



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

PUR-1642
ADDENDUM NO. 3
INVITATION TO BID

BULK GASOLINE AND DIESEL FUEL DELIVERIES

DATE: Thursday, October 19, 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 six (6) pages and five (5) attachments.

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:* Can BOL and invoice examples please be shared from the previous contract and awardees

Response: See attachment "A" labeled "Bill of Lading and Invoices".

ITEM NO. 2: *Inquiry:* would like to formally request under the state open records law a complete copy of bid tabulations and a copy of the original awarded vendor's bid from your last awarded bid (pages where they put their pricing and/or signature) for diesel fuel, along with copies of TWO (2) INVOICES PER MONTH from your current contract delivered by your current vendor(s) and corresponding bill of ladings. Please only send the most recent 12 months.

Response: Part 1 of Item No. 2 herein: See attachment "B" labeled "Bid Tab Form 2022"; PUR-1578 Bulk Gasoline and Fuel Deliveries.

Response: Part 2 of Item No. 2 herein: See attachment "C" labeled "A.C. & T. Company, Inc."; 2022 awarded vendor from PUR-1578 Bulk Gasoline & Fuel Deliveries.

Response: Part 3 of Item No. 2 herein: See attachment "D" labeled "Petroleum Traders Corporation"; 2022 awarded vendor from PUR-1578 Bulk Gasoline & Fuel Deliveries.

Response: Part 4 of Item No. 2 herein: See attachment "A" labeled "Bill of Lading and Invoices".

ITEM NO. 3: Inquiry: I am requesting the following documents pursuant to the Maryland Public Information Act:

- Copies of the five most recent fuel invoices for diesel delivered to County Commuter at 1000 W. Washington Street in Hagerstown and supporting bills of lading.
- Copies of the five most recent fuel invoices for diesel delivered to the Solid Waste Dept at 12630 Earth Care Rd in Hagerstown and supporting bills of lading.
- Copies of the five most recent fuel invoices for diesel delivered to the Highway Dept Central at 601 Northern Ave in Hagerstown and supporting bills of lading.
- Copies of the five most recent fuel invoices for diesel delivered to the Highway Dept Western at 9659 National Pike in Big Pool and supporting bills of lading.
- Copies of the five most recent fuel invoices for diesel delivered to the Highway Dept Eastern at 13230 Greensburg Rd in Smithsburg and supporting bills of lading.
- Copies of the five most recent fuel invoices for diesel delivered to the Highway Dept Southern at 6223 Coffman Farms Rd in Keedysville and supporting bills of lading.
- Copies of the five most recent fuel invoices for diesel delivered to Washington County Public Schools Transportation Dept. at 820 Commonwealth Ave in Hagerstown and supporting bills of lading.
- Copies of the five most recent fuel invoices for diesel delivered to City of Hagerstown at 51 West Memorial Blvd in Hagerstown and supporting bills of lading.
- Copy of the complete bid submitted by AC&T Company in response to the County's RFP PUR-1578.
- Copy of the complete bid submitted by Petroleum Traders in response to the County's RFP PUR-1578.

Response: Part 1 of Item No. 3 (**bullets 1 through 8**) herein: See attachment "A" labeled "Bill of Lading and Invoices". The BOL for County Commuter cannot be provided at this time.

Response: Part 2 of Item No. 3 herein: See attachment "C" labeled "A.C. & T. Company, Inc."; 2022 awarded vendor from PUR-1578 Bulk Gasoline & Fuel Deliveries.

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

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Response: Part 3 of Item No. 3 herein: See attachment “D” labeled “Petroleum Traders Corporation”; 2022 awarded vendor from PUR-1578 Bulk Gasoline & Fuel Deliveries

ITEM NO. 4: Inquiry: Kindly consider a modification to the bid as requested below.

Fuel additives meet a certain requirement and have specifications that are available for those additives. This bid, as last year requires a name brand additive that may not be available to all that wish to bid, therefore restricting competition. Please consider a modification of your bid to remove the Shaeffer name brand additive or add “or equivalent to meet or exceed the specifications as outlined” in your bid.

18. Chemical treatment not used “at the rack” (cold flow and cetane improver) shall be part number 137ULSW Diesel Treat 2000 Ultra Low Sulfur Winter Premium by Schaffer Manufacturing Company. The chemical treatment shall be designed to improve the following characteristics:

- a. Lubricity – Must have passed HFRR 60 degC micron, max 520/ASTM test method D6079.
- b. Antigel – Must add to the fuels ability to maintain a CFPP-20degF (cold filter plug point).
- c. Water dispersant – Non-alcohol type
- d. Stabilizer – Must prevent injector deposits in high pressure common rail fuel systems.
- e. Mix ratio – One (1) gallon treatment to one thousand (1,000) gallons fuel
- f. Typical Properties:
 - Specific gravity 0.884
 - Flash Point deg F/deg C PMCC (ASTM D-93) 126 deg/52-deg
 - Pour Point deg F/deg C PMCC (ASTM D-97) -30 deg/-34.4 deg
 - Ash Content % wt. (ASTM D-482) 0
 - Copper Strip Corrosion Test (ASTM D-130) 1a
 - Sulfur Content ASTM D-7039) <15 ppm

Response: Refer to the bid document, Page 7, General Conditions and Instructions to Bidders, Item No. 26, Substitutions: All equipment is to be supplied in exact accordance with the specifications. Any Bidder who contemplates offering a product that differs from that specified must obtain the County’s written approval prior to bid opening. Substitution requests must be received in the Purchasing Department no later than the date/time specified in the Supplemental Terms and Conditions. Requests received after the specified date/time will not be considered. The deadline for submitting an equivalent product for approval was to be submitted no later than 4:00 P.M. (EDT/EST), Wednesday, October 18, 2023.

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

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ITEM NO. 5: Inquiry: Who is your current vendor?

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. 6: Inquiry: Please provide tabulations from the most current fuel bid.

Response: See attachment "B" labeled "Bid Tab"; 2022 bid tabulation from PUR-1578 Bulk Gasoline & Fuel Deliveries.

ITEM NO. 7: Inquiry: Please provide a current gas and (or) diesel invoice.

Response: See attachment "A" Bill of Lading and Invoices

ITEM NO. 8: Inquiry: Please provide a current gas and (or) diesel Bill of Lading.

Response: See attachment "A" Bill of Lading and Invoices

ITEM NO. 9: Inquiry: If a split occurs, how many sites are allowed to be split per delivery?

Response: There are no split deliveries.

ITEM NO. 10: Inquiry: If a split occurs, how many products are allowed to be split per delivery?

Response: See response to Item No. 9 of this Addendum.

ITEM NO. 11: Inquiry: How often are deliveries split between multiple locations?

Response: See response to Item No. 9 of this Addendum.

ITEM NO. 12: Inquiry: How often are deliveries split with multiple products?

Response: See response to Item No. 9 of this Addendum.

ITEM NO. 13: Inquiry: Please provide a breakdown of the annual volumes by location per location.

Response: Refer to the bid document, Pages 25-35, Location/Approximate Usage. Approximate usage is listed per location.

ITEM NO. 14: Inquiry: Please provide an average delivery load size by fuel type and location.

Response: See attachment "A" labeled "Bill of Lading and Invoices".

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ITEM NO. 15: *Inquiry:* Will there be contract renewals for this fuel solicitation?

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. 16: *Inquiry:* Are vendors required to bid on both Tank Wagon and Transport Deliveries?

Response: No, 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.

ITEM NO. 17: *Inquiry:* Is there a specific DBE subcontracting goal requirement for this solicitation?

Response: No, there are no DBE or MBE goals/requirements associated to this bid.

ITEM NO. 18: *Inquiry:* Are vendors able to pass along any freight accessorial fees as a charge on invoices?

Response: All applicable fees shall be part of the submitted price factor.

ITEM NO. 19: *Inquiry:* Will prices need to be inclusive of any and all delivery charges and fees?

Response: See response to Item No. 18 of this Addendum.

ITEM NO. 20: *Inquiry:* Please provide the estimate award and start date for deliveries on this contract.

Response: Part 1 of Item No. 20 herein: This cannot be determined until the bids have been received and evaluated.

Refer to the bid document, Page 16 Supplemental Terms and Conditions, Item No. 1, Contract Period: 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. 21: *Inquiry:* Can vendors propose an equivalent additive to the Schaffer additive mentioned on page 19 of the documents?

Response: See response to Item No. 4 of this Addendum.

ITEM NO. 22: *Inquiry:* In reviewing the Form of Proposal, the OPIS Newsletter prices for 10-2-23 do not appear to be correct. It appears that the prices in that column are the current OPIS price on 10-2-23 + Bidder factor from the current contract.

Response: See attachment "E" labeled "**REVISED** Form of Proposal".

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

- ITEM NO. 23:** *Inquiry:* What is the anticipated award date?
Response: This cannot be determined until the bids have been received and evaluated.
- ITEM NO. 24:** *Inquiry:* When will tabulations be available after the opening?
Response: This cannot be determined until the bids have been received and evaluated.
- ITEM NO. 25:** *Inquiry:* We would request that Item #9 on page 17 of the Supplemental Terms & Conditions be removed from the contract language, same as it was last year.
Response: After further discussion, it has been determined that Item No. 9 on Page 17 of the Supplemental Terms and Conditions will not be removed from the language contained in the solicitation; this language will remain a requirement of this contract.
- ITEM NO. 26:** *Inquiry:* Your OPIS Newsletter prices as of 10-2-2023 appear to be incorrect.
87E10: should be \$2.6382
89E10: should be \$2.8796
NO2ULS: should be \$3.3472
Response: See attachment "E" labeled "**REVISED** Form of Proposal".
- ITEM NO. 27:** *Inquiry:* Shaeffer winter additive. I again ask that Washington County remove this requirement for that specific brand of product and provide a means to meet the same objectives with an equal or better product that is widely available for a more competitive public bidding environment.
Response: Refer to the bid document, Page 9 General Conditions and Instructions to Bidders, Item No. 3.

The award is not based on the winter additive.
- ITEM NO. 28:** A **REVISED** Form of Proposal (Pages 41-42) has been included as an attachment to this addendum. The revision resulted in correcting the OPIS pricing.
- ITEM NO. 29:** As your bid submittal, bidders shall include the Signature to Bids, the Government-Wide Debarment and Suspension form from the original bid document, and the **REVISED** Form of Proposal, **no later than 2:00 P.M. (EDT/EST), Wednesday, November 1, 2023**. Bids may be determined non-responsive for the items requested and not received.
- ITEM NO. 30:** Attachments A through E shall be posted in addition to this addendum on the website.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing

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