



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

PUR-1476
ADDENDUM NO. 1
INVITATION TO BID

GASOLINE & DIESEL OIL DELIVERIES

DATE: Tuesday, October 6, 2020

BIDS DUE: Wednesday, October 14, 2020
2:00 P.M., (EST/EDT)

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of three (3) pages and three (3) attachments.

NOTE: Washington County government has limited access to the Washington County Administration Complex at 100 West Washington Street, Hagerstown, Maryland until further notice. All Bidders shall allow ample time for delivery of their bid packets. Delivery of bid packets via-courier service or United States Postal Service (USPS) will be accepted. For those bidders who wish to deliver their bid packet in person will need to call 240-313-2330 to schedule an appointment.

ITEM NO. 1 Inquiry: Does Washington County, MD accept an e-signature on the bid documents?

Response: No, all bid documents SHALL be submitted in an enclosed sealed opaque envelope marked “**SEALED BID – (PUR-1476) “BULK GASOLINE AND DIESEL FUEL DELIVERIES”** and be received and time stamped by the Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Suite 3200, Hagerstown, Maryland, 21740, no later than **2:00 P.M. (EDT/EST), Wednesday, October 14, 2020.**

ITEM NO. 2: Inquiry: Referring to Page 16 – Option 1 for Award states – “Awards shall not be made for servicing only a portion of the locations.”: If a physical shipping site has both a transport and tank-wagon fuel tanks, does Washington County require prices for both transport and tank-wagon at that location to be considered a valid bid response?

Response: Option No. 1 Tank-wagon and Transport deliveries are listed separately per product to allow for individual bid.

ITEM NO. 3: *Inquiry:* Referring to Page 16 – Option 1 for Award states – “Awards shall not be made for servicing only a portion of the locations.”: Is it acceptable to bid on either transport only or tank-wagon only?

Response: Option No. 1 allows for individual bidding; bidding on all products per this option is not required.

ITEM NO. 4: *Inquiry:* Please provide a current Bill of Lading for transport delivery of Gasoline.

Response: See Attachment “B” to this addendum.

ITEM NO. 5: *Inquiry:* Please provide a current Bill of Lading for transport delivery of Diesel.

Response: See Attachment “B” to this addendum.

ITEM NO. 6: *Inquiry:* Please provide a current Invoice for transport delivery of Gasoline.

Response: See Attachment “A” to this addendum.

ITEM NO. 7: *Inquiry:* Please provide a current Invoice for transport delivery of Diesel.

Response: See Attachment “A” to this addendum.

ITEM NO. 8: *Inquiry:* Is it mandatory to use the Winter Premium additive by Schaffer Manufacturing Company?

Response: Refer to the bid document, Page 8, General Conditions and Instructions to Bidders, Substitutions, Item No. 26.

ITEM NO. 9: *Inquiry:* Is an alternate brand of additive with equivalent specifications to the Schaffer additive accepted for this contract?

Response: See response to Item No. 8 in this Addendum.

ITEM NO. 10: *Inquiry:* Please provide a Current Annual Financial Report (2019) for Hagerstown Community College.

Response: Select the following link to access the requested information.
<https://www.hagerstowncc.edu/docs/hcc-financial-statements-fy19>

ITEM NO. 11: *Inquiry:* Please provide a Current Annual Financial Report (2019) for the Washington County Public Schools.

(NOTE: The wording of all “Inquiries” submitted are displayed exactly as received.)

Response: Select the following link to access the requested information:
<http://wcpsmd.com/accounting>

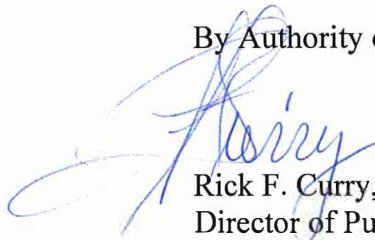
ITEM NO. 12: Inquiry: Please provide tax exemptions / certificates.

Response: See Attachment "C" to this addendum.

ITEM NO. 13: Inquiry: What is the expected start date for deliveries?

Response: December 1, 2020 is the tentative start date of this contract.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing



V-16044

7120 Pointe Inverness Way
FORT WAYNE, IN 46804
260-432-6622
http://www.petroleumtraders.com

A Finance Charge of 1 1/2 % per month (18% annum) will be charged on all invoices not paid within terms of the sale.

Invoice Date	P. O. Number:	Account #:	Location ID:	Invoice #:	Salesperson:	Carrier:
09/01/2020	20200529	79999/1		1578545	ACCOUNT, BID	BRT INC.

Billing Address:

HAGERSTOWN, CITY OF
HAGERSTOWN, CITY OF ATTN: ACCOUNTING
DEPARTMENT
425 EAST BALTIMORE STREET
HAGERSTOWN, MD 21740
Email: SKISER@HAGERSTOWNMD.ORG;
AZEGER@HAGERSTOWNMD.ORG

Shipped To:

HAGERSTOWN, CITY OF
PUBLIC WORKS
51 WEST MEMORIAL BLVD.
HAGERSTOWN, MD 21740
County: WASHINGTON, MD

Terms: PMT DUE AT PTC WITHIN 30 DAYS

Invoice

	Quantity	Unit Price	Amount
ULTRA LOW SULFUR #2 DIESEL	7343.0000	\$1.319800	\$9,691.29
BOL: 443042 Gross: 7343.0/Net: 7300.0/G			
Temp: 71.9 API Gravity: 39.1			
MEETS EPA REQUIRED ON HIGHWAY USE, 15 PPM. CONTAINS NO VISIBLE EVIDENCE OF DYE.			

Taxes

FEDERAL DSL LUST TAX \$0.001 on each of 7343 sold gallons	\$7.34
FEDERAL EXCISE DSL TAX \$0.243 on each of 7343 sold gallons EXEMPT: STATE, LOCAL GOV'T AND SCHOOLS - License:	\$0.00
MD CLEAR DSL MOTOR FUEL TAX \$0.3705 on each of 7343 sold gallons	\$2,720.58
MD OIL TRANSFER FEE \$0.001905 on each of 7343 sold gallons	\$13.99
OIL SPILL TAX \$0.00214 on each of 7343 sold non-renewable gallons	\$15.71

Notes

- *** Effective January 2019 ***
If you normally pay by check, please change mailing address to PO Box 2357, Fort Wayne IN 46801-2357

\$12448.91 PAYMENT DUE IN PETROLEUM TRADERS' OFFICES BY 10/01/2020

INVOICE TOTAL:

\$12,448.91

We reserve all other rights and remedies.



V-16044
B-3283
D-389738

7120 Pointe Inverness Way
FORT WAYNE, IN 46804
260-432-6622
http://www.petroleumtraders.com

Attachment A - Invoice Gasoline

A Finance Charge of 1 1/2 % per month (18% annum) will be charged on all invoices not paid within terms of the sale.

Invoice Date	P. O. Number:	Account #:	Location ID:	Invoice #:	Salesperson:	Carrier:
09/11/2020	20200529	79999/1		1581543	ACCOUNT, BID	BRT INC.

Billing Address:

HAGERSTOWN, CITY OF
HAGERSTOWN, CITY OF ATTN: ACCOUNTING
DEPARTMENT
425 EAST BALTIMORE STREET
HAGERSTOWN, MD 21740
Email: SKISER@HAGERSTOWNMD.ORG;
AZEGER@HAGERSTOWNMD.ORG

Shipped To:

HAGERSTOWN, CITY OF
PUBLIC WORKS
51 WEST MEMORIAL BLVD.
HAGERSTOWN, MD 21740
County: WASHINGTON, MD

Terms: PMT DUE AT PTC WITHIN 30 DAYS

Invoice

	Quantity	Unit Price	Amount
87 CONVENTIONAL UNLEADED GASOLINE WITH 10% ETHANOL 9.0 RVP OR MORE	8301.0000	\$1.297600	\$10,771.38
BOL: 698609 Gross: 8301.0/Net: 8237.0/G CONTAINS ETHANOL.			

Taxes

FEDERAL EXCISE 10% ALCOHOL BLEND TAX	\$0.00
\$0.183 on each of 8301 sold gallons EXEMPT: STATE, LOCAL GOV'T AND SCHOOLS - License:	
FEDERAL GAS LUST TAX	\$8.30
\$0.001 on each of 8301 sold gallons	
MD GAS MOTOR FUEL TAX	\$3,013.26
\$0.363 on each of 8301 sold gallons	
MD OIL TRANSFER FEE	\$15.81
\$0.001905 on each of 8301 sold gallons	
OIL SPILL TAX.	\$15.99
\$0.00214 on each of 7470.90 sold non-renewable gallons	

Notes

- No Assigned RINs Transferred
- This volume of neat or blended ethanol is designated and intended for use as transportation fuel or jet fuel in the 48 U.S. contiguous states and Hawaii. Any person exporting this fuel is subject to the requirements of 40 CFR 80.1430.
- *** Effective January 2019 ***
If you normally pay by check, please change mailing address to PO Box 2357, Fort Wayne IN 46801-2357

\$13824.74 PAYMENT DUE IN PETROLEUM TRADERS' OFFICES BY 10/11/2020

INVOICE TOTAL:

\$13,824.74

We reserve all other rights and remedies.

Shipment Origin: Buckeye 6200 Pennington Avenue
Baltimore, MD 21226
Supplier: 0000000300 BUCKEYE ENERGY SERVICES
Customer: 0000000300 BUCKEYE ENERGY SERVICES
Account: 0000322657 PETROLEUM TRADERS-MD
Destination:
Address: VARIOUS MD Petroex: 267387-4
MD,

Safety Data Sheets (SDS) are made available at all Buckeye Terminals
EPA #: 456481037
Trans Type: 530 Trans Seq #: 0066 PO #:
Gate Entry Date: 09/01/2020 Gate Entry Time: 06:19 Tractor:
Load Start Date: 09/01/2020 Load Start Time: 06:31 Trailer #1: 129
Load End Date: 09/01/2020 Load End Time: 06:51 Trailer #2:
Vessel:
Carrier Name: BRT INC (BUCK RUN SCAC: BKRS
Driver: 00033333 BASEMAN, CALVIN V. Carrier #: BKRS

Finished Product Summary			
DANGEROUS GOODS DESCRIPTION	GROSS GALLONS	NET GALLONS	FOOTNOTES
PRODUCT			
NA1993, Diesel Fuel, 3, PG III, ERG 128, 1 Cargo Tank			
ULTRA LSD 2 15 PPM	7343	7300	ULS

COMMENTS:

ULS MESSAGE:

PRODUCT TOTALS:		7343	7300				
PRODUCT	OCTANE	GROSS	TEMP	GRAVITY	NET	METER	COMPARTMENT
GNG003 ULTRA LSD 2 15 PPM		2401	71.8	39.1	2387	BAY-08	01
ULTRA LSD 2 15 PPM		2401	71.8	39.1	2387	01-02	
GNG003 ULTRA LSD 2 15 PPM		1226	71.9	39.1	1219	BAY-08	02
ULTRA LSD 2 15 PPM		1226	71.9	39.1	1219	01-02	
GNG003 ULTRA LSD 2 15 PPM		1001	71.9	39.1	995	BAY-08	03
ULTRA LSD 2 15 PPM		1001	71.9	39.1	995	01-02	
GNG003 ULTRA LSD 2 15 PPM		2715	72.1	39.1	2699	BAY-08	04
ULTRA LSD 2 15 PPM		2715	72.1	39.1	2699	01-02	

Attachment B - Bill of Lading Diesel

Footnotes

ULS THIS DIESEL FUEL DOES NOT CONTAIN VISIBLE EVIDENCE OF DYE, 15-PPM SULFUR ULSD, PRODUCT IS #2 DIESEL FUEL.

ULSD 35 97

NO WATER

EMERGENCY CONTACT: Chemtrec 1-800-424-9300 / +1 703-527-3887 CCN 3359



BOL #: *0000443042*



TCN #: *T52MD1550*

This is to certify that the above named materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

The carrier certifies that the container supplied for this shipment is a proper container for the transportation of the products described. The driver acknowledges that the ERG guidebook or the appropriate SDS is on board the vehicle.

Driver/Agent Signature: *Calvin V. Baseman*

Attachment B
(Bill of Lading- Gasoline)



LUCKNOW-HIGHSPIRE
TERMINALS

P.O. Box 2621

Harrisburg PA 17105

"THIS IS TO CERTIFY THAT THE BELOW NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELED AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION."

TANK/TRAILER VIN 108086		TANK/TRAILER I.D. 144		Carrier Insurance Expires 04/01/21	
TRUCK NUMBER		SHIPPER'S BOL	SCAC BKRS	CARRIER/DRIVER 57 BRT INC. (BUCKRUN TRANSPORT) / 512 VICTOR ROSARIO	DRIVER'S SIGNATURE
TERMINAL INFO MECHANICSBURG (SC 717) 766-4736 TEXACO RD MECHANICSBURG PA 17050			TERMINAL ID / FAC # T-23-PA-1715 412381521	DATE 09/18/20	TIME IN 10:42
				TIME OUT 11:09	BOL # 1690359
SUPPLIER: 1 LUCKNOW-HIGHSPIRE TERMINALS LLC			REVERSES SHIP TO: PETROLEUM TRADERS CORP. MD		
CUSTOMER: 1563 PETROLEUM TRADERS CORP. 7110 POINTE INVERNESS WAY FORT WAYNE, IN 46804-7928			CUSTOMER'S SIGNATURE Artman 7221		

D.O.T. HAZARDOUS MATERIALS DESCRIPTION
UN1203, Gasoline, 3, PG II, Total quantity 2,520 gallons-2 cargo tanks

EMERGENCY CONTACT: 1 - (800) 633-8253 PERS Acct# 474

PRODUCT DESCRIPTION	ACCT	TEMP	GRAV	GROSS GALLONS	NET GALLONS
CONVENTIONAL GASOLINE - PRODUCT DOES NOT MEET THE REQUIREMENTS FOR REFORMULATED GASOLINE, AND MAY NOT BE USED IN ANY REFORMULATED GASOLINE AREA. DETERGENT-ADITIZED GASOLINE. GASOLINE COMPLIES WITH THE NATIONAL CAP SULFUR LEVEL. ORIGINAL MANUFACTURE HAS CERTIFIED THIS GASOLINE AS HAVING THE ADVERTIZED OCTANE RATING WITH THE ADDITION OF 10% ETHANOL.					
E10 / 93 OCTANE GASOLINE w/10% ETHANOL		64.0	58.3	2520	2514

BRT- 1674129

PO- 1583897

Washington, county
Hagerstown, MD

PRODUCT(S) MEET APPLICABLE RVP STANDARDS FOR STATE WHERE LOADED.

TOTAL --> 2520 2514

Attachment C
(City of Hagerstown Tax Exempt)

State of Maryland
Comptroller of the Treasury
Revenue Administration Division
301 W. Preston Street
Baltimore, Maryland 21201-2383

The attached card is your new exemption certificate which is valid upon receipt. Effective October 1, 1997, exemption certificates issued to governmental entities no longer have an expiration date, thus eliminating the need to renew the certificate. Please read the enclosed Tax Tip and the instructions on the back of the card for the proper use of the exemption certificate. If you have any questions regarding the use of this card, please call the Taxpayer Service Section at (410) 767-1300 in Baltimore, toll free 1-800-492-1751 from elsewhere in Maryland, or e-mail at taxhelp@comp.state.md.us.

State of Maryland Comptroller of the Treasury
Sales and Use Tax Exemption Certificate

Account Number
30001292
Name

Expiration Date
Governmental
No Expiration Date

City of Hagerstown
City Hall
Hagerstown, Maryland 21740

PLEASE LAMINATE THIS CARD TO EXTEND ITS LIFE



CITY OF HAGERSTOWN, MARYLAND

Finance Department

{ The City of Hagerstown is a Municipal Corporation and a political subdivision of the State of Maryland, and is by statute a non-profit, tax exempt organization. The City's MD State tax exempt number is 30001292. Per the IRS, contributions used exclusively for public purposes are deductible under Section 170(c)(1) of the Code. }



Washington County

M A R Y L A N D

PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

NOTICE TO VENDORS

The Maryland Retail Sales Tax Division issued an exemption certificate to the Board of County Commissioners of Washington County, Maryland. A facsimile of the certificate issued to the Board of County Commissioners of Washington County bearing the eight-digit exemption number 30001292 is shown below:

State of Maryland
Comptroller of the Treasury
Revenue Administration Division
301 W. Preston Street
Baltimore, Maryland 21201-2383

The attached card is your new exemption certificate which is valid upon receipt. Effective October 1, 1997, exemption certificates issued to governmental entities no longer have an expiration date, thus eliminating the need to renew the certificate. Please read the enclosed Tax Tip and the instructions on the back of the card for the proper use of the exemption certificate. If you have any questions regarding the use of this card, please call the Taxpayer Service Section at (410) 767-1300 in Baltimore, toll free 1-800-492-1751 from elsewhere in Maryland, or e-mail at taxhelp@comp.state.md.us.

State of Maryland Comptroller of the Treasury
Sales and Use Tax Exemption Certificate

Account Number
30001292
Name

Expiration Date
Governmental
No Expiration Date

Board of County Commissioners
of Washington County, MD
100 W. Washington St., Rm 226
Hagerstown, Maryland 21740

PLEASE LAMINATE THIS CARD TO EXTEND ITS LIFE

In order to document use of the exemption certificate, vendors shall record the eight-digit exemption number on the record or evidence of each sale, the number is also shown on all Purchase Orders issued by Washington County.

Rick Curry, CPPO
Director of Purchasing

Attachment C
(Hagerstown Community College Tax Exempt)

State of Maryland Comptroller of the Treasury
Sales and Use Tax Exemption Certificate

Account Number

30001292

Expiration Date

Governmental

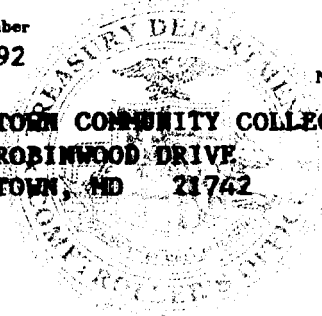
No Expiration Date

Name

HAGERSTOWN COMMUNITY COLLEGE

11400 ROBINWOOD DRIVE

HAGERSTOWN, MD 21742



Scott Bachtell
Supervisor of Purchasing

Attachment C (Washington County Public Schools Tax Exempt)

The Maryland Revenue Administration Division has issued the sales tax exemption certificate number **30200052** (shown below) to Washington County Public Schools (WCPS). This certificate does not have an expiration date because WCPS is a government entity.

WCPS will include this tax exempt information in the Terms and Conditions section of all purchase orders.

VENDORS: Please add the WCPS eight-digit tax exemption number (**30200052**) to our customer profile and apply it to each WCPS sale.

(Front of Card)

State of Maryland Comptroller of the Treasury	
Sales and Use Tax Exemption Certificate	
Account Number	Expiration Date
30200052	Governmental
Name	No Expiration Date
WASHINGTON COUNTY BOARD OF EDUCATION 10435 DOWNSVILLE PIKE HAGERSTOWN, MD 21740	

(Back of Card)

This exemption certificate authorizes the organization listed on the face of this card to purchase tax-free tangible personal property and services which will be used in carrying out its work. This certificate is not transferable and may not be used to make exempt purchases of items used primarily to conduct an unrelated trade or business or items for the personal use of officials, members or employees of the organization. Misuse of this certificate shall be cause for revocation and possible legal action.

Notice to vendors: The name and certificate number of the organization must be entered on your record for each sale. If you have questions regarding the use of this certificate, please contact the Taxpayer Service Section at (410) 767-1300 in Baltimore, or toll-free 1-800-492-1751 from elsewhere in Maryland, or write to the Revenue Administration Division, 301 W. Preston Street, Baltimore, Maryland 21201-2383.

Thank you for your cooperation and continued interest in doing business with WCPS.

Scott Bachtell

Scott Bachtell
Supervisor of Purchasing
Washington County Public Schools