



PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

PUR-1642  
ADDENDUM NO. 1  
INVITATION TO BID

**BULK GASOLINE AND DIESEL FUEL DELIVERIES**

**DATE: Monday, October 16, 2023**

**BIDS DUE: Wednesday, November 1, 2023  
2:00 P.M.(EDT/EST)**

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.

**NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their bid and/or to attend the Pre-Bid Conference. Alternate routes are controlled by a door access system. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition, and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace, or any other chemical defense sprays; and Illegal substances.**

**ITEM NO. 1:** *Inquiry:* When will the bid be officially awarded and how will vendors be notified?

*Response:* Part 1 of Item No. 1 herein: This cannot be determined until the bids have been received and evaluated.

*Response:* Part 2 of Item No. 1 herein: The awarded vendor will be notified in writing.

**ITEM NO. 2:** *Inquiry:* When will bid tabulations be made available after the bid opening?

*Response:* The bid tabulation will be made available in a timely manner after the bid has been opened and reviewed.

**ITEM NO. 3:** *Inquiry:* Will there be any contract renewal options?

Response: No. Refer to the bid document, Page 16 Supplemental Terms and Conditions, Item No. 1, Contract Period: The successful Bidder shall promptly enter into a contract with the Owner in a form approved by the Owner within ten (10) calendar days after notification of award. The contract will be for a one (1) year period, tentatively commencing **December 1, 2023**.

**ITEM NO. 4:** Inquiry: Are common carriers considered subcontractors

Response: Common carriers would be a subcontractor for the awarded vendor; the awarded vendor would bear all responsibility for work performed by the common carrier.

**ITEM NO. 5:** Inquiry: What form of payment is required or preferred? (P Card, Check, ACH...)

Response: Prompt payment will be made after the receipt and acceptance of correct invoicing in the form of a check. Payments via ACH/bank draft will not be considered as a payment option.

**ITEM NO. 6:** Inquiry: What are the average order sizes of both TW and TT

Response: The minimum order quantity for transport deliveries is 5,000 gallons per delivery.

**ITEM NO. 7:** Inquiry: Is a copy of the OPIS report for 10-2-2023 required to be submitted with our bid

Response: No.

**ITEM NO. 8:** Inquiry: Please confirm that there is only a 5 % bid bond and no performance bonds?

Response: A bid bond in the amount of five (5%) of the bid on a bid of \$100,000 is a requirement of this solicitation. A performance bond is not a requirement of this solicitation.

**ITEM NO. 9:** Inquiry: Please confirm that it is not a requirement to bid on every item? This will be awarded to multiple vendors?

Response: Part 1 of Item No. 9 herein: Four (4) separate contracts shall be awarded based on the total aggregate for each section; Section I Gasoline Tank-wagon deliveries, Section II Gasoline Transport Deliveries, Section III Diesel Tank-wagon deliveries, and Section IV Diesel Transport Deliveries.

Response: Part 2 of Item No. 9 herein: Refer to the bid document, Page 16, Item No. 3, Award: It is anticipated that the County shall award a contract(s) to the responsive, responsible Bidders who submit(s) the lowest aggregate price for product to be purchased and delivered. Four (4) separate contracts shall be awarded based on the total aggregate for each section. Awards **shall not** be made for servicing only a portion of the locations.

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

**Bulk Gasoline and Diesel Fuel Deliveries**

PUR-1642

Page 3

**ITEM NO. 10:** Inquiry: Will this award be separated by fuel type or delivery type?

Response: Refer to Item No. 9 of this addendum.

**ITEM NO. 11:** Inquiry: Who was this bid previously awarded to

Response: The Board of County Commissioners awarded the following contracts:

1. Contract for **gasoline tank-wagon deliveries** to **A. C. & T. Company, Inc** of **Hagerstown, MD.**
2. Contract for **gasoline transport deliveries** to **Petroleum Traders Corporation** of **Fort Wayne, IN.**
3. Contract for **diesel tank-wagon deliveries** to **A. C. & T. Company, Inc** of **Hagerstown, MD.**
4. Contract for **diesel transport deliveries** to **A. C. & T. Company, Inc** of **Hagerstown, MD.**

**ITEM NO. 12:** Inquiry: In regards to the twice a week automatic top off service will this be accomplished via tank monitors or pre scheduled delivery times?

Response: Using departments/agencies shall have the option of a twice a week automatic top off delivery service of tank wagon products at no charge to the County. The awarded vendor shall be contacted by departments requiring this service after the contract has been formally awarded.

**ITEM NO. 13:** Inquiry: Please confirm if bio diesel is acceptable

Response: No, Biodiesel is **not** acceptable.

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing