC program is **\$79.95**.
2. On-Line NATA Safety 1st Professional Line Service Training - Regular price is \$264.00 per person, but your cost with the EPIC program is **\$49.95**.
3. "Other" On-Line NATA Training - Customer Service, De-Icing, OSHA, etc is available
4. Hands-On Training - on-site at your facility

**Pilot Rewards:** Bravo Rewards with 45 Million options for the Pilot, Flight Department, etc to choose from.

- Split the points up to 5 ways at the time of transaction
- Set qualifications for awarding the points: minimum uplift, credit card type and transient vs. based customer
- Customers gain 2 points per gallon and your cost is only .01 cents per point
- Bonus Reward points for EPIC Card fuel purchases paid by EPIC
- Use the points to attract new business, run promotions and upsell the fuel

**Contract Fuel:** New Cobranded EPIC and MultiService card will provide:

- 0% processing fee to Jack Brooks Airport
- No fuel releases required and the card is accepted around the world
- FBOs set their ITP rates for the fuel
- End users do not pay an upcharge on ancillary services
- EPIC Sales team to help drive business to the ramp
- End users can view their weekly pricing on the iGoEPIC App, at EPICCardServices.com or through the weekly importable fuel pricing files

**Processing:** Competitive credit card processing rates and transaction systems -

- Compass Transaction Management System – online tool to process aviation fuel cards and credit/bank cards via a card swipe or tail number look up. Plus, you can store card numbers safely and for easy processing in this PCI compliant system.
- Vx870 – standalone 'brick' PoS system for card processing.



- EPIC Direct – web based transaction system that processes third-party resellers, NetJets, ad-hoc and commercial sales in real time. Transactions are processed at 0% through electronic fuel releases, and will help Your FBO in efforts to streamline your back office systems and reduce multiple processing platforms.

Card Type	Processing Fee	Reimbursement (Business Days )
EPIC Flex Card	0.00% - Flex / Contract Fuel 1.75% - Retail	2 Days
American Express	3.35%	2 Days
AVCard	3.25%	2 Days
Discover	2.95%	2 Days
MasterCard	2.15% – Qualified 2.95% – Non Qualified	2 Days
MultiService	3.25%	2 Days
U.S. Government AIRCard	0.00% - Contract 3.25% - Non Contract	According to contract 2 Days (non-contract)
UVair® Fueling Card	0.00% - Buyback/Contract Fuel 2.95% - Retail	According to contract 2 Days
Visa	2.15% – Qualified 2.95% – Non Qualified	2 Days
Monthly Processing Fee	\$40.00	

Specifications: See 'Attachment A' for published specifications of Jet A and Avgas fuels.

Insurance: Excess Product Liability Insurance - \$50,000,000. EPIC is in compliance with current insurance requirements for this bid.

Approval: Subject to final Quality Assurance, Credit, and Management approval

If you feel I missed something of critical value to you, please give me an opportunity to present it to your team. I may be reached via cell at 503.569.2209. We look forward to continuing this business partnership between EPIC and Jack Brooks Regional Airport.

Best Regards,

Connie R. Pierpoint  
Sales Manager South Central  
EPIC Aviation, LLC

# OFFER AND ACCEPTANCE FORM

## OFFER TO CONTRACT

To Jefferson County:

We hereby offer and agree to furnish the materials or service in compliance with all terms, conditions, specifications, and amendments in the Invitation for Bid and any written exceptions in the offer. We understand that the items in this Invitation for Bid, including, but not limited to, all required certificates are fully incorporated herein as a material and necessary part of the contract.

The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete, and states that he/she has the authority to submit this bid, which will result in a binding contract if accepted by Jefferson County.

We acknowledge receipt of the following amendment(s): 1, 2, 3, \_\_\_\_\_.

**I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:**

EPIC Aviation, LLC

For clarification of this offer, contact:

Company Name

222 West Colinas, Suite 1600

Connie Pierpoint

Address

Name

Irving, TX 75039

503-569-2209 503-566-2304

City State Zip

Phone Fax



cpierpoint@epicaviationllc.com

Signature of Person Authorized to Sign

E-mail

James E. Green

Printed Name

COO & CFO

Title

***Bidder Shall Return Completed Form with Offer.***

## Acceptance of Offer

The Offer is hereby accepted for the following items: Term Contract for Aviation Fuel for Jack Brooks Regional Airport. Contract Term: Three (3) Years from August 1, 2014 through July 31, 2015.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the Invitation for Bid, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by Jefferson County.

This contract shall henceforth be referred to as Contract No. 14-015/JW, Term Contract for Aviation Fuel for Jack Brooks Regional Airport. The Contractor has not been authorized to commence any billable work or to provide any material or service under this contract until Contractor receives a purchase order and/or a notice to proceed from the Jefferson County Purchasing Agent.

### Countersigned:

\_\_\_\_\_  
Jeff R. Branick  
County Judge

\_\_\_\_\_  
Date

### ATTEST:

\_\_\_\_\_  
Carolyn L. Guidry  
County Clerk

\_\_\_\_\_  
Date

***Bidder Shall Return Completed Form with Offer.***



**JEFFERSON COUNTY, TEXAS**  
**PURCHASING DEPARTMENT**

1149 Pearl Street – First Floor  
Beaumont, Texas 77701  
409-835-8593

**ADDENDUM TO IFB**

IFB Number: 14-015/JW  
IFB Title: Term Contract for Aviation Fuel for Jack Brooks Regional Airport  
IFB Due: 11:00 am CST, Tuesday, June 24, 2014  
Addendum No.: 3  
Issued (Date): June 11, 2014

**TO BIDDER:** This Addendum is an integral part of the IFB package under consideration by you as a Bidder in connection with the subject matter herein identified. Jefferson County deems all sealed proposals to have been proffered in recognition and consideration of the entire IFB package – **including all addenda**. For purposes of clarification, **receipt of this present Addendum by a Bidder should be evidenced by returning it (signed) as part of the Bidder's sealed proposal**. If the Proposal has already been received by the Jefferson County Purchasing Department, Bidder should return this addendum in a separate sealed envelope, clearly marked with the IFB Title, IFB Number, and Opening Date and Time, as stated above.

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**Reason for Issuance of this addendum: Revised Bid Form (Attached)**

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**The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.**

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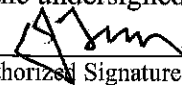
Receipt of this Addendum is hereby acknowledged by the undersigned Bidder:

ATTEST:

Witness

Witness

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

  
Authorized Signature (Bidder)

COO + CFO  
Title of Person Signing Above

EPIC Aviation, LLC  
Typed Name of Business or Individual

Address

222 West Colinas #1600  
Irving, TX 75039

## Revised Bid Form - Addendum 2

Using this form, each Offeror must state its proposed charges. Each Offeror's charges must include the entire cost of providing the services identified in this IFB.

Cost/Fee Proposals may be submitted in any form(s). Cost will be a factor in the County's selection process.

### Item 1.

Price for AV Gas Low Lead 100 is the price in effect at time of delivery and is based on a formula price using Platts, U.S. Gulf Coast pipeline mid using Monday through Friday average effective on Tuesdays, plus bidder's markup per gallon, plus tax in effect.

Estimated Quantity	Description	Unit Price per Gallon	Estimated Total Price per Year
48,000 53,000 gallons	AV Gas Low Lead 100	\$ 4.1116	\$ 217,914.80
	Platts Reference Price for <del>07-12-2011</del> 05-13-2014	\$ 2.9987	
	Bidder's Markup	\$ 0.915	
	Taxes/Fees per Gallon	\$0.19790	
	Unit Price per Gallon (price, bidder's markup, and taxes/fees per gallon)	\$ 4.1116	\$ 217,914.80
	Texas Delivery Fee (per delivery)	\$ 15.00	\$ 99.37

### Item 2.

Price for Jet A is the price in effect at the time of delivery and is based on a formula price using Platts, U.S. Gulf Coast pipeline mid using Monday through Friday average effective on Tuesdays, plus freight, plus bidder's markup per gallon, plus tax in effect.

Estimated Quantity	Description	Unit Price per Gallon	Estimated Total Price per Year
440,000 750,000 gallons	Jet A	\$ 3.24196	\$ 2,431,470
	Platts Reference Price for <del>07-12-2011</del> 05-13-2014	\$ 2.84556	
	Bidder's Markup	\$ 0.1505	
	Taxes/Fees per Gallon	\$0.24590	
	Unit Price per Gallon (price, bidder's markup, and taxes/fees per gallon)	\$ 3.24196	\$ 2,431,470
	Texas Delivery Fee (per delivery)	\$ 15.00	\$ 1,406.25

Name of Company: EPIC Aviation, LLC



## Revised Bid Form – Addendum 2 (Continued)

### Credit Cards honored and service fees:

American Express	3.35 %	EPIC Contract Fuel	0%
Discover	2.95 %	EPIC Retail/Avgas	1.75 %
AirCard/DLA	0% %	MasterCard & Visa	2.15%/2.95 %
Monthly Service Fee	\$40 <del>0%</del>	UVair Contract	0%
		UVair Retail	2.95 %
		Avcards & MultiService	3.25 %

Weighted Average of Fees (50% major oil)	\$ .0127 (1.27%)
Increment due to the Average of Credit Card Fee	\$ .0190 (1.90%)
AV Gas Low Lead 100 Effective Bid Price per Gallon	\$ 4.1116
Total Effective Bid per Gallon	\$ 4.1306
Jet A Effective Bid per Gallon	\$ 3.2420
Total Effective Bid per Gallon	\$ 3.2610
Effective Bid Value, Grand Total	\$ 2,664,641.80
Bid Surety	\$ NA per Jamey West 6/12/14
Additional Marketing Support (co-op advertising)	\$ .005/cpg

### Refueler Truck

3,000 Gallon Jet A Refueler Truck – Annual Cost:	\$ 12,180
Make/Model	1999 Rampmaster Jet A Refueler

Name of Company: EPIC Aviation, LLC

### Acknowledgment of Addenda (if any):

Addendum 1 x Date Received 6/6/14  
Addendum 2 x Date Received 6/6/14  
Addendum 3 x Date Received 6/11/14

***Bidder Shall Return Completed Form with Offer.***

## Vendor References

Please list at least three (3) companies or governmental agencies (preferably a municipality) where the same or similar products and/or services as contained in this specification package were recently provided.

**THIS FORM MUST BE RETURNED WITH YOUR BID.**

### REFERENCE ONE

Government/Company Name: Texas Gulf Coast Regional Airport / Brazoria County

Address: 8000 Airport Way Angelton, TX 77515

Contact Person and Title: Jeff Bilyeu, Airport Manager

Phone: (979) 849-5755

Fax: (979) 848-1428

Contract Period: 1/27/2014 - 1/27/2018

Scope of Work: branded Jet and Avgas fuel supply

### REFERENCE TWO

Government/Company Name: Bay City Aviation

Address: 3598 FM 2540 North Bay City, TX 77414

Contact Person and Title: John Garr, Airport Manager

Phone: (979) 244-5037

Fax: (979) 323-1670

Contract Period: 10/31/2013 - 10/24/2014

Scope of Work: branded Jet and Avgas fuel supply

### REFERENCE THREE

Government/Company Name: City Terminal / City of New Braunfels

Address: 2333 FM 758 New Braunfels, TX 78130

Contact Person and Title: Vinicio (Lenny) Llerena, Airport Manager

Phone: (830) 221-4290

Fax: (830) 620-9017

Contract Period: 8/17/2013 - 8/30/2014

Scope of Work: branded Jet and Avgas fuel supply

***Bidder Shall Return Completed Form with Offer.***

## Signature Page

As permitted under Article 4413 (32c) V.A.C.S., other governmental entities may wish to participate under the same terms and conditions contained in this contract (i.e., piggyback). In the event any other entity participates, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. Jefferson County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by another entity. Each entity reserves the right to determine their participation in this contract.

Would bidder be willing to allow other governmental entities to piggyback off this contract, if awarded, under the same terms and conditions?..... Yes ☒ No ☐

This bid shall remain in effect for ninety (90) days from bid opening and shall be exclusive of federal excise and state and local sales tax (exempt).

The undersigned agrees, if this bid is accepted, to furnish any and all items upon which prices are offered, at the price and upon the terms and conditions contained in the Invitation for Bid, Conditions of Bidding, Terms of Contract, and Specifications and all other items made a part of the accepted contract.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other bidder or to any other person(s) engaged in this type of business prior to the official opening of this bid. And further, that neither the bidder nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to bid or not to bid thereon.

EPIC Aviation, LLC

Bidder (Entity Name)

222 West Colinas Suite 1600

Street & Mailing Address

Irving, TX, 75039

City, State & Zip

866-501-3742

Telephone Number

jgreen@epicaviationllc.com

E-mail Address



Signature

James E. Green

Print Name

6-17-2014

Date Signed

503-362-9954

Fax Number

***Bidder Shall Return Completed Form with Offer.***

## Conflict of Interest Questionnaire

### For vendor or other person doing business with local government entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

OFFICE USE ONLY

By law this questionnaire must be filed with the records administrator of the local government not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006 Local Government Code.

A person commits an offense if the person violates Section 176.0006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person doing business with local governmental entity. N/A

2. ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Describe each affiliation or business relationship with an employee or contractor of the local government entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

N/A

4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

N/A

***Bidder Shall Return Completed Form with Offer.***

## CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

Page 2

### For vendor or other person doing business with local government entity

5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

- A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?
- ☐ Yes ☐ No
- B. Is the filer of the questionnaire receive or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?
- ☐ Yes ☐ No
- C. Is the filer of the questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?
- ☐ Yes ☐ No
- D. Describe each affiliation or business relationship:

6. Describe any other affiliation or business relationship that might cause a conflict of interest.

N/A

7.

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

***Bidder Shall Return Completed Form with Offer.***

## Good Faith Effort (GFE) Determination Checklist

***This information must be submitted with your bid.***

Bidder intends to utilize subcontractors/subconsultants in the fulfillment of this contract (if awarded).

☐ Yes ☒ No \*\* EPIC does not utilize subcontractors

**Instructions:** In order to determine if a "Good Faith Effort" was made in soliciting HUBs for subcontracting opportunities, the following checklist and supporting documentation shall be completed by the Prime Contractor/Consultant, and returned with the Prime Contractor/ Consultant's bid. This list contains the **minimum** efforts that should be put forth by the Prime Contractor/Consultant when attempting to achieve or exceed the goals of HUB Subcontractor participation. The Prime Contractor/Consultant may extend his/her efforts in soliciting HUB Subcontractor participation beyond what is listed below.

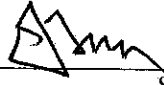
### **Did the Prime Contractor/Consultant . . .**

- ☐ Yes ☐ No 1. To the extent practical, and consistent with standard and prudent industry standards, divide the contract work into the smallest feasible portions, to allow for maximum HUB Subcontractor participation?
- ☐ Yes ☐ No 2. **Notify** in writing a reasonable number of HUBs, allowing sufficient time for effective participation of the planned work to be subcontracted?
- ☐ Yes ☐ No 3. **Provide** HUBs that were genuinely interested in bidding on a subcontractor, adequate information regarding the project (i.e., plans, specifications, scope of work, bonding and insurance requirements, and a point of contact within the Prime Contractor/Consultant's organization)?
- ☐ Yes ☐ No 4. **Negotiate** in good faith with interested HUBs, and not reject bids from HUBs that qualify as lowest and responsive bidders?
- ☐ Yes ☐ No 5. **Document** reasons HUBs were rejected? Was a written rejection notice, including the reason for rejection, provided to the rejected HUBs?
- ☐ Yes ☐ No 6. If Prime Contractor/Consultant has zero (0) HUB participation, **please explain the reasons why.**

**If "No" was selected, please explain and include any pertinent documentation with your bid.**

**If necessary, please use a separate sheet to answer the above questions.**

James E. Green  
Printed Name of Authorized Representative

  
Signature

COO & CFO  
Title

6-17-2014  
Date

***Bidder Shall Return Completed Form with Offer.***

## Notice of Intent (NOI) to Subcontract with Historically Underutilized Business (HUB)

***This information must be submitted with your bid.***

Bidder intends to utilize subcontractors/subconsultants in the fulfillment of this contract (if awarded).

☐ Yes ☒ No \*\*EPIC does not utilize subcontractors

**Instructions for Prime Contractor/Consultant:** Bidder shall submit this form with the bid; however, the information below may be submitted after contract award, but prior to beginning performance on the contract. Please submit one form for each HUB Subcontractor/ Subconsultant with proper signatures, per the terms and conditions of your contract.

Contractor Name: \_\_\_\_\_ HUB: p Yes p No

Address: \_\_\_\_\_  
Street City State Zip

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Project Title & No.: \_\_\_\_\_

Prime Contract Amount: \$ \_\_\_\_\_

HUB Subcontractor Name: \_\_\_\_\_

HUB Status (Gender & Ethnicity): \_\_\_\_\_

Certifying Agency: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County ☐ Tx Unified Certification Prog.

Address: \_\_\_\_\_  
Street City State Zip

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

Printed Name of Contractor Representative

Signature of Representative

Date

Printed Name of HUB

Signature of Representative

Date

**NOTE: NOTHING ON THIS NOTICE OF INTENT FORM IS INTENDED TO CONFER ANY RIGHTS, EXPRESSED OR IMPLIED, TO ANY THIRD PARTIES.**

Pre-Approval for Subcontractor Substitutions must be obtained from the Jefferson County Purchasing Agent's Representative. The "HUB Subcontractor/Subconsultant Change Form" must be completed and faxed to 409-835-8456.

***Bidder Shall Return Completed Form with Offer.***

# Historically Underutilized Business (HUB) Subcontracting Participation Declaration Form

PAGE 1 OF 4

***This information must be submitted with your bid.***

Bidder intends to utilize subcontractors/subconsultants in the fulfillment of this contract (if awarded).

☐ Yes ☒ No \*\* EPIC does not utilize subcontractors

Prime Contractor: \_\_\_\_\_ HUB: ☐ Yes ☐ No

HUB Status (Gender & Ethnicity): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Project Title & No.: \_\_\_\_\_ IFB/RFP No.: \_\_\_\_\_

Total Contract: \$ \_\_\_\_\_ Total HUB Subcontract(s): \$ \_\_\_\_\_

Construction HUB Goals: 12.8% MBE: \_\_\_\_\_ % 12.6% WBE: \_\_\_\_\_ %

Sub-goals: 1.7 African-American, 9.7% Hispanic, 0.7% Native American, 0.8% Asian American.  
Use these goals as a guide to diversify.

## FOR HUB OFFICE USE ONLY:

Verification date HUB Program Office reviewed and verified HUB Sub information Date: \_\_\_\_\_ Initials: \_\_\_\_\_

## PART I. HUB SUBCONTRACTOR DISCLOSURE

HUB Subcontractor Name: \_\_\_\_\_

HUB Status (Gender & Ethnicity): \_\_\_\_\_

Certifying Agency: ☐ Texas Bldg & Procurement Comm. ☐ Texas Unified Certification Prog.

Address: \_\_\_\_\_  
Street City State Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

***Bidder Shall Return Completed Form with Offer.***



# Historically Underutilized Business (HUB) Subcontracting Participation Declaration Form

PAGE 2 OF 4

## HUB SUBCONTRACTOR DISCLOSURE

### PART I: Continuation Sheet

(Duplicate as Needed)

HUB Subcontractor Name: \_\_\_\_\_

HUB Status (Gender & Ethnicity): \_\_\_\_\_

Certifying Agency: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County ☐ Tx Unified Certification Prog.

Address: \_\_\_\_\_  
Street City State Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

HUB Subcontractor Name: \_\_\_\_\_

HUB Status (Gender & Ethnicity): \_\_\_\_\_

Certifying Agency: ☐ Tx. Bldg & Procurement Comm. ☐ Jefferson County ☐ Tx Unified Certification Prog.

Address: \_\_\_\_\_  
Street City State Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

All HUB Subcontractor Participation may be verified with the  
HUB Subcontractor(s) listed on Part I.

***Bidder Shall Return Completed Form with Offer.***

## Historically Underutilized Business (HUB) Subcontracting Participation Declaration Form

PAGE 3 OF 4

### PART II: STATEMENT OF NON-COMPLIANCE FOR NOT MEETING HUB SUBCONTRACTING GOALS

**Please complete Good Faith Effort (GFE) Checklist and attach any supporting documentation.**

Our firm was unable to meet the HUB goals for this project for the following reasons:

- ☐ All subcontractors to be utilized are "Non-HUBs." (Complete Part III)
- ☐ HUBs were solicited but did not respond.
- ☐ HUBs solicited were not competitive.
- ☐ HUBs were unavailable for the following trade(s):
- ☒ Other: EPIC does not utilize subcontractors

Was the Jefferson County HUB Office contacted for assistance in locating HUBs? ☐ Yes ☐ No **N/A**

### PART III: DISCLOSURE OF OTHER "NON-HUB" SUBCONTRACTS

The bidder shall use this area to provide a listing of all "Non-HUB" Subcontractors, including suppliers, that will perform under this project. A list of those "Non-HUB" Subcontractors the bidder selects, after bid submission, shall be provided to the Purchasing Office not later than five (5) calendar days after being notified that bidder is the apparent low bidder. A list of those "Non-HUB" Subcontractors that are selected after contract award must be provided **immediately** after their selection.

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

Address: \_\_\_\_\_  
Street City State Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street City State Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

**Bidder Shall Return Completed Form with Offer.**

## Historically Underutilized Business (HUB) Subcontracting Participation Declaration Form

PAGE 4 OF 4

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

Address: \_\_\_\_\_  
Street City State Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street City State Zip

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone (with area code): \_\_\_\_\_ Fax (with area code): \_\_\_\_\_

Proposed Subcontract Amount: \$ \_\_\_\_\_ Percentage of Prime Contract: \_\_\_\_\_ %

Description of Subcontract Work to be Performed: \_\_\_\_\_

I hereby certify that I have read the *HUB Program Instructions and Information*, truthfully completed all applicable parts of this form, and **attached any necessary support documentation as required**. I fully understand that intentionally falsifying information on this document may result in my not receiving a contract award or termination of any resulting contract.

Name (print or type): \_\_\_\_\_

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

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

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

E-mail address: \_\_\_\_\_

Contact person that will be in charge of invoicing for this project:

Name (print or type): \_\_\_\_\_

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

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

E-mail address: \_\_\_\_\_

***Bidder Shall Return Completed Form with Offer.***

## Residence Certification/Tax Form

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Jefferson County requests Resident Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contracts; pertinent provisions of §2252.001 are stated below:

(3) "Nonresident bidder" refers to a person who is not a resident.

(4) "Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

☒ I certify that EPIC Aviation, LLC [company name] is a Resident Bidder of Texas as defined in Government Code §2252.001.

☐ I certify that \_\_\_\_\_ [company name] is a Nonresident Bidder as defined in Government Code §2252.001 and our principal place of business is \_\_\_\_\_ (city and state).

Taxpayer Identification Number (T.I.N.):	93-1069451
Company Name submitting bid/proposal:	EPIC Aviation, LLC
Mailing address:	222 West Las Colinas, Suite 1600, Irving, TX 75039
If you are an individual, list the names and addresses of any partnership of which you are a general partner:	

**Property:** List all taxable property owned by you or above partnerships in Jefferson County.

Jefferson County Tax Acct. No.*	Property address or location**
	N/A

\* This is the property amount identification number assigned by the Jefferson County Appraisal District.

\*\* For real property, specify the property address or legal description. For business property, specify the address where the property is located. For example, office equipment will normally be at your office, but inventory may be stored as a warehouse or other location.

***Bidder Shall Return Completed Form with Offer.***

## Bid Affidavit

The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. Bidder further certifies and agrees to furnish any and/or all commodities upon which prices are extended at the price offered, and upon the conditions contained in the specifications and the Notice to Bidders.

STATE OF Oregon COUNTY OF Marion

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Oregon

on this day personally appeared James E. Green, who  
(name)

after being by me duly sworn, did depose and say:

"I, James E. Green am a duly authorized officer of/agent  
(name)

for EPIC Aviation, LLC and have been duly authorized to execute the  
(name of firm)

foregoing on behalf of the said EPIC Aviation, LLC.  
(name of firm)

I hereby certify that the foregoing bid has not been prepared in collusion with any other bidder or other person or persons engaged in the same line of business prior to the official opening of this bid. Further, I certify that the bidder is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of services/commodities bid on, or to influence any person or persons to bid or not to bid thereon."

Name and address of bidder: EPIC Aviation, LLC  
3841 Fairview Industrial Drive SE, Salem, OR 97302

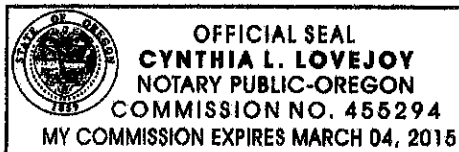
Fax: 503-362-9904 Telephone# 866-501-3742

by: James E. Green Title: COO + CFO  
(print name)

Signature: [Signature]

SUBSCRIBED AND SWORN to before me by the above-named  
James E. Green on

this the 17<sup>th</sup> day of June, 2014.



[Signature]  
Notary Public in and for  
the State of Oregon

**Bidder Shall Return Completed Form with Offer.**



**JEFFERSON COUNTY, TEXAS  
PURCHASING DEPARTMENT**

1149 Pearl Street – First Floor  
Beaumont, Texas 77701  
409-835-8593

**ADDENDUM TO IFB**

IFB Number: 14-015/JW  
IFB Title: Term Contract for Aviation Fuel for Jack Brooks Regional Airport  
IFB Due: 11:00 am CST, Tuesday, June 24, 2014  
Addendum No.: 1  
Issued (Date): June 4, 2014

**TO BIDDER:** This Addendum is an integral part of the IFB package under consideration by you as a Bidder in connection with the subject matter herein identified. Jefferson County deems all sealed proposals to have been proffered in recognition and consideration of the entire IFB package – **including all addenda.** For purposes of clarification, **receipt of this present Addendum by a Bidder should be evidenced by returning it (signed) as part of the Bidder's sealed proposal.** If the Proposal has already been received by the Jefferson County Purchasing Department, Bidder should return this addendum in a separate sealed envelope, clearly marked with the IFB Title, IFB Number, and Opening Date and Time, as stated above.

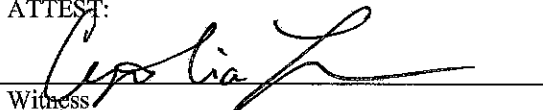
**Reason for Issuance of this addendum: Revision to Section 4.2 Contract Agreement (Page 9) / Clarification of Contract Term**

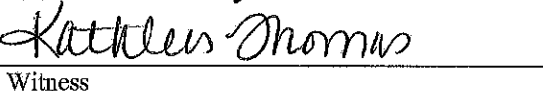
**4.2 Contract Agreement.** Once a contract is awarded, the unit prices offered by the successful bidder shall remain firm for the term of the contract. Contract shall ~~commence on date of award and~~ be for a period of three (3) years from August 1, 2014 through July 31, 2015. ~~upon agreement between vendor(s) and Jefferson County, may be renewed annually for up to four (4) additional years.~~

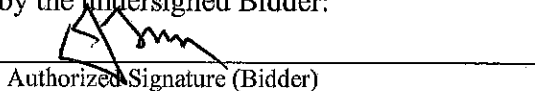
**The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.**

Receipt of this Addendum is hereby acknowledged by the undersigned Bidder:

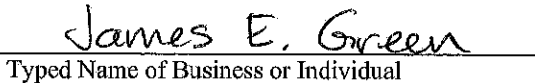
ATTEST:

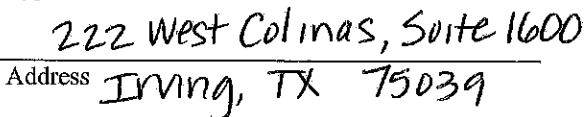
  
Witness

  
Witness

  
Authorized Signature (Bidder)

  
Title of Person Signing Above

  
Typed Name of Business or Individual

  
Address

Approved by \_\_\_\_\_ Date: \_\_\_\_\_



**JEFFERSON COUNTY, TEXAS**  
**PURCHASING DEPARTMENT**

1149 Pearl Street – First Floor  
Beaumont, Texas 77701  
409-835-8593

**ADDENDUM TO IFB**

IFB Number: 14-015/JW  
IFB Title: Term Contract for Aviation Fuel for Jack Brooks Regional Airport  
IFB Due: 11:00 am CST, Tuesday, June 24, 2014  
Addendum No.: 2  
Issued (Date): June 5, 2014

**TO BIDDER:** This Addendum is an integral part of the IFB package under consideration by you as a Bidder in connection with the subject matter herein identified. Jefferson County deems all sealed proposals to have been proffered in recognition and consideration of the entire IFB package – **including all addenda.** For purposes of clarification, **receipt of this present Addendum by a Bidder should be evidenced by returning it (signed) as part of the Bidder's sealed proposal.** If the Proposal has already been received by the Jefferson County Purchasing Department, Bidder should return this addendum in a separate sealed envelope, clearly marked with the IFB Title, IFB Number, and Opening Date and Time, as stated above.

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**Reason for Issuance of this addendum: Revised Bid Form (Attached)**

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**The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.**

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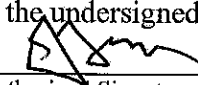
Receipt of this Addendum is hereby acknowledged by the undersigned Bidder:

ATTEST:

Witness

Witness

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

  
Authorized Signature (Bidder)

COO & CFO  
Title of Person Signing Above

James E. Green  
Typed Name of Business or Individual

Address

222 West Colinas, Suite 1600  
Irving, TX 75039



## **Attachment A**

Jefferson County Purchasing Department:  
Term Contract for Aviation Fuel for  
Jack Brooks Regional Airport  
IFB 14-015/JW

- Fuel Specifications
- Sample Lease Agreement



**AVGAS 100LL**

Per ASTM D910 Table 1

			ASTM Test Method
Knock value, lean mixture			
Motor Octane Number	min	99.6	D2700
Aviation Lean Rating	min	100	D2700
Knock value, rich mixture			
Octane number	min		D909
Performance number	min	130	D909
Tetraethyl lead, mL			
			D3341 or D5059
TEL/L	max	0.53	
gPb/L	max	0.56	
Color		Blue	D 2392
Dye content			
Blue dye, mg/L	max	2.7	
Density at 15°C, kg/m <sup>3</sup>		Report	D1298 or D4052
Distillation			
Initial boiling point, °C		Report	
Fuel Evaporated			
10 volume % at °C	max	75	
40 volume % at °C	min	75	
50 volume % at °C	max	105	
90 volume % at °C	max	135	
Final boiling point, °C	max	170	
Sum of 10 % + 50 % evaporated temperatures, °C	min	135	
Recovery volume %	min	97	
Residue volume %	max	1.5	
Loss volume %	max	1.5	
Vapor pressure, 38°C, kPa	min	38	D323 or D5190
	max	49	or D5191
Freezing point, °C max	max	-58	D2386
Sulfur, mass %		0.05	D1266 or D2622
Net heat of combustion, MJ/kg		43.5	D4529 or D3338
Corrosion, copper strip, 2 h at 100°C	max	No. 1	D130
Oxidation stability (5 h aging)			
Potential gum, mg/100 mL	max	6	D873
Lead precipitate, mg/100 mL	max	3	
Water reaction			
Volume change, mL	max		D1094
Electrical conductivity, pS/m	max	450	D2624

# Jet A

Per ASTM D1655-11 Table 1

Property	Specification Limits		ASTM Test Method
COMPOSITION			
Acidity, total mg KOH/g	max	0.1	D 3242
1. Aromatics, vol %	max	25	D 1319
2. Aromatics, vol %	max	26.5	D 6379
Sulfur, mercaptan,C mass %	max	0.003	D 3227
Sulfur, total mass %	max	0.3	D 1266, D 2622, D 4294, or D 5453

## VOLATILITY

Distillation temperature, °C:		C/F	D 86 D 2887
10 % recovered, temperature	max	205/401	
50 % recovered, temperature		report	
90 % recovered, temperature		report	
Final boiling point, temperature	max	300/572	
Distillation residue, %	max	1.5	
Distillation loss, % max 1.5	max	1.5	
Flash point, °C	min	38	D 56 or D 3828
Density at 15°C, kg/m3		775 to 840	D 1298 or D 4052

## FLUIDITY

Freezing point, °C	max	-40/-40	Jet A - D 5972, D 7153, D 7154, or D 2386
Viscosity -20°C, mm <sup>2</sup> /s	max	8	D 445

## COMBUSTION

Net heat of combustion, MJ/kg	min	42.8	D 4529, D 3338, or D 4809
One of the following requirements shall be met:			
(1) Smoke point, mm, or	min	25	D 1322
(2) Smoke point, mm, and	min	18	D 1322
Naphthalenes, vol, %	max	3	D 1840

## CORROSION

Copper strip, 2 h at 100°C	max	No. 1	D 130
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## THERMAL

### STABILITY

JFTOT (2.5 h at control temperature of 260°C min)			
Filter pressure drop, mm Hg	max	25	D 3241
Tube deposits less than		3	
No Peacock or Abnormal Color Deposits			

## CONTAMINANTS

Existent gum, mg/100 mL	max	7	D 381, IP 540
Microseparometer, Rating			D 3948
Without electrical conductivity additive	min	85	
With electrical conductivity additive	min	70	



**AVIATION REFUELER LEASE AGREEMENT  
(OFF ROAD USE ONLY VEHICLE)**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between **EPIC Aviation, LLC** having its principal office at 3841 Fairview Industrial Dr. SE, Suite 150, Salem, OR 97309, hereinafter referred to as "Lessor," and \_\_\_\_\_, hereinafter referred to as "Lessee,"

Lessor agrees to deliver and lease to Lessee for Lessee's use on the **Airport**, the aviation refueling truck or trucks (hereinafter referred to as "Refueling Equipment") described as indicated in Addendum "A" to this agreement (the "Agreement").

This confirms the Lessor's and Lessee's mutual understanding that the Refueling Equipment described on the attached Addendum "A" is, as of the above date, leased to Lessee subject to the following terms and conditions:

1. For the use of said Refueling Equipment during the term hereof, Lessee hereby agrees to pay Lessor the rental set out in the Addendum "A," plus all applicable sales, property, and use tax; said rental be paid to Lessor in advance on the first day of each month, and to commence as of \_\_\_\_\_ or **upon delivery (whichever is later)**. Lessor shall be permitted to increase said rental while Agreement is in effect by giving Lessee at least sixty (60) days advance written notice of the effective date of said increased rental. In the event of an increase in the rental, Lessee shall have the right to terminate this Agreement on the effective date of said increase by giving Lessor at least thirty (30) days advance written notice of its intention to terminate on said effective date.
2. This Agreement shall remain in effect for a minimum primary term commencing on the date of execution and continuing for three (3) years. Thereafter this Agreement shall automatically renew for subsequent equal periods unless notice of intent to terminate at the end of the then current term is delivered in writing by either party. Such notice shall be delivered at least ninety (90) days and no more than one hundred twenty (120) days prior to the end of the then current term. If for any reason Lessee does not lease said Refueling Equipment, including any additional Refueling Equipment leased hereunder or substituted Refueling Equipment exchanged at the request of Lessee, for at least thirty-six (36) months, whichever is longer, Lessee agrees to pay Lessor a sum equal to twice the cost of delivering said Refueling Equipment to Lessee. Said sum shall not exceed **\$XXXX** per unit.

3. The Refueling Equipment shall at all times remain the exclusive property of Lessor and nothing in this Agreement shall be construed to transfer any ownership right or interest to Lessee in the Refueling Equipment. Lessee shall, at all times, at its sole cost, keep the Refueling Equipment free and clear from all liens, encumbrances, levies, attachments or other judicial process from every cause whatsoever (other than a claimant through the act of Lessor), and shall give Lessor immediate notice thereof and shall indemnify and hold Lessor harmless from any loss or damage, including attorneys' fees, caused thereby.
4. Lessee shall exercise exclusive supervision and control of the Refueling Equipment during the term of this Agreement and Lessee shall allow only qualified and duly trained operators to use, operate, maintain and/or repair the Refueling Equipment. Lessee shall, at all times, ensure that the Refueling Equipment is used, operated, maintained and repaired in a careful and prudent manner, and in complete compliance with the manufacturer's specifications. Lessee shall, at its own cost and expense, ensure strict compliance with, and conformance to, all applicable laws, rules, ordinances, codes and regulations (be they federal, state, local or otherwise) relating in any way to human health and safety, the environment or the possession, use, maintenance or repair of the Refueling Equipment.
5. The Refueling Equipment shall not be removed from the location specified above without the prior written consent of Lessor.
6. Lessee shall not make any modifications or alterations to the Refueling Equipment without the express, written permission of Lessor. In the event Lessor grants such permission, a condition of any consent to such modification or alteration shall be that all cost of modifying, altering and restoring the Refueling Equipment shall be solely borne by Lessee.
7. Prior to the delivery of each unit of Refueling Equipment covered by this agreement, Lessee shall obtain and maintain in force at all times during the term of this agreement insurance coverage listed below extending to the Refueling Equipment as shown in Addendum "A". Minimum limits are required, or such higher limits as may be required by state or federal law or regulation.

**Lessee shall furnish Lessor with certificates evidencing such insurance.** Such certificate shall specify the leased equipment by VIN number as being covered in the policy. **Lessor must be specified as additional insured's** (with respect to the operation of Lessor's named equipment) under the policy.

Commercial General Liability Coverage

Aviation general liability, including airport premises

Minimum Limit

\$1,000,000.00

Combined single limit per accident

Property Coverage

Mobile equipment property (Inland Marine)

As Required\*

\* Lessee assumes all risk of loss of, or damage to, the Refueling Equipment. Lessee shall be responsible for all loss of or damage to the Refueling Equipment from any cause whatsoever during the term of this Agreement. Such responsibility is limited to the full replacement value of the Refueling Equipment, as shown in Addendum "A".

In the event that Lessee fails to obtain and maintain such insurance or fails to provide Lessor with certificates evidencing such insurance, Lessor may at their discretion terminate said lease or purchase such insurance on Lessee's behalf and at Lessee's expense and Lessee shall be obligated to pay the entire cost of such insurance with the next monthly rental payment.

8. Lessee shall indemnify, defend, and hold harmless Lessor, any subsidiary and affiliated companies (collectively "lessor and its affiliates"), and their respective directors, officers, agents, and employees, from and against all expense (including attorneys' fees), liabilities, and claims of whatsoever kind and nature, including but not limited to, those for damage to property (including lessee's property) or injury to or death of persons (including lessee), directly or indirectly resulting, or alleged to result, from anything occurring from any cause on or about or in conjunction with the maintenance, upkeep, repair, replacement, operation, or use of any premises owned and/or operated by the lessee, or anything located thereon, or otherwise resulting from or in conjunction with the lessee's use of the Refueling Equipment or the operations or products of lessee or the negligence of lessee. Said Refueling Equipment, if not new equipment, is leased "as is" without warranty. New equipment will carry the extent of the refueler manufacturer's warranty as stated in the operating manual that accompanies the equipment. It is also agreed that Lessee shall not add to or remove from said Refueling Equipment any equipment or appurtenances without the written consent of the Lessor.
9. In the event of an accident, loss of, theft or damage to the Refueling Equipment, Lessee agrees to notify Lessor immediately by telephone, and thereafter, immediately report in writing to Lessor and the public authorities (where required by law) all information deemed relevant thereto by Lessor.
10. It is further understood and agreed that each party accepts the applicable responsibilities listed in the attachment hereto, entitled Lessee/Lessor Responsibilities, which is incorporated herein by this reference. Lessor shall be permitted access to inspect the Refueling Equipment at all reasonable times.
11. Upon the expiration, cancellation or termination of this Agreement or any Lease (including any cancellation or termination occurring after or in connection with an Event of Default hereunder), Lessee shall perform any testing and repairs required to place the units of Equipment in the same condition and appearance as when received by Lessee and in good working order for the original intended purpose of the Equipment. Lessee shall remove installed markings that are not necessary for the operation, maintenance or repair of the Equipment. All Equipment will be cleaned, cosmetically acceptable, and in such condition as to be immediately installed into use in a similar environment for which the Equipment was originally intended to be used. All waste material and fluid must be removed from the Equipment and disposed of in accordance with then current waste disposal laws. Lessee shall pay for all costs to comply with this Section 11.

Without limiting the foregoing, upon return, each unit of Equipment must be clean, in good appearance, and in operable condition, and shall meet all of the following conditions:

- a. Cab will be free from significant body damage:
  - i. Glass will be intact
  - ii. Interior will be clean
  - iii. Gauges will operate
  - iv. Lights will operate
- b. Mechanical Power Train
  - i. Engine and transmission will start and function normally
  - ii. Differential will be free of excessive noise
- c. Pumping system– will be complete and free from damage
- d. Tank– will be free of leaks and significant body damage or tank dents
- e. Entire Unit – will perform in its entirety as an aircraft refueler, that is, it will pump fuel on demand and shut down on demand, and fully conform to ATA 103 standards, and shall pass all requirements and checks contained within ATA 103 pertaining to aircraft refueling vehicles.

12. Until Lessee has fully complied with the requirements of Section 11 above, Lessee's Rent payment obligation and all other obligations under this Agreement shall continue from month to month notwithstanding any expiration, cancellation or termination of the corresponding Term. During such month-to-month period, Lessor may terminate Lessee's right to use the Equipment upon ten (10) days' notice to Lessee.

13. In the event of default of this Agreement, or any other contract between Lessor and Lessee, Lessee shall allow Lessor to peaceably enter the premises where the Refueling Equipment is located and render it inoperative or remove it without legal process and without notice or liability to Lessee. Lessee hereby waives any right to a hearing or to receive any notice of legal process, as a pre-condition for Lessor recovering the Refueling Equipment. The remedies provided herein are not exclusive, but shall be cumulative and in addition to all other remedies existing at law or in equity, any one or more of which may be exercised simultaneously or successively.

14. This agreement supersedes and takes place of all former agreements, and amendments thereto, heretofore entered into between the parties covering the lease of Refueling Equipment at the location above stated.

15. This Agreement shall be interpreted and construed in accordance with the substantive and procedural laws of the State of Oregon, notwithstanding any choice of law rules. Any legal action instituted by either party pertaining to this Agreement or the Refueling Equipment shall be instituted in the Circuit Court for Marion County, Oregon. Lessor and Lessee each specifically consent to the jurisdiction of the courts of the State of Oregon and waive any objection to jurisdiction in the State of Oregon or venue in Marion County Circuit Court, including, but not limited to, any objection based on the inconvenience of the forum or venue.
16. In the event of any action to enforce this Agreement or to seek a declaration of right or responsibilities hereunder, the prevailing party shall be entitled to its reasonable attorneys' fees, at arbitration, trial and upon appeal, in addition to all other costs and expenses allowed by law.
17. When duly executed, this agreement shall be binding upon and shall inure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors and assigns; provided, however, that Lessee shall not assign this agreement in whole or in part without the prior written consent of Lessor; and provided further that Lessor's consent shall not be unreasonably withheld if reasonable requirements imposed by Lessor are first met. If Lessee is a corporation, partnership, or other business entity, the sale, assignment or other disposition or transfer of any interest in such entity shall be deemed an assignment of this agreement or rights there under for purposes of this paragraph.
18. Lessee shall be solely responsible for and pay any and all license fees, assessments, sales, use and other taxes, including, but not limited to, sales and personal property taxes, relating in any way to the Refueling Equipment.

EXECUTED the day and year first above written.

**EPIC AVIATION, LLC**

**name**

By \_\_\_\_\_  
Lessor

By \_\_\_\_\_  
Lessee

Date \_\_\_\_\_

Date \_\_\_\_\_

**ADDENDUM "A" TO  
AVIATION REFUELER LEASE AGREEMENT  
(OFF ROAD USE ONLY VEHICLE)**

This is an addendum to an Aviation Refueler Lease Agreement made on \_\_\_\_\_,  
between **EPIC AVIATION, LLC** of Salem, Oregon the "Lessor", and the "Lessee."

**Name** \_\_\_\_\_

**Unit #** \_\_\_\_\_

**Make** \_\_\_\_\_

**Serial/VIN #** \_\_\_\_\_

**Tank Size** \_\_\_\_\_

**Lease** \_\_\_\_\_

**Options** \_\_\_\_\_

**Replacement Value** \_\_\_\_\_

**Effective** \_\_\_\_\_

\_\_\_\_\_ or upon delivery (whichever is

later)

**EPIC AVIATION, LLC**

**Customer name** \_\_\_\_\_

**By** \_\_\_\_\_

Lessor

**By** \_\_\_\_\_

Lessee

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_



**Addendum "B"**  
**Certificate of Acceptance and Inspection**

**EQUIPMENT LEASE DATED:** \_\_\_\_\_

**Referencing the following equipment:**

**Vehicle:** R#  
**VIN#**

**Year/make:**  
**Tank size:**

**Lessor:** EPIC AVIATION, LLC  
P.O. Box 12249  
Salem, OR 97309

**Lessee:** \_\_\_\_\_ **name**

<b>Miles:</b>		<b>Hours:</b>	
<b>Meter 1:</b>		<b>Meter 2:</b>	

**Note: The following must be performed prior to accepting the vehicle and using the vehicle for fueling.**

**Refueler Truck Condition**

	<b>OK</b>	<b>Repair</b>	<b>Comments</b>
1 Air Filter			
2 Oil Filter			
3 Engine Fuel Filters			
4 Chassis Lube			
5 Antifreeze - level of protection			
6 Fire Extinguisher Seal			
7 Engine Operation			
8 Belts			
9 Coolant System - leaks			
10 Lights, Fuses, Lenses, Reflectors			
11 Batteries and cable terminals			
12 General tightness - Cab and Chassis			
13 Brakes - Check			
14 Brake Interlocks			
15 Engine Oil - level			
16 Transmission Fluid - level			
17 Hydraulic fluid - level (if applicable)			
18 Coolant - level			
19 Tires - condition, inflation			
20 Dispensing System - leaks			

- |  |  |  |
|--|--|--|
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|  |  |  |
|  |  |  |

- 

[illegible]

- [illegible]

- 10 Check Filter Drain
- 11 Check Tank Sump Drain
- 12 Check Nozzle Screens


**RMS Certification**

Unit meets required Q.C. standards.

Sign \_\_\_\_\_ Date \_\_\_\_\_

RMS signature required, if equipment found to be in good working order and condition.

**Lessee Acknowledgement**

The Lessee acknowledges that the Equipment described in the above referenced lease was received at the location(s) set forth in the lease and was unconditionally accepted by the Lessee on (date) \_\_\_\_\_ in good working order and condition.

**IMPORTANT! LESSEE MUST FILL IN DATE ABOVE**

\_\_\_\_\_  
Name of Lessee

By \_\_\_\_\_ Title \_\_\_\_\_

## LESSEE/LESSOR RESPONSIBILITIES

### LESSEE RESPONSIBILITIES

The Lessee shall at Lessee's expense, maintain the equipment at all times in good, safe and efficient operation condition, and to that end shall:

- 1 Furnish all fuel, engine oil, hydraulic fluids, lubricants and coolants at prescribed levels. **Do not use Avgas Fuel in a Gas Powered Refueler or Jet Fuel in a Diesel Powered Refueler. Use appropriate fuel only, such as Unleaded Gas or Diesel.**
- 2 ***All model year 2007 or newer diesel engines must be fueled with ultra low sulfur diesel as prescribed by chassis manufacturer.***
- 3 ***All damage to the engine and related expenses caused by the use of Avgas, Jet fuel or non spec diesel in Refueling Equipment will be the responsibility of the Lessee.***
- 4 Lessee shall keep complete and accurate maintenance records and Lessor shall be entitled to inspect the Refueling Equipment and the maintenance records at any time during regular business hours.
- 5 Engine oil change, including change of oil filter and chassis lubrication, shall be performed every two hundred (200) hours of use or three (3) months whichever comes first. Air filter shall be changed at least once a year or sooner if condition dictates.
- 6 Lessee shall maintain a 50/50 mix of antifreeze and water in the Refueling Equipment cooling system.
- 7 Make all repairs necessitated by neglect, abuse, normal wear and tear, including **but not limited to** the following chassis and equipment maintenance and repairs:
  - Furnish and install spark plugs, ignition points and condenser and adjust timing.
  - Service air filter, furnishing oil or replacement element as required.
  - Furnish and install engine accessory drive belts.
  - Furnish and install cooling system hoses and correct leaks.
  - Furnish and install light bulbs, sealed beams, fuses, lenses, reflectors and broken glass.
  - Maintain and charge batteries, replenish water, clean terminals, furnish and install new batteries and cables.
  - Clean engine fuel line sediment bowls, furnish and install fuel filter elements.
  - Inspect recharge and certify all fire extinguishers.
  - Furnish and install brake fluid and adjust brakes as needed
  - Drain water sumps as required.

- Furnish and install new dispensing nozzles, ground wires, connectors and ground wire reels.
  - Furnish and install replacement windshield wiper blades, arms and hoses.
  - Pay for meter calibration, and licensing, required by city, county or state authority. Lessor assumes no responsibility for non-compliance of these licenses.
  - General tightening of chassis, body and tank. Correct any leaks in the dispensing apparatus repairable by tightening and/or gasket replacement.
  - Furnish and install replacement aviation product filters.
  - Maintain and or replace Pump, PTO, and Product Delivery System
- 8 Lessee shall maintain proper torque of wheel lug nuts and tire pressure. Lessee shall repair and change tires as necessary.
- Tires shall be of matched generic type and tread design as originally supplied and have a minimum of 10/32nds remaining tread. Front tires will be original casings (recapped casings are acceptable for the rear tires)
- 9 All Refueling Equipment maintenance and/or operational manuals as supplied with Refueling Equipment shall be returned with vehicle when equipment is returned to Lessor.

#### **LESSOR RESPONSIBILITIES**

1. **EPIC Aviation, LLC** shall provide major repairs and/or replacement for vehicle drive train (engine, transmission, differential) which, in **EPIC Aviation, LLC** sole judgment are not necessitated by Lessee's neglect, abuse, accident or failure to perform maintenance.
2. All other repairs and replacement of the equipment, which **EPIC Aviation, LLC** deems necessary or desirable, shall be made by and at the expense of the Lessee. Lessee shall give **EPIC Aviation, LLC** prompt notice, prior to work being done, of any maintenance or repair which Lessee is not obligated to make hereunder, but which Lessee deems necessary. If Lessee fails to perform any maintenance or repair which Lessee is obligated hereunder, within ten (10) days after notification and request by **EPIC Aviation, LLC**, may (without prejudice to its other rights on account of such breach of the Lease) perform such maintenance or repair and shall be reimbursed by Lessee on demand for all costs incurred by **EPIC Aviation, LLC** relating to the necessary maintenance or repair including any additional operating expenses resulting therefrom. Without **EPIC Aviation, LLC** prior written consent, Lessee shall not make any alterations of, additions to, or removals from the equipment or **EPIC Aviation, LLC** identification and lettering thereon. **EPIC Aviation** shall have the right at any time to inspect, repair and replace equipment and, for such purpose, to enter any premises where the same is located.

# EPIC Card<sup>SM</sup> Benefits

- Accepted at thousands of locations around the world.
- No fuel releases required. Swipe and go!
- Assign EPIC Cards to tail numbers and/or pilots online.
- Receive fuel pricing reports electronically and import directly into your scheduling software.
- Get preferred fuel pricing and ancillary services with no additional fees.
- View billed/unbilled invoices and payments, see statement history and reconcile your account online.
- Review, approve and pay invoices online using EPIC Secure Pay<sup>SM</sup>.
- Earn an additional Bravo<sup>SM</sup> Rewards Point (at participating FBOs) with every EPIC Card fuel purchase when the FBO awards Bravo Points. Not a member yet? Join today by going to MyBravoPoints.com
- Use iGo EPIC<sup>SM</sup> app to view custom EPIC Card pricing at EPIC Card Network Locations. Download iGo EPIC for your Smartphone or iPad today!



EPIC<sup>®</sup> is a registered trademark. Bravo<sup>SM</sup> Rewards, EPIC Card<sup>SM</sup> and iGo EPIC<sup>SM</sup> App are service marks of EPIC Aviation, LLC.

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



## BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 9617 SALEM, OR

POSTAGE WILL BE PAID BY ADDRESSEE

EPIC Card Services  
PO BOX 12249  
SALEM, OR 97309-9944



FUELING YOUR SUCCESS.



TRULY EPIC  
PERFORMANCE...  
USE THE EPIC CARD  
AROUND THE WORLD!



Apply today at [EPICCardServices.com](http://EPICCardServices.com)  
Questions? Call 877.247.2772

## AUTHORIZATION AGREEMENT & SUBMISSION

Company hereby applies for an EPIC Card<sup>SM</sup> and represents, warrants and agrees that all information is true and correct and that EPIC may, from time to time: (1) order credit reports and obtain other information on Company, from financial information listed; (2) use and disclose all information for verification and to maintain, enforce, and collect on any resulting account; and (3) furnish information to credit agencies and others, including affiliates.

## **FLIGHT OPERATIONS INFORMATION**

Contact Name:	
Position/Title:	
Telephone:	
Fax:	
Email Address:	
Hangar Address:	
City:	State: Zip:
Base Airport Name and ICAO:	

Does Company operate a fuel farm? \_\_\_\_\_

Area of Flight Operations:      ☐ Domestic      ☐ International

Interested in Loyalty/Rewards Programs?      ☐ Yes      ☐ No

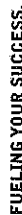
Scheduling Software Used: \_\_\_\_\_

How did you hear about the EPIC Cards?<sup>SM</sup> \_\_\_\_\_

**FBO REFERRAL**

Employee Name: \_\_\_\_\_ Dealer ID # \_\_\_\_\_  
or Name: \_\_\_\_\_

**Please state how you would like the name of your company to appear on all card(s):**

[illegible]

**FUELING  
YOUR  
SUCCESS.**



Learn more at  
**EPICaviationllc.com**



**2014 Ad Campaign**





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## THE EPIC DIFFERENCE

As an EPIC FBO, you become an important part of a distinguished network of FBOs throughout the United States and Canada. EPIC focuses on proven best practices, as well as innovative ways of doing business which offer extensive value to FBOs and Flight Departments.

### EPIC PROVIDES:

- Partnership approach to identify opportunities to bring new business to your ramp
- Customized solutions to address your business needs
- Powerful training programs specific to your needs - seminars and online training resources
- Sales, technical and marketing experts with hands-on aviation expertise
- Regional representatives committed to serving your needs 24/7/365
- Resources which reduce your cost of doing business
- Extensive fuel supply network
- Valuable insight on working with commercial, reseller and government accounts

### OUR COMMITMENT TO YOU

Through talent, innovation, reliable supply, dedicated regional support teams and financial strength we will deliver unparalleled service and value to our customers. We guarantee 100% satisfaction with the level of service you receive.

### A TEAM YOU CAN COUNT ON

EPIC customers work with a team of professionals including many that have extensive experience in aviation as pilots (GA and commercial), charter management, FBO management, line service, customer service and event management. This aviation experience makes the EPIC team equipped to address routine and unique challenges that may arise. Your Regional Sales Manager will work with you from the time you consider branding with EPIC, through your fuel brand transition and in the years to come. We believe the sales role doesn't end when you sign the contract - it's really just the start of a long term relationship.



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## RELIABLE SUPPLY

EPIC operates an aviation fuel supply system that provides reliable and redundant supply of Jet-A and Avgas. EPIC's supply system consists of nearly 300 supply points in the U.S. and Canada selected to provide customers with a reliable and secure fuel supply. The system utilizes a broad network of refineries, terminals, pipelines, and railcars to serve over 4,000 diverse customers including FBOs, airlines, cargo operators, business aviation flight departments and resellers. This combination of inventories, terminals and transportation resources provide flexibility and redundancy to keep our customers fully supplied during supply interruptions. We have long term purchase arrangements with most suppliers in the energy markets.

EPIC applies a "vetting" process to all suppliers, terminals and trucking companies involved in supplying aviation fuels. This ensures only qualified companies whose system and processes meet or exceed all industry standards for supplying and handling aviation fuel are used.

## CONTINUOUS SUPPLY

In the event of an emergency involving equipment failure or fuel quality concerns, our standard procedure is to deploy our nearest company representative to provide viable options. The representative is closely supported by our headquarter's team of industry experts assuring timely and effective issue correction. Available options include, but are not limited to, standby refuelers, expedited repair of faulty equipment and/or replacement of fuel. In the event the primary supply point experiences an outage an identified alternate supply point will be used to assure a continuous and reliable supply of fuel. We will make every effort to help your FBO maintain operational readiness at all times.

## EASE OF ORDERING

You'll find EPIC's fuel ordering process quick and efficient via a dedicated toll-free number for ordering staffed normal business hours by a knowledgeable Customer Service Representative (CSR). You will also have the option of ordering online or via email, if that is your preference. Our CSRs will be accountable for your delivery from order through invoice to ensure the highest quality dispatch service. The toll-free number is available after-hours for urgent fueling requests.



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## **RISK MANAGEMENT**

Our Risk Management Department has the experience you need to keep your operation running smoothly. Annual audits are required at our branded FBO facilities to ensure the highest of fuel quality throughout the EPIC FBO Network<sup>SM</sup>. Your safety and the safety of your customers are extremely important to us.

### **RISK MANAGEMENT SPECIALISTS**

You'll have an EPIC Risk Management Specialist (RMS) that is dedicated to your region of the country and your FBO. Your RMS is a NATA Safety 1<sup>ST</sup> Trained Auditor and will perform quality control and safety audits of your operations and equipment. This ensures the highest level of safety and compliance with industry standards in your day to day operations. You'll also find the RMS to be a great resource in troubleshooting equipment issues, assisting in incident response or for consultation on other technical and line service topics.

### **RISK MANAGEMENT FOR FUEL SUPPLY**

EPIC's common carriers are contracted, trained and vetted to EPIC's standards. All carriers must use grade-dedicated trailers. In case you ever need help at time of disaster, EPIC has a natural disaster response team that monitors weather conditions which could pose a threat to our fuel supply and transportation network. The team is experienced in advance planning, pre-positioning fuel, and working with local, state, and federal agencies to facilitate timely deliveries when conditions safely allow.

### **INSURANCE**

EPIC's focus and reputation for risk management is designed to protect our branded FBO network and compels us to offer additional insurance coverage to EPIC branded FBOs. We are proud to offer \$50 million in excess product liability coverage at no charge for qualified branded FBOs. This is excess product coverage above your primary policy for claims arising from the sale of EPIC products. This additional protection is vital in the aviation service industry.

For FBOs who can meet more rigid guidelines, you'll have the opportunity to join the EPIC Insurance Program with Aviation General Liability coverage up to \$100 million or more. Our members have realized reduced premiums and increased coverage driven by volume purchasing combined with our pro-active loss control program and strict safety standards. These insurance programs add up to financial savings and greater peace of mind for your operation's financial security.



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## TRAINING OPPORTUNITIES

Safety, quality control and training excellence have always been priorities to EPIC. In our industry NATA Safety 1<sup>st</sup> is the clear leader in training programs, so EPIC has established a partnership to bring EPIC and UVair FBO Network<sup>SM</sup> branded FBOs the opportunity to receive NATA Safety 1<sup>st</sup> training at substantially reduced prices. Perhaps, as important as quality and price is the convenience offered through the NATA Safety 1<sup>st</sup> online training platform which allows you to have your FBO team members trained at times that are convenient and practical to your business operations.

### NATA SAFETY 1<sup>ST</sup> TRAINING PROGRAM BENEFITS

- High tech, most up to date course content
- Train when and where you wish, online coursework is available at your convenience 24/7/365
- Wider range of subject matter available to the student than with any other aviation industry programs
- EPIC and UVair FBO Network branded locations participate in NATA training programs at a substantially discounted price and you save in 3 ways:
  1. EPIC has negotiated discounted base prices with NATA
  2. EPIC subsidizes a substantial part of the training program cost
  3. Maximum savings for FBOs who are also NATA members

### WHAT'S OFFERED

EPIC branded FBOs have access to the following NATA Safety 1<sup>st</sup> online training programs through our new partnership program:

- NATA Safety 1<sup>st</sup> Professional Line Service Training (PLST)
- Initial training program for new line service staff
- Recurrent training coursework for completion every 2 years
- Includes PLST and Fire Safety Certificates
- NATA Safety 1<sup>st</sup> Supervisor's Training\*
- Safety and Health Training for Aviation Facilities (OSHA)
- De/Anti-icing
- Customer Service, Safety & Security (CSSS)

\* At least one Supervisor at every location on a Part 139 airport must complete this training every 2 years

### HANDS-ON TRAINING

The other critical component of our training offer is hands-on training which is held as new FBOs join our network. The hands-on training is taught by EPIC's Risk Management Specialists and provides sought after instruction for experienced, as well as entry-level, line service professionals.



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## MARKETING SUPPORT

The EPIC marketing team is available to support your marketing initiatives by providing creative input, marketing strategy assessment and design consultation. This includes feedback regarding your marketing identity through your website, printed materials and advertising. These ideas will serve as the foundation to develop a solid marketing plan.

## MEDIA EXPOSURE

The identity and quality standards of the EPIC FBO Network<sup>SM</sup> are exemplified through a wide array of promotional efforts within General Aviation (primarily Business Aviation) print and online media.

EPIC recognizes the value of advertising exposure for our FBOs. We showcase branded FBOs through advertising in publications and digital options to create greater awareness of locations within the EPIC FBO Network. These range from ads and/or announcements welcoming FBOs, to showcasing FBO achievements, to general brand family exposure. As GA print and online options evolve, we're constantly assessing the best places for brand exposure for the benefit of the EPIC FBO Network.

## CUSTOMER PRESS RELEASES & PUBLIC RELATIONS

EPIC composes and distributes customer-specific press releases by way of extensive media distribution lists domestically and globally. Upon becoming an EPIC FBO, you will be featured in a press release distributed to all major aviation media. Additionally, the EPIC Marketing Department is available to assist you with development and/or distribution of future press releases regarding significant news specific to your FBO.

## COOPERATIVE ADVERTISING PROGRAM

EPIC offers a flexible cooperative advertising program. On average you accumulate \$0.005 per gallon on all fuel purchased from EPIC. Uniforms, specialty items and any print media that includes the EPIC logo are eligible for up to 50% reimbursement depending on your account balance. The EPIC Marketing Department provides valuable consultation on these various options to maximize your cooperative advertising and overall budget.



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## PROCESSING SYSTEMS

### COMPASS

EPIC's proprietary Compass Transaction Management System<sup>SM</sup> (Compass) provides a wide range of features for securely processing transaction data. As the payment card industry mandated compliance with a significant list of measures to protect the storage and processing of cardholder data, Compass was created with those mandates in the forefront of its design and development.

Over 200 branded FBOs use Compass exclusively to process all their transactions, including all direct bill transactions. The product includes direct-interface with electronic fuel metering systems such as QTpod. Recent enhancements have included product integration of open invoice processing, customer service notes and fuel meter data entry and tracking.

Compass provides unique value in your ongoing desire to streamline processing. Plus, ongoing enhancements based on FBO feedback and experiences strengthen its value even further.

### UTILIZE COMPASS FOR THE FOLLOWING TRANSACTIONS:

- EPIC Card<sup>SM</sup>
- UVair Fuel Card<sup>SM</sup>
- American Express
- Discover Card
- MultiService Card
- U.S. Government AIRCard
- AvCard
- MasterCard
- Visa
- Direct bill accounts
- Card on file (by tail # look up)
- Bravo<sup>SM</sup> point awards

### EPIC DIRECT

EPIC Direct is a web-based transaction system designed to process ad hoc, airline, commercial, military, third-party reseller sales and NetJets in real time. Your FBO can reduce administrative burden and out of pocket expenses associated with into-plane operations by using EPIC Direct. Transactions are processed at 0% through electronic fuel releases, and will help your FBO's efforts to fully integrate and streamline your back office systems.

\*Compass Transaction Management System<sup>SM</sup> is a service mark of EPIC Aviation, LLC.



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## **EPIC CARD<sup>SM</sup>**

The EPIC card gives your customer the ability to purchase discounted fuel, while providing your FBO a one-on-one relationship with the customer. Over 1900 corporate flight departments, charter operators and fractional companies enjoy the benefits of being an EPIC Cardholder. As of June 2014, the EPIC Card is cobranded with the U.S. Bank Multi Service Aviation Network providing Cardholders the ability to use their card globally at thousands of locations. Over 850 Cardholders are receiving weekly fuel pricing updates while others choose to rely on the convenience of account specific pricing information at [EPICCardServices.com](http://EPICCardServices.com).

### **FBO BENEFITS**

- Option to process at 0% or 1.75%
- Increase your bottom line by reducing processing fees with our preferred EPIC Card
- Exposure to top flight departments within Business Aviation
- Helps establish direct relationships between your FBO and EPIC Cardholders while building loyalty
- Manage discounts and pricing on [EPICCardServices.com](http://EPICCardServices.com) (retail minus or cost plus)
- Increase traffic to your ramp through a focused EPIC Card sales team and marketing assistance

### **FLIGHT DEPARTMENT PROGRAM BENEFITS**

- Accepted at thousands of locations around the world
- No fuel releases required. Swipe and go!
- Assign EPIC Cards to tail numbers and/or pilots online
- Establish fuel pricing directly with the FBO
- Purchase ancillary services with no additional fees
- Additional Bravo<sup>SM</sup> Rewards points with every EPIC Card fuel purchase when the FBO awards points
- Fuel pricing reports electronically and imports directly into Flight Department scheduling software
- Review, approve and pay invoices online using EPIC Secure Pay<sup>SM</sup>

**SIMPLY STATED... IT'S A FUEL CARD OF EPIC PROPORTIONS.**

\*EPIC Card<sup>SM</sup> and Bravo<sup>SM</sup> Rewards are trademarks of EPIC Aviation, LLC.



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## **BRAVO<sup>SM</sup> REWARDS**

EPIC's Bravo Rewards/loyalty program offers the most powerful value to its members and FBOs of any existing program in our industry. EPIC FBOs receive training and support tools to maximize the program for critical up-sell and relationship building opportunities.

An extensive promotional campaign is ongoing within aviation publications and online mediums. In addition to media exposure and customized Bravo promotions for special events, FBOs will receive images they can place on their own websites to be easily identified as a participating Bravo FBO. FBOs receive point-of-purchase displays, participating location static clings for doorways and extensive promotional literature. The program allows members to receive greater value and FBOs to have fewer costs as a result of EPIC assuming the administrative and marketing expenses for critical program elements.

### **MORE VALUE. MORE OPTIONS. MORE FLEXIBILITY.**

The EPIC program is more than just pilot rewards. Our program recognizes the influence each flight department has in directing traffic to your FBO, so every flight department has the opportunity to receive Bravo points. Of course, pilots and crews can also receive Bravo points!

As a participating Bravo FBO your cost is only 2 cents per gallon (1 cent per point) with an option of providing additional points to maximize up-sell opportunities. FBOs also have the flexibility of setting the levels and requirements for qualified purchases. EPIC provides one additional point per gallon for all purchases made using the EPIC Card<sup>SM</sup> as an added incentive to your customers. The EPIC Card bonus point per gallon will be fully funded by EPIC as long as the FBO has awarded at least 2 points per gallon for that transaction.

Bravo members can choose from more than 45 million merchandise, event and travel options. If they have something truly unique in mind, they can utilize the program's concierge service to find that perfect something. Plus, each year the Bravo program offers charity options, enabling members to donate points to a worthy cause.

### **YOU'VE NEVER SEEN A REWARDS PROGRAM LIKE THIS BEFORE.**

\*Bravo<sup>SM</sup> Rewards and EPIC Card<sup>SM</sup> are trademarks of EPIC Aviation, LLC.





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## **EPICCARDSERVICES.COM**

EPICCardServices.com provides instant access to critical account information through a variety of online tools and resources for your FBO management efforts. The site is also a valuable resource for EPIC Cardholders for their pricing and full account maintenance.

### **KEY FEATURES OF EPICCARDSERVICES.COM**

- Set fuel and non-fuel product pricing
- Update pricing tiers and discounts by volume
- Manage customer specific pricing
- Enter special tax pricing specific to your location for transaction interface
- Convenient supply order process
- Rank products for display on PoS
- Control the details you want printed on invoices/receipts
- FBO locator
- Library of valuable FBO resources

### **EXTENSIVE REPORTING FUNCTIONALITY**

A comprehensive set of reports can be printed, scheduled for delivery to your email or prepared in any file format necessary for importing directly into your administrative systems software.

Reporting available:

- Invoice lookup
- Daily transmittal
- Customer group list (relates to pricing categories)
- Daily and monthly fuel sales by volume
- Cardholder invoice details by date, account or tail#
- Custom pricing
- Sales by card type
- Many more options



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## REFUELERS AND PARTS

EPIC believes that our customers should have the highest quality aviation refuelers available on the market today, as well as flexible leasing terms (third party financing and straight lease). Our standard fuel trucks meet or exceed all NFPA 407 and ATA 103 specifications. Refuelers are available in one, three and five thousand gallon models. EPIC trucks come standard with diesel engines and automatic transmissions.

### STANDARD EQUIPMENT ON EPIC JET REFUELERS:

- 300 gallons per minute rated
- Aluminum tanks
- Gorman Rupp pumps
- High level shut-off
- Sump/slop tanks
- One 2" underwing hose
- Two 1 1/4" overwing hoses
- Carter, OPW and Whitaker nozzles
- Facet or Velcon filter vessels
- Liquid Controls M25 and M7 meters
- Veeder-Root register with printers
- Hammonds or Viper additive injectors
- Integral brake interlock system

### STANDARD REFUELERS

Jet-A - 5,000 and 3,000 gallon trucks

Avgas - 1,000 gallon trucks

### PARTS SUPPORT

For your convenience, EPIC has a partnership with dedicated support to our FBOs through Mascott Equipment, a leader in aviation parts and services. As an EPIC FBO you'll have a dedicated phone line for all of your aviation parts support, from storage to product delivery to the aircraft.

*Scheduler of the Quarter presented by*



**"My scheduling has our flight operation down to a science."**



## Boston Scientific

Derek Fitzgerald always knew he wanted to be in aviation. Growing up in Glens Falls NY he began taking flight lessons while still in high school. After graduation in 1998 he enrolled in Daniel Webster College where he earned dual degrees in flight operations and aviation management, and later an MBA. Derek joined TAG Aviation at HPN (White Plains NY) in 2003 where he soon earned a Dispatcher's License. He has also earned NBAA Certified Aviation Manager (CAM) status. In 2011 a former supervisor told him about an opening with Boston Scientific, a worldwide developer, manufacturer and marketer of medical implant devices with flight operations based at BED (Bedford MA). Derek soon joined the company as flight operations coordinator. Today Derek schedules the firm's 2 Challenger 604s and the 5 pilots who crew them. He arranges all trip logistics, including hotels and rental cars, selects FBOs and negotiates fuel purchases. Derek is secretary of the NBAA's Schedulers and Dispatchers Committee and is working on arrangements for the group's upcoming convention in San Jose CA. "Derek makes a science of coordinating our flight operations," says Aviation Director John Kermashek. "His contribution is invaluable."



Derek Fitzgerald  
Flight Operations  
Coordinator

**WORKING TOGETHER ... FUELING YOUR SUCCESS<sup>SM</sup>**



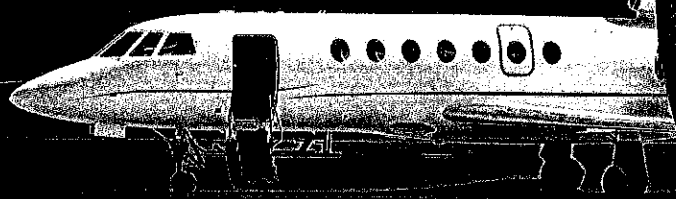
**2014 Ad Campaign**

# Creating success stories, one FBO at a time.

More than just a reliable fuel supplier, EPIC is a true business partner, offering industry-leading expertise, innovative customer solutions and proven quality assurance programs. Because our most important work is fueling your success.

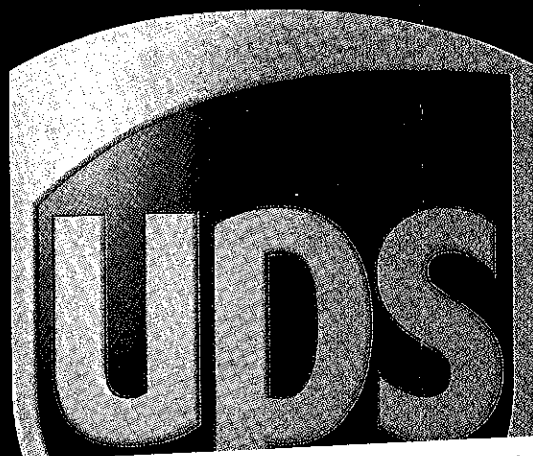


FUELING YOUR SUCCESS.



**EPICaviationllc.**

**2014 Ad Campaign**



JEANETTE HAMILTON  
5033623633  
EPIC AVIATION, LLC  
3841 FAIRVIEW INDUSTRIAL DR SE  
SALEM OR 97302

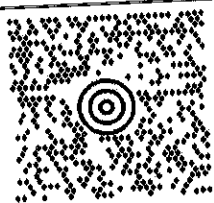
4 LBS

1 OF 1

DWT: 16,11,3

**SHIP TO:**

COUNTY PURCHASERS  
409-835-8593  
JEFFERSON COUNTY PURCHASING DEPT.  
1ST FLOOR  
1149 PEARL STREET  
BEAUMONT TX 77701-3638



TX 777 0-01

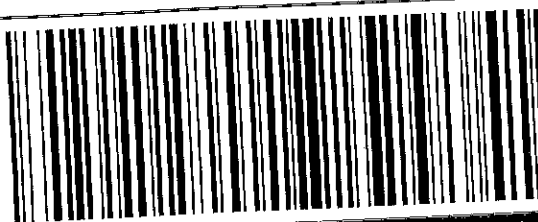


Synchro

UPS 2ND DAY AIR

TRACKING #: 1Z 395 EW1 02 9429 8678

2



BILLING: P/P

Reference#1: 605200-260  
Reference#2: KATHLEEN/JEANETTE

UIS 15.2.03.

WNTIE100 51.0A 04/2014



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06-23-14 A09:34 RCVD