



**INVITATION TO BID 19-000015
MOTOR AND AVIATION FUELS AND RELATED SERVICES**

Addendum: No. 1

Addendum Date: September 19, 2019

Original Bid Opening: September 26, 2019

New Bid Opening Dated October 3, 2019

Bid No. 19-000015 issued August 21, 2019 is amended as follows:

The purpose of this addendum is to amend and incorporate in full text the following provisions:

Answers to the questions received during the pre-proposals conference as well and questions via email.

1. May I please have all documents provided in the pre-bid meeting?
No documentation was provided during the pre-bid meeting.
2. Who is the incumbent(s)? **Incumbents are the other Proposers**
3. Are there any diversity goals for WBE/SBE vendors? **No**
4. May I have a copy of a recent gasoline invoice? **This is a Public Information Request. Please click the link below. <http://fortworthtexas.gov/records/>**
5. May I have a copy of a recent diesel invoice? **This is a Public Information Request. Please click the link below. <http://fortworthtexas.gov/records/>**
6. Are there any locations accepting Renewable Green Diesel? If so, please provide which location is accepting this type of diesel. **It was requested to be added to our contract, and the City of Fort Worth may use this product in the future.**
7. Per Attachment E – Rack Market Differential Pricing Spreadsheet, if an OPIS Rack Market doesn't exist for example: Coachella how do we proceed?
Proposer's are to use the OPIS Daily Net Rack Average, Plus or Minus the proposers differential (Exp. -.02 or +.02) is the proposers differently on the spreadsheet.
8. Per Attachment E – Rack Market Differential Pricing Spreadsheet, are we allowed to submit a price for only certain products, not all products? **It is recommended to price all products, otherwise it could cost the award of the agreement.**
9. Will a metered bill of lading from the terminal be acceptable in lieu of the metered truck requirement? Not many Transport trucks are equipped with meters. **Yes**
10. If the supplier doesn't have a fueling facility within the 40 mile radius, would access to a refiners loading terminal within range suffice? If yes, would the City consider changing minimum gallons to 500 as those would be a refiner minimums for pumping purposes? **Yes**
11. Must we submit all of the New Jersey information if we are only bidding on locations in Texas? **This is a National agreement, so all documentation will be required.**
12. We are showing the Pricing Schedule as blank- is there a pricing form where all the vendors can enter their pricing? Attachment E-Rack Market Differential

Pricing Spreadsheet was provided. The information must be filled out in and submitted in excel on a two (2) USB drives.

13. What is the tentative start date of the contract? **November 19th 2019**
14. Are the contract extensions mutually agreed upon? **Yes**
15. Have any addendums been released for this proposal? **No. This is Addendum 1.**
16. How much of each product requested did the City order last year? **2.5 million**
17. What percentage of the City contract is short or tank-wagon loads? **Presently done in house, but could be approximately 25%**
18. When is the tentative award date? **September 28th, 2019;**
19. Will you split the award by tank wagon and transport? **Yes, if necessary.**
20. How many consecutive years has the current vendor been awarded? **10 years**
21. If we do not attend the proposal opening or it is not public, how and when will we be notified of the low bidder and can we receive a copy of the proposal tabulations? **Due to the proprietary nature of an RFP, only the name of the respondents are read. Award is made based on best value.**
22. Are we to calculate freight for the City portion of the proposal? **Yes, All proposers much provide a fright pricing guide, to determine best value for the City of Fort Worth**
23. Does the .0100 Administration Fee apply to bidding for the City? **Yes**
24. Can we just bid on the City portion of the proposal? **No.** If so, how would we fill in the Rack Market Differential Pricing Spreadsheet to show this? **Dallas/Meter OPIS Net Rack Average**
25. Could you please advise if you currently receive only unleaded gas and on road tax led diesel? If no, how many gallons of each mid-grade, and bio diesel products do you receive? **Yes; however we require all fuels to be bid, so we have the ability to order any fuel we may change to throughout the contract term.**
26. Looking at the last IFB from 2014 - could you please advise why PTC was not considered to be one of the awarded vendors? **This is a Public Information Request. Please click the link below. <http://fortworthtexas.gov/records/>**
27. For the potential locations outside of the Dallas region- how would we be expected to price those? **All fuel sold will be at the Opis Net Rack Average, Plus/Minus Differential. The region will dictate the formulation of fuel product required.**
28. Was any award made for any entities other than city of Fort Worth; **The City of Fort Worth. The awarded Vendors were able to supply fuel through this National agreement. Please reference Section 1 Paragraph 1.2 National Contract.**
29. Page 35 states, "Supplier's delivery trucks WILL BE EQUIPPED WITH CALIBRATED METERS to accurately measure quantities delivered." Do you require both tank wagon and transport trucks to be equipped with a calibrated meter? **The calibration meters will apply to the Wagon/Boatload. Transport will require Bill of Lading, and sticking of the tanks to verify the delivery.**
30. Will a metered bill of lading from the terminal be accepted in lieu of a metered delivery ticket for transport deliveries? **Yes, including sticking of the tanks.**
31. Are we to include our pricing for the City of Fort Worth within our pricing for the OMNIA portion of the bid? **Pricing must be included with the bid.**
32. Would you like us to create our own pricing page for the City of Fort Worth, separate from the OMNIA pricing pages? **No, pricing should all be the same.**

33. What are your estimated annual volumes by site? **Our annual volume is inclusive for all transport deliveries equaling 2.5 million gallons.**
34. Please provide a current invoice for gas. **This is a Public Information Request. Please click the link below. <http://fortworthtexas.gov/records/>**
35. Please provide a current invoice for diesel. **This is a Public Information Request. Please click the link below. <http://fortworthtexas.gov/records/>**
36. Please provide a current Bill of Lading for gas. **This is a Public Information Request. Please click the link below. <http://fortworthtexas.gov/records/>**
37. Please provide a current Bill of Lading for diesel. **This is a Public Information Request. Please click the link below. <http://fortworthtexas.gov/records/>**
38. Do you require vendors to bid on all products and sites? **Yes.**
39. Do you accept split deliveries where gas and diesel are on the same truck? **We prefer transport loads; however another city may require a split load delivery**
40. Can additional fees (split fees, pump charges) be added as a line item to your invoice? **Yes; however those cost will be utilized in the evaluation.**
41. Are any bonds required? **No.**
42. Do you require a performance bond? If so, do you wish to have a 100% performance bond? **No.**
43. Do you require a bid bond? **No.**
44. Is there a local preference for this bid? **No.**
45. **Is there a DBE participation percentage goal? No.**
46. Please specify which products you would like us to bid on for City of Fort Worth, TX. **All petroleum products.**
47. Please specify the volume for each respective product you would like us to bid on for City of Fort Worth, TX. **Million on Unleaded and 1.5 on Diesel (This could be a mix of Bio Diesel or the New Renewal Diesel)**
48. Please indicate which specific OPIS index you are requesting to be bid upon for each respective product for City of Fort Worth, TX? More specifically, which OPIS product? **Dallas Metro OPIS Daily Net Rack Average**
49. Are you requesting us to bid on all products defined in Section III- Scope of Work sections 1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6, 1.3.7, 1.3.8, 1.3.9, and 1.3.10? **Please respond to Attachment E – Rack Market Differential Pricing Spreadsheet**
50. Do you require a specific format for the City of Fort Worth, TX pricing page? **Please respond to Attachment E – Rack Market Differential Pricing Spreadsheet**
51. Would you like us to follow the format of the OMNIA pricing pages for the City of Fort Worth, TX pricing page? **Please respond to Attachment E – Rack Market Differential Pricing Spreadsheet**
52. Section 5.10 of DELIVERY/FREIGHT on page 36 requests freight terms to be either FOB Origin or FOB Destination. Since these are opposing requests, are you wanting to pick up your own product (FOB origin) or requesting the product be delivered to you (FOB Delivered)? **If you want to be priced both ways, please indicate the format of the pricing page so we can present these pricing options correctly. Freight Destination**
53. In Section 5.0 DELIVERY/FREIGHT, you mention that “the Market Differential must not include cost estimates for delivery.” If you are requesting the market differential to exclude freight charges, how would you like us to indicate the cost of freight? **Freight will be determined based on the closest terminals to your requesting destination. Freight will be a separate line item. (“Note: Freight Table spreadsheet must accompany your bid for evaluation.”)**

54. In section 15.1.4 on page 20, could you please provide more details about how each category of evaluation criteria will be scored and what information will be used to determine that score? **The bid evaluation will be based on "Overall Best Value." Price will be considered on the bid as well.**
55. In regards to the Diesel Exhaust Fluid Pricing: It appears that attachment is requesting in column B rows 101-103 a cost for the storage containers of each volume size. It then appears that in the following columns D-CD that differentials to the OPIS posting are requested in the same sense that other refined fuel products are being priced off of. While OPIS does provide postings for the other products requested, Diesel Exhaust Fluid is not priced by the OPIS index but rather the NOLA index.
56. How should vendors fill out the current DEF pricing section? **Utilize the OPIS posting**
57. How should vendors provide Diesel Exhaust Fluid pricing? **Per bulk gallon.**
58. Can you please specify what a "bulk gallon containment" is? Are you requesting totes? Or bulk deliveries via tank-wagon or transport? **The City will be requesting tank wagon/bobtail deliveries.**
59. It appears as if the OMNIA administrative rebate is expressed in a percent of the total invoice amount. In the petroleum industry vendors profits are based on a cent per gallon basis as opposed to a percent of total goods sold basis. The price of the commodity itself will rise and fall throughout the contract but vendors will not make more or less as a result.
60. Will OMNIA consider turning the rebate fee towards a cent per gallon rebate? If so, what will the cent per gallon rebate be? **The present you saw was an example; however the contract is based on \$.01 cent per gallon.**
61. In regard to the pricing page: Each product has a row for pricing "Split Loads" delivery fees. Since section 5.0 DELIVERY/FREIGHT states that, "Delivery charges shall be a direct cost pass-through to the Participating Agency. No mark-up or profit shall be added to actual freight / delivery costs to a Participating Agency." How should vendors complete this section of the pricing page if they plan on directly passing through all split load fees. **The split load fee will be a separate line item for two different deliveries, because the site could not hold what was ordered.**
62. In regard to the pricing page: for conventional and reformulated gasoline, gasoline is separated into three products – regular, midgrade, and premium. E10 gasoline also has OPIS postings throughout the country for regular, midgrade, and premium. How are we to price the E10 product? **Dallas/Metro OPIS Net Rack Average price**
63. For the City of Fort Worth's fuel deliveries, are you only requiring to be priced off of OPIS Dallas/Fort Worth Metro? Is there a pricing page for the City of Fort Worth, or any stipulations regarding the format of the pricing page for the City of Fort Worth? **Fort Worth will utilize Dallas/Metro OPIS Net Rack Average price.** Please provide invoices and bill of lading for the City of Fort Worth. **We require Bill of Lading at the time of Delivery, Invoice will be mailed or emailed to our account payables.**
64. Please clarify the difference between Transport and Short Transportation
- **Transport Load are 7,000 or more gallons.**
 - **Short Transport Loads are 4,001 to 6,999 gallons.**
 - **Bobtail/Wagon Loads are 100 to 4,000 gallons.**

- Transport deliveries are normally produced through common carrier freight table.
 - Bobtail/Wagon loads may differ due to other fees that may be applicable.
 - All fees (Exp. Fright, Split Loads, Pump off, etc.) are separate line items and will be evaluated in determine the best value for the City of Fort Worth and other governmental agencies.
65. Payment? 15 or 20 days with offered discount or offer or Net 30 The City of Fort Worth is inquiring if additional cost savings would apply for 15 or 20 day ACH payment.
 66. Is the City requesting a guaranteed delivery time of 24 hrs? Yes.
 67. Specify freight terms? This would be for freight operating on mileage adjusted from terminal utilizing common carrier freight table
 68. No OPIS page report or material will be sent with invoicing. Each entity will be required to purchase their own OPIS report. Yes. This wasn't a requirement, only the ability to assist other governmental agencies on what's required to price check daily Net Rack Average, purchasing fuel from the awarded proposer.
 69. TxLED and additive, w or w/out bio as a lubricity agent and it be a 5% blend cannot be called bio diesel, it is a pure D975in Texas. Bio Diesel explained the BQ-9000 program. Yes, however; this process will be done at the location where transports or bobtails pull the product from.
 70. Does the outline and History in the part sent to Ft. Worth count or does. All information requested in the RFP as well as any documents provided by the Supplier as part of their proposal counts and will be evaluated accordingly. See Sections 5.5 Requirements and 15.1 Proposal Evaluation Process and Criteria for more details.
 71. The info under company have to be addressed in this section as well? Yes, any information requested in the RFP is to be provided. Failure to include pertinent information may negatively impact the Supplier's score or may deem Supplier non-responsive. However, Supplier's may mark documents Confidential to prevent them from being openly shared to the public
 72. Provide the contract sales and the amount the supplier will guarantee each year??? For the 3 years as written in the master agreement. Guarantees minimum contract sales the administrative fee will be based on the contract sales or the calculated based on the greater of the two. I & II & III & IV are also in question. Administrative Fee 9a % or flat rare) ? Explain bid mark 14. Items in 7,8, & 9 in reference to Procuring Party GPO Contract & Supplier. The fee is indicated in the last paragraph under Section 1.2 Marketing, Sales and Administrative Support of Exhibit A. Additional gallons sold will be treated the same as estimated or guaranteed contract sales of \$0.01 per gallon, and over the guaranteed gallons. It is up to the awarded Supplier(s) to maintain sales for the contract term. Suppliers should do their best to answer the items requested in the RFP in their entirety based on their current operations.

All other terms and conditions remain the same.



LaKita Slack-Johnson
Buyer II, Purchasing

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COMPANY NAME: _____

SIGNATURE: _____

NOTE: Company name and signature must be the same as on the submitted bid documents.