



**Date:** 12/8/2016  
**To:** Prospective Bidders  
**Subject:** Addendum No. I – Fleet Facility Fuel  
Questions and Answers

**This addendum forms part of the bidding and contract documents and modifies the original bidding documents dated 11/21/2016. Acknowledge receipt of this addendum in the space provided below. FAILURE TO DO SO WILL SUBJECT BIDDER TO DISQUALIFICATION.**

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Questions and Answers

1. Are the extensions mutually agreed upon? Yes.
2. Will decision be made before or at the board meeting scheduled for December 19, 2016? The approximate award date is given in the bid documents on page 28. There is no City Council Meeting on December 19, 2016.
3. What is your current average load size for gas and diesel deliveries? Vehicle Fueling facility 503 32<sup>nd</sup> Street – Unleaded and Diesel are UST, each 10,000 gallons. Approximate monthly delivery for unleaded is 36,000 gallons; diesel is approximately 28,000 gallons. Vehicle Fueling facility 3902 Buccaneer – Unleaded and Diesel are AST, each 2,000 gallons. Unleaded month delivery approximately 3,000 gallons; diesel monthly delivery approximately 1,000 gallons.

The City does not guarantee these quantities to be purchased each month. It is only an approximation.

4. What are the delivery hours? 24/7
5. Will you accept up to 5% bio diesel in your diesel fuel? No
6. Will a firm fixed price be considered? If not, why? No, not interested at this time.



7. What information will you be reading out loud at the bid opening? The bidder's name, time and date the bid was received by Purchasing, documents returned signed, and pricing.
8. If we attend the bid opening, will we be able to review other submitted bids? No.
9. 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? The bid tabulations are available on the City's website with 48 hours of the bid opening. After City Council awards the bid vendors will be notified of their status.
10. Can we please have a list of bidders invited to submit a proposal? The bids were advertised in the local and put on the City's website and the State of Texas Electronic State Business Daily.
11. Past records suggest the tank sizes at 502 32nd Street are 10,000 gal tanks, and that the tanks at 3902 Buccaneer are 1,000 gal tanks. Can you confirm this? Please see the answer to question #3.
12. How accessible are the tanks at the Garage (502 32nd St) for a transport truck? Easy access.
13. How much hose is needed to reach the tanks? Regular length hose.
14. Have you had any cross drops in the past year? No
15. Are the tanks clearly marked for gas and diesel? Yes
16. Have you ever had cause to cancel a contract for convenience? No
17. The bid states that other departments may order fuel on an as needed basis. Are there sites beyond the two sites listed? If so, can you provide addresses, tank sizes, estimate usages? No other sites.
18. Can we no bid the Emergency Requirements section (page 31, item 9) and still be considered for an award? No.
19. Copies of bills of lading and invoices can be requested through the City of Galveston's website here: [www.galvestontx.gov/537/Public-Records](http://www.galvestontx.gov/537/Public-Records).
20. Copies of OPIS reports are not required.
21. Can you confirm that all applicable taxes/fees (Federal LUST, Federal Oil Spill, State Motor Fuel, Texas Franchise Fee, and Texas Delivery fee) are to be included in the bid margin? Please provide only the base increase/decrease per gallon of base fuel which does not included the items listed above.



22. Please confirm the number of originals, copies, and CD or USB requirement. One original, one copy, and one media source. We prefer USB, however, a CD is acceptable.
23. Who is the incumbent supplier? Reladyne and Mansfield Oil.
24. Will you provide us with copies of invoices from your current supplier for each of the products and services currently provided? If the invoice cannot be provided, can you give the bid tabulation from the previous RFP for these products and services? Please see question 19. The bid tabulations are available here: <http://www.galvestontx.gov/bids.aspx?bidID=147>
25. For any required emergency marine transportation, does the City of Galveston have its own barge or should the vendor be expected to supply barge? The does not have a barge; it would be the vendor's responsibility.
26. For emergency deliveries via barge, does the City of Galveston have shore tanks, would you establish your staging area at the shore or would you require further delivery by land of the fuel? Further deliver by land of the fuel.
27. Can bonding requirements be waived? There is no bid bond requirement for this bid.
28. Do you order so that products can be combined for transport? Yes
29. You indicate that you will "provide for separate pricing of orders fewer than 2000 gallons". Does this mean that you will accept minimum freight charges for such deliveries? West end site requires deliveries of less than 2,000 gallons.
30. Will the use of a MasterCard be only for emergencies? (natural disasters, homeland security event) Yes.
31. For the OPIS information you request, we do not get a "published" version of the indexes, plus OPIS claims copyright protection of their publications and the data they feed to us. Would you accept a report from us of the Daily OPIS index? Yes
32. Do you use your onsite fuel to sell to other parties/agencies? Government agencies only.



CITY OF GALVESTON – BID # 17-007  
ADDENDUM I  
FLEET FACILITY FUEL

**I hereby certify receipt of this addendum and have incorporated its information or changes in preparation of my submittal.**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company Name**

**A COPY OF THE ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR BID**