



# County of Roanoke

## FINANCE DEPARTMENT PURCHASING DIVISION

Dawn M. Rago, Buyer  
5204 Bernard Drive SW, Suite 300 F  
Roanoke VA 24018  
(540) 283-8150  
(540) 561-2827 – Fax  
[drago@roanokecountyva.gov](mailto:drago@roanokecountyva.gov)

March 2, 2018

### **IFB #2018- 071 Diesel Fuel**

### **ADDENDUM NO. 2**

#### **Questions**

Due Date & Time:  
**March 8, 2018 2:00PM**  
**(Local Prevailing Time)**

## **RFQ #2018-071**

### **Diesel Fuel**

1. How many buses would need fueled?

**Answer:** An average of 9 buses per day.

2. How often would this need to be done?

**Answer:** Every day, at our designated site with in South West Roanoke County.

3. What would the delivery hours for this service be?

**Answer:** Generally between 8:00 AM to 10:00 AM but may be between 8am and 5pm.

4. What are the fuel tank sizes on the busses?

**Answer:** 100 gallon, 95 gallons, & 60 gallons.

5. Where the buses are located (addresses)?

**Answer:**

5000 Titan Trail  
Roanoke, VA 24018

4902 Hidden Valley School Rd  
Roanoke, VA 24018

6. What is the average gallons needed when doing the mobile fueling?

**Answer:** 800 to 1,000 gallons a day.

7. Please confirm the delivery time frame of fuel. During the 2019-2020 school year, from 7/1/19 through 6/30/20?

**Answer:** Correct. July 1, 2019 – June 30, 2020.

8. When is the award date?

**Answer:** Within 2 weeks

9. When is the first board meeting after the opening?

**Answer:** The bid award does not require School Board approval.

10. Will decision be made before or at the board meeting?

**Answer:** The bid award does not require School Board approval.

11. Do we have to bid all options (ULSD, B5, Mobile Fueling) to be considered for an award?

**Answer:** Yes

12. Please provide the estimated usage per delivery site over an annual period.

**Answer:** Approximately 40,000 gallons per site for a total of approximately 80,000 gallons.

13. How many consecutive years has the current vendor been awarded?

**Answer:** Five

14. Will the bid opening be publically held? If so, what will the date, time and location be?

**Answer:** March 8, 2018 at 2:00 PM location is: 5204 Bernard Drive, Suite 300F, Roanoke, VA 24018

15. What information will you be reading out loud at the bid opening?

**Answer:** Name of the Vendor and Prices of the bid.

16. If we attend the bid opening, will we be able to review other submitted bids?

**Answer:** Not at that time

17. If we do not attend the bid opening, how and when will we be notified of the low bidder and can we receive a copy of the bid tabulations?

**Answer:** The bid tabulation will be posted on our website

18. Can we please have a list of bidders invited to submit a proposal?

**Answer:** We do not have that data

19. Will you require a performance bond with this contract?

**Answer:** No

20. Page 4, under deliveries, it states we are to provide all relevant information regarding the transportation company or companies if we do not own the transportation equipment. What all information do you need?

**Answer:** See Below; the same information that is needed for the primary company.

BIDDERS SIGNING THE BID FORM AGREE THAT THE PRODUCT BEING BID CONFORMS TO ALL SPECIFICATIONS LISTED IN THE BID. BIDDER CERTIFIES THAT BY SUBMISSION OF THIS BID, HE HAS READ AND AGREES TO THE TERMS AND CONDITIONS SET FORTH IN THIS INVITATION TO BID.

DATE \_\_\_\_\_ PAYMENT TERMS \_\_\_\_NET 30\_\_\_\_\_  
COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_  
\_\_\_\_\_  
FAX # \_\_\_\_\_  
\_\_\_\_\_  
EMAIL \_\_\_\_\_

FEIN \_\_\_\_\_ VA BUSINESS LICENSE NO. \_\_\_\_\_  
VIRGINIA SCC # OR STATEMENT DESCRIBING WHY FIRM IS NOT  
REQUIRED TO BE SO  
AUTHORIZED PER VA CODE §2.2-4311.2

---

21. Regarding the year-round additives... for lubricity, does the fuel need to meet ASTM D275 (standard lubricity added at the terminal), or do you need additional lubricity added? For Anti-Gel, is that needed year round or is it intended for winterization of the diesel fuel only?

**Answer:** Lubricity is not currently added at the terminal and is not usually needed in this environment. Anti-Gel is added when it is needed during the winter months.

22. For addendum acknowledgements, do you need the entire addendum document with attachments returned, or will the cover and signature page be sufficient?

**Answer:** All Addendums need the signature page.

23. Should all applicable taxes/fees [Federal LUST (0.0010), Federal Oil Spill (0.0021), and Virginia Environmental Fee [storage tank] (0.0060)] be included in the differential? Or should any of these be itemized individually on invoices?

**Answer:** Include all pricing in the differential and do not itemize individually on invoices.

24. Please confirm that you are seeking two (2) different pricing options. Option one being the Base Price + differential as submitted directly on the bid forms. Option two being the Fuel Futures with quarterly lock in dates to establish a single firm price for the locked in gallons to be charged during the delivery period until the gallons are consumed. Currently no pricing for option two is to be submitted with bid, only acknowledgement that we can offer that option, correct?

**Answer:** We are only seeking pricing for fuel futures with 4 lock dates which have been set by the customer in the bid. The differential is to be submitted at the bid date and will then be locked in for the duration of the contract. This is the only additional cost that can be added to the average of the 4 lock date rates.

25. For fuel futures pricing... we read the bid as looking to lock in four annual prices, one each quarter, then average these annual prices to get a single price to be billed during the delivery period. Or, is the intention to lock in a quarterly price that will be the corresponding price during each quarter of the delivery period? That is, the price locked in on 3/21/18 would be the price for fuel delivered from 7/1/19-9/30/19, 6/12/18 lock in for 10/1/19-12/31/19 deliveries, etc. Upon review of invoices provided, it appears you had various prices each quarter.

**Answer:** The 4 lock date rates will be averaged and one final rate plus differential will be charged for the purchases in the following year.

26. Can we submit a separate differential for each quarter's lock in date?

Answer: No

27. Will you be locking in one quarter of the total gallons at each lock in date?  $210,000 / 4 = 52,500$  gallons at a time.

Answer: Yes

\*\*\*IMPORTANT\*\*\*

\*\*\*\*\*Please sign and return with your bid package\*\*\*\*\*

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

---

Sign Name:

---

Print Name:

---

Date: