



The Purchasing Memo

Date: June 19, 2025

To: Governing Body, Finance Committee, and Public Works & Utilities Committee

From: Allan Mantle: Airport Operations Manager; [apmantle@santafenm.gov](mailto:apmantle@santafenm.gov); 505-470-8740

Via: Jimmy Gunn: Interim Airport Director 

Subject: Diesel and Gasoline Fuel Truck for Airport

Vendor Name: Skymark

Munis Vendor Number: 11034

ITEM AND ISSUE:

The Airport Department respectfully requests your review and approval of the purchase of a 1,400gal. diesel and gasoline fuel truck in the total amount of \$254,541 from Skymark Refuelers.

BACKGROUND AND SUMMARY:

The Airport Department needs to purchase a split diesel and gasoline fuel truck in order to be able to remotely fuel generators and heavy equipment around the airport, especially generators for stationary facilities. Having this vehicle will save the airport costs on labor and fuel fees over time. This vehicle can also be used to support other city facilities during city-wide emergencies.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: Airport Fund / 545

Munis Org Name/Number: Airport Operating / 5456050

Munis Object Name/Number: Equipment /Vehicles over 1.5 tons GVW > 5K / 571000

Budget Officer / Designee: Andy Hopkins Date: 07/09/2025

Budget Officer Comment/Exceptions: \_\_\_\_\_

PROCUREMENT METHOD:

The procurement method used was NMSA 1978, Section 13-1-135, Coop

The contract between GSA and Skymark Refuelers [47QMCA20D0010] expires on Jan 5, 2030.

Chief Procurement Officer (CPO)/Designee:  Date: 07/11/2025

CPO Comment/Exceptions: GSA's are: NMSA 1978, Section 13-1-129

**ASSOCIATED APPROVALS:**

**IT Components included?**  Yes |  No

**Approval:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Treasury/Point of Sale Components included?**  Yes |  No

**Approval:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Vehicles included?**  Yes |  No

**Approval:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Construction to City Facilities, Furniture, and/or Fixtures included?**  Yes |  No

**Approval:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Is this an externally funded purchase?**  Yes |  No

**If yes, what is the issuing agency:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comment/Exceptions:** \_\_\_\_\_

**Is this a Capital Asset or Project?**  Yes |  No

**Project Ledger Number:** \_\_\_\_\_

**Approval:** Josie Bolden **Title:** Controller **Date:** 07/09/2025

**Comment/Exceptions:** PS- I noticed that the vehicle section is checked as "no" however, this is a type of vehicle that is being purchased, which contradicts the checked box for vehicle - JB \_\_\_\_\_

**ATTACHMENTS:**

GSA Memo

Procurement document: GSA Master Agreement

Vendor's Quote



# City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909  
www.santafenm.gov

*Alan Webber, Mayor*

Councilors:  
Signe I. Lindell, Mayor Pro Tem, District 1  
Renee Villarreal, District 1  
Michael J. Garcia, District 2  
Carol Romero-Wirth, District 2  
Lee Garcia, District 3  
Chris Rivera, District 3  
Jamie Cassutt, District 4  
Amanda Chavez, District 4

## MEMORANDUM

Date: June 18, 2025

To: SkyMark Refuelers, LLC

Attn: **Mike Ellis**

From: *Travis Dutton-Leyda, Chief Procurement Officer, City of Santa Fe Purchasing Division*  
RE: GSA Contract 47QMCA20D0010, **MAS Contract**

The City of Santa Fe by mutual agreement between the City and SkyMark Refuelers, LLC is willing to enter into a GSA price agreement based on the following requirements:

1. Provide an updated Federal Supply Schedule to include current or updated contract dates.
2. *Purchases based on 13-1-129 (A)(1) NMSA 1978:* The Contractor is willing to extend their GSA pricing, terms and conditions to the City of Santa Fe at prices equal to or less than the contractor's current federal supply contract price (GSA), providing the contractor has indicated in writing a willingness to extend such contractor pricing, terms and conditions to the City of Santa Fe and the purchase order adequately identifies the contract relied upon.

Please respond by completing the information below. Check the proper box, fill in the requested information, including signature, scan and upload to the email you received with this request.

**I agree to extend and/or renew the above referenced GSA price agreement.**

**I DO NOT agree to extend and/or renew the above referenced GSA price agreement.**

Mike Ellis, Chief Business Development Officer

mellis@skymarkrefuelers.com

Print Name, Title

Email Address

Signature

SkyMark Refuelers, LLC

Company Name

Date

4001 E. 149<sup>th</sup> St, Suite B, Kansas City, MO 64147

Address

*Cc: Travis Dutton-Leyda, Chief Procurement Officer*  
*Procurement File*



**Aviation Fueling Systems**

**Expect More. We Deliver!**



**EFFECTIVE 1/21/2025**

**GENERAL SERVICES ADMINISTRATION  
TERMS AND CONDITIONS  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

SkyMark Refuelers, LLC  
4001 E. 149<sup>th</sup> Street, Suite B  
Kansas City, MO 64147  
www.skymarkrefuelers.com

Contract Negotiator: Mike Ellis  
Phone: 913-653-8112  
Email: mellis@skymarkrefuelers.com

GSA Schedule Number: MAS  
GSA Contract: 47QMCA20D0010  
Contract Period: January 6, 2020 through January 5, 2030  
Cage Code: 6Y0N0  
Fed Id: 46-1814185

**CUSTOMER INFORMATION:**

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded prices

**336211/3361V**

1b. Identification of the lowest priced model number and lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply

**Refer to awarded GSA Schedule Contract Pricelist, which can be found on Page 4 below.**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functions responsibility and education for these types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate not applicable for this item.

**Not applicable**

2. Maximum Order for each SIN: **\$5,000,000.00**

3. Minimum Order for each SIN: **\$50,000.00**

4. Geographic Coverage (delivery area): **Domestic**

5. Points of Production

**Kansas City, MO and Findlay, OH**

6. Discount from list prices or statement of Net Price

**Prices shown are Net Government Awarded Discount**

7. Quantity Discounts

**336211/3361V Refer to attached awarded GSA Schedule Contract Pricelist**

8. Prompt Payment Terms: **0%, Net 30**

9. Foreign Items: **Not applicable**

10a. Time of Delivery

**Delivery timeframe (ARO) varies by model in a range from 150 to 180 days**

10b. Expedited Delivery: **Not available**

10c. Overnight and 2-Day Delivery: **Not available**

10d. Urgent Requirements: **Not available**

11. FOB Points: **Destination or Origin**

12a. Ordering Address

**SkyMark Refuelers, LLC**

**4001 E. 149<sup>th</sup> Street, Suite B**

**Kansas City, MO 64147**

12b. Ordering Procedures

**Contract or Signed Confirmation of Order**



## 13. Payment Address(es)

**SkyMark Refuelers, LLC**  
**4001 E. 149<sup>th</sup> Street, Suite B**  
**Kansas City, MO 64147**

## 14. Warranty Provision

**Chassis warranty offered through manufacturer typically 3-5 years**  
**Tank warranty offered through manufacturer typically 5-10 years**  
**One year workmanship warranty**

## 15. Export Packing Charges (if applicable)

**Varies**

## 16. Terms and conditions of rental, maintenance, and repair (if applicable)

**Not applicable**

## 17. Terms and Conditions of Installation (if applicable)

**Not applicable**

## 18a. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)

**Not applicable**

## 18b. Terms and Conditions for any other services (if applicable)

**Not applicable**

## 19. List of Service and Distribution Points

**Not applicable**

## 20. List of Participating Dealers (if applicable)

**Not applicable**

## 21. Preventive Maintenance (if applicable)

**Not applicable**

## 22a. Special attributes such as environmental attributes

**Not applicable**

## 22b. Section 508 Compliance

**Not applicable**

## 23. Unique Entity Identifier (UEI) number

**KH9KNSVA8JAN22**

## 24. Notification regarding registration in The SAM database



**Contractor is registered with The SAM database  
Cage Code: 6Y0N0**

**Effective Date 1/21/25**

MFR PART NO	PRODUCT NAME	COMMERCIAL LIST PRICE	GSA(%) DISCOUNT (exclusive of the .75% IFF)	DISCOUNT PRICE OFFERED TO GSA (including IFF)	QUANTITY/VOLUME DISCOUNT
10K-Jet Refueler-MIL	10,000 Gallon Jet Refueler	\$585,090.00	1%	\$583,616.22	2 or more units = 2% 5+ units = 3%
7K-Jet Refueler-MIL	7,000 Gallon Jet Refueler	\$333,740.00	1%	\$332,899.35	2 or more units = 2% 5+ units = 3%
6K-Jet Refueler-MIL	6,000 Gallon Jet Refueler	\$328,240.00	1%	\$327,413.20	2 or more units = 2% 5+ units = 3%
5K-Jet Refueler-MIL	5,000 Gallon Jet Refueler	\$299,640.00	1%	\$298,885.24	2 or more units = 2% 5+ units = 3%
3K-Jet Refueler-MIL	3,000 Gallon Jet Refueler	\$255,640.00	1%	\$254,996.07	2 or more units = 2% 5+ units = 3%
3K-GSE Refueler-MIL	3,000 Gallon GSE Refueler	\$257,290.00	1%	\$256,641.91	2 or more units = 2% 5+ units = 3%
2K-GSE Refueler-MIL	2,000 Gallon GSE Refueler	\$252,890.00	1%	\$252,253.00	2 or more units = 2% 5+ units = 3%
1.2K-GSE Fuel Truck-MIL	1200 Gallon GSE Refueler	\$169,290.00	1%	\$168,863.58	2 or more units = 2% 5+ units = 3%
3600 Gallon Vacuum Truck-MIL	3600 Gallon Aluminum Vacuum Tank	\$244,250.00	1%	\$243,634.76	2 or more units = 2% 5+ units = 3%
800 GPM-Hydrant Dispenser-MIL	Hydrant Dispenser	\$264,990.00	1%	\$264,322.52	2 or more units = 2% 5+ units = 3%

**4001 E. 149<sup>th</sup> St., Suite B / Kansas City, MO / 64147**

**913-653-8100 / 855-653-8100**



450 GPM- Hydrant Cart- MIL	Hydrant Cart	\$86,790.00	1%	\$86,571.39	2 or more units = 2% 5+ units = 3%
Rail Service Truck with Grapple-MIL	Rail Truck with Grapple	\$408,320.00	1%	\$407,291.49	2 or more units = 2% 5+ units = 3%
Rail Service Truck with Flatbed-MIL	Flatbed Hi-Rail truck	\$262,915.00	1%	\$262,252.75	2 or more units = 2% 5+ units = 3%
1K-Avgas Refueler-MIL	1,000 gallon Avgas truck	\$169,290.00	1%	\$168,863.58	2 or more units = 2% 5+ units = 3%





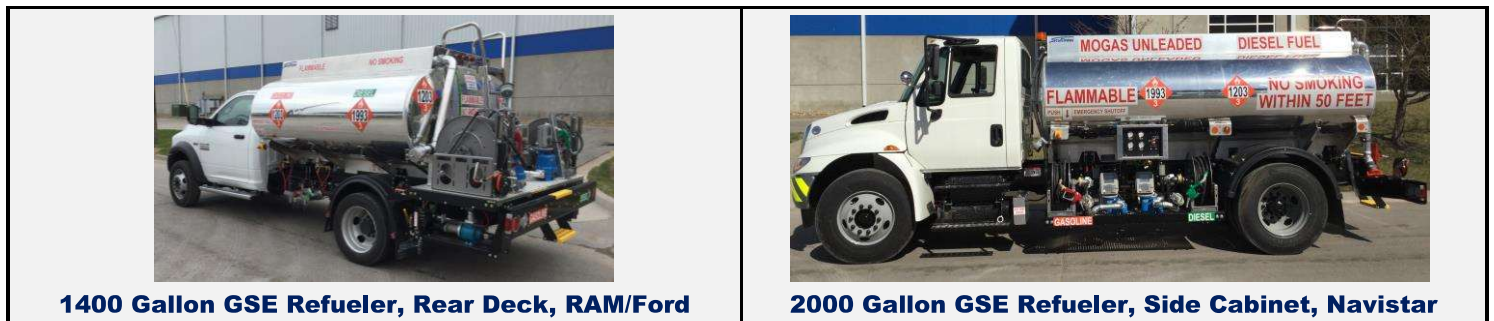
4001 East 149<sup>th</sup> Street, Suite B  
 Kansas City, MO 64147  
 PH 913-653-8100

Mr. Allan Mantle  
 City of Santa FE Regional Airport

June 18, 2025

<b>Quote Table:</b>	<b>SkyMark Dual Compartment / Dual Pumping GSE Refuelers</b>	
	<b>Capacities: Model #1 = 1400 Gallons / Model #2 = 2000 Gallons / Model #3 = 3000 Gallons</b>	
	<i>Standard Tank Capacities and Standard Fueling Configurations</i>	<ul style="list-style-type: none"> <li>• <b>Model #1: 1,400 Gallons</b> (800 / 600 Split) / <i>Rear Delivery</i></li> <li>• <b>Model #2: 2,000 Gallons</b> (1000 / 1000 Split) / <i>Side Delivery</i></li> <li>• <b>Model #3: 3,000 Gallons</b> (1500 / 1500 Split) / <i>Side Delivery</i></li> </ul>

**Section #1: 'BASE UNIT' PRICE:** SkyMark 'Base Model' Dual Compartment GSE Refueler  
**+ Section #2: ADD: Selected Options:** Customer To Review & Confirm Options [See Section #2](#)



**Section #1: Summary Quote: SkyMark 'Base' 1400 Gallon GSE Refueler (Dual Products / Dual Pumping)**

Item	Qty.	General Description	Unit Price
1	1	<b>'Base Model' GSE Refueler:</b> 1400 Gallons / 2-Compartment / Dual Product / GSE <b>'Base' / Standard Chassis:</b> Ford F-550 or RAM 5500, gas engine, auto. transmission. <b>ADD: Optional Diesel Chassis:</b> <a href="#">Optional Diesel Engine Chassis is Available</a> <a href="#">See Sect. #2</a> <b>Standard Product Tank:</b> 1400 Gallons (Split 800 / 600), aluminum, US DOT-406. <b>ADD: Optional Larger Tanks:</b> <a href="#">Optional Larger Tank Capacity is Available</a> <a href="#">See Sect. #2</a> <b>Standard Flow System:</b> Dual (2) 30 GPM flow systems / (1 for gas + 1 for diesel). <b>Standard Configuration:</b> Includes (2) isolated systems + (2) dispensing reels + (2) flow meters + (2) canister filters; <b>Customer Selected Options:</b> <a href="#">Customer to Review and Confirm Options</a> <a href="#">See Sect. #2</a>	
1	1	<b>Sub Total / Unit Price: SkyMark 'Base' 1400 Gallon GSE Refueler GSA Pricing</b>	<b>\$ 224,641</b>
<b>ADD: Customer Selected Common Options</b>		<b>ADD: Customer Selected Options / (Confirm <span style="color: green;">Yes</span> or <span style="color: red;">No</span>)</b> <a href="#">See Section #2</a>	<b>\$ 33,900</b> <i>Selected Options, See Section #2</i>
		<b><i>DISCOUNT for Customer for Quote Prior to Latest GSA Pricing Increase</i></b>	<b>(\$ 4,000)</b>
<b>TOTAL</b>		<b>Unit Price: 1400 Gallon GSE Refueler + <a href="#">Includes Selected Options</a></b> <i>FOB Delivered to Location</i>	<b>\$ 254,541</b> <b>+ <a href="#">Includes Selected Options</a></b> <i>(See Section #2, Attached)</i>

... See List of Options (Attached) ...

<b>Section #2: Customer Selected Options: Customer To Confirm YES or NO From Available Options Below</b>						
<b>Customer Selected Options: Customer to Confirm YES or NO From Options Below</b>					<b>Confirm Options Below (Select YES or NO)</b>	
Item	Qty.	General Description			Unit Price	Options
<b>Sub Section #2.1: List of Most Common Options Below / Options Marked 'YES' Are Included</b>						
Opt. 1	1	<b>Air Conditioning:</b>	Factory air conditioning included on Ford & RAM <i>(option on International)</i>		\$ No Charge	YES
Opt. 2	1-set	<b>Aluminum chock holder:</b>	Optional aluminum chock block holder w/ new wheel chocks.		\$ 450	YES NO
Opt. 3	1-kit	<b>(1) Back-up camera:</b>	Optional (1) back-up camera system w/ an in-cab color monitor.		\$ 750	YES NO
Opt. 5	1	<b>Aluminum storage box:</b>	Optional 14" x 14" x 24" lockable aluminum storage box.		\$ 800	YES NO
Opt. 4	1-kit	<b>Chassis speed limiter:</b>	Optional chassis speed limiting system (to limit speed to 25 mph).		\$ 800	YES NO
Opt. 6	1	<b>Ticket printer:</b>	Optional electric ticket printer installed.		\$ 1,750	YES NO
Opt. 7	1	<b>Product recovery tank:</b>	Optional product recovery tank w/ gauge, fill opening, drain valve.		\$ 1,750	YES NO
Opt. 8	1-kit	<b>Wireless data transfer:</b>	Optional wireless data transfer kit including cellular modem.		\$ 2,000	YES NO
Opt. 9	2ea	<b>(2) product tank gauging systems:</b>	Optional (2) independent electronic tank gauges (1 per tank compartment). <i>(tank gauging to be combined and integrated into TCS-3000s - see below).</i>		<del>\$2,000 x 2 =</del> \$ 4,000	<del>2 tank gauges</del> YES NO
Opt. 10	2ea	<b>(2) electronic registers w/ digital displays:</b>	Optional (2) TCS-3000 electronic registers w/ large number displays. <i>(in lieu of mechanical registers on 'standard model' GSE refuelers).</i>		<del>\$3,500 x 2 =</del> \$ 7,000	<del>2ea. registers</del> YES NO
<b>Sub Section #2.2: Additional Miscellaneous Options Available / Options Marked 'YES' Are Included</b>						
Opt. 11	1-kit	<b>Stage 1 Vapor Recovery:</b>	Optional Stage 1 vapor recovery is available / <i>(gasoline compartment only).</i>		\$ 1,200	YES NO
Opt. 12	2ea	<b>Scully Overfull Systems:</b>	Optional two (2) secondary Scully overfill systems are available. <i>(\$1,000 per tank compartment x 2 tank compartments = \$2,000).</i>		<del>\$1,000 x 2 =</del> \$ 2,000	<del>2ea Scully</del> YES NO
Opt. 13	1-kit	<b>Bi-Line top-of-tank fall protection system:</b>	Optional Bi-Line top-of-tank fall protection system included (includes dual stainless cables installed on top-of-tank along with 1 safety harness/belt).		\$ 3,500	YES NO
Opt. 14	1	<b>Freight to Location</b>	Optional delivery to the end location		\$ 4,000	YES
Opt. 15	1	<b>Aluminum cone holder</b>	Optional built in aluminum cone holder is included		\$ 150	YES
<b>Sub Section #2.3: Optional Diesel Engine (In Lieu of Gas), and Optional Larger Capacity Tanks</b>						
Opt. 16	1	<b>Optional diesel engine &amp; emissions:</b>	Optional diesel engine & emissions package is available. <i>(in lieu of gasoline engine on 'standard model' GSE refuelers).</i>		\$ 11,000	YES NO
Opt. 17	1	<b>2000 Gallon Capacity:</b>	Optional upgrade to 2000-gallon capacity (1000 / 1000 split tank). <i>(Includes larger capacity tank and a heavier rated GVWR chassis).</i>		\$ 24,000	NO
Opt. 18	1	<b>3000 Gallon Capacity:</b>	Optional upgrade to 3000-gallon capacity (1500 / 1500 split tank). <i>(Includes larger capacity tank and a heavier rated GVWR chassis).</i>		\$ 28,000	NO
<b>Sub Total: Section #2: Customer Selected Options Above .....</b>					<b>\$ 33,900</b>	<i>(Sub Total, Selected Options)</i>

Continued...



**Order Confirmation, and Payment Terms:** A signed Confirmation of Order is required to secure your order, along with a 30% non-refundable deposit. Balance of payment is due when refueler is completed at SkyMark, and prior to shipment from factory.

**Painting & Decals:** Aluminum tank to remain in natural polished finish, chassis cab to remain in factory white. Equipment to be painted with the polyurethane. Safety placards, product decals, and operating decals will be installed.

**Quote Validity:** Quote is valid for 60 days.

**Freight to Customer:** Unit quoted FOB SkyMark factory. Inland/ocean freight is additional and is not included in the quoted price.

**Taxes / Duties:** All unknown tariffs, sales taxes, FET and duties, if applicable, are additional and are not included in pricing. The customer is obligated to remit state and local use tax on equipment purchase price if equipment is used in a taxable manner.

**Completion Schedule:** Approximately 150 days after receipt of an order

**In-Service / Training:** In-service is additional. If requested, SkyMark will dispatch technician for an additional charge.

Respectfully submitted,

*Mike Ellis*

SkyMark Refuelers, LLC










# Governing Body Purchase Packet Skymark Refueler-Revision 1


Final Audit Report

2025-07-11


Created:	2025-07-08
By:	Kristy Miera (kamiera@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAW4_NQZJ_31fQqUqzKxYkrBxY9u2WOktt

## "Governing Body Purchase Packet Skymark Refueler-Revision 1" History

-  Document created by Kristy Miera (kamiera@santafenm.gov)  
2025-07-08 - 10:23:18 PM GMT- IP address: 63.232.20.2
-  Document emailed to jdgunn@santafenm.gov for signature  
2025-07-08 - 10:26:14 PM GMT
-  Email viewed by jdgunn@santafenm.gov  
2025-07-08 - 10:26:32 PM GMT- IP address: 52.244.129.126
-  Signer jdgunn@santafenm.gov entered name at signing as Jimmy Gunn  
2025-07-09 - 1:22:22 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Jimmy Gunn (jdgunn@santafenm.gov)  
Signature Date: 2025-07-09 - 1:22:24 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document sent to ALEXIS LOTERO (aclotero@santafenm.gov) and ajhopkins@santafenm.gov  
ajhopkins@santafenm.gov (ajhopkins@santafenm.gov) for signature. One of them to sign  
2025-07-09 - 1:22:27 PM GMT
-  Email viewed by ALEXIS LOTERO (aclotero@santafenm.gov)  
2025-07-09 - 1:22:35 PM GMT- IP address: 52.244.179.71
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2025-07-09 - 4:52:21 PM GMT- IP address: 104.47.64.254
-  Document e-signed by ajhopkins@santafenm.gov ajhopkins@santafenm.gov (ajhopkins@santafenm.gov)  
Signature Date: 2025-07-09 - 4:53:31 PM GMT - Time Source: server- IP address: 63.232.20.2

 Document emailed to Josie Bolden (jxbolden@santafenm.gov) for signature


2025-07-09 - 4:53:33 PM GMT

 Email viewed by Josie Bolden (jxbolden@santafenm.gov)

2025-07-09 - 6:42:49 PM GMT- IP address: 104.47.64.254

 Document e-signed by Josie Bolden (jxbolden@santafenm.gov)

Signature Date: 2025-07-09 - 6:46:36 PM GMT - Time Source: server- IP address: 63.232.20.2

 Document sent to JoAnn Lovato (jdlvato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign


2025-07-09 - 6:46:39 PM GMT

 Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)


2025-07-09 - 7:08:25 PM GMT- IP address: 63.232.20.2

 Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)

2025-07-11 - 9:13:59 PM GMT- IP address: 63.232.20.2

 Document e-signed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)

Signature Date: 2025-07-11 - 9:15:36 PM GMT - Time Source: server- IP address: 63.232.20.2

 Agreement completed.

2025-07-11 - 9:15:36 PM GMT