



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

April 18, 2019

TO: ALL OFFERORS

FROM: DENNIS SMITH
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO INVITATION TO BID
CONTRACT NO. GSS19503-BIODIESEL
BIODIESEL – B20 AND B5 FUELS

ADDENDUM #1

NOTICE: The deadline to submit proposals has been extended one week. The new deadline is May 2, 2019 by 3:00pm local.

This addendum responds to vendor questions about the bid requirements.

- Q1. The offer requires the use of (2) OPIS postings from Baltimore. ULSD and B100. The problem is that these is not a B100 OPIS posting in Baltimore. Secondly, "neat "B100 is not regularly available in Baltimore. This is however, daily OPIS postings for B5ULSD and B20ULSD would it please be considered to amend the offer request to that.
- A1. GSS has determined that the Philadelphia price can be used as an alternative.
- Q2. Would you be open to the idea of a daily price instead of a fixed weekly price? Today's market volatility is better handled on a daily basis then on a weekly fixed basis where there could be huge swings in the market.
- A2. GSS has determined that a floating price serves the best interests of the state.
- Q3. Is the Soyshield #139 produced by Schaeffer required?
- A3. Soyshield #139 is not the mandatory additive required, but provided as a reference. , Innospec Fuel Specialties 7725 is the diesel fuel additive currently being utilized to treat the biodiesel product received.



- Q4. Can a like additive matching all the performance criteria act as a replacement?
- A4. Yes, **See answer to question #3.**
- Q5. What documentation is needed for the replacement additive?
- A5. **Samples or brochures may be required by the agency for evaluation purposes. They shall be such as to permit the Agency to compare and determine if the item offered complies with the intent of the specifications.**
- Q6. Can the additive be dosed into the fuel bulk tank on site or in the truck prior to delivery?
- A6. **The additive must already have been blended at the vendor location and delivered to the Using Agency as such.**
- Q7. Any restrictions on container size. Can I buy 55 Gal Drum and decant or must I provide gallon or 2.5 Gal Jugs, etc.?
- A7. **Refer to answer #6**
- Q8. What are your office hours on April 24-25 for bid delivery via FedEx or UPS?
- A8. **The office hours are 8:00am to 4:30pm Monday through Friday, but the proposal MUST be received by 3:00pm on the due date for it to be considered.**
- Q9. What is the average load size delivered to each location?
- A9. **Aggregate usage by location is listed within the bid specifications. Appendix A – Utilization illustrates individual deliveries.**
- Q10. Are all 2000+ gallon tanks accessible by a full sized transport truck (18 wheeler) or will any of the tanks require a smaller tank wagon delivery? If so, which tanks will require the smaller vehicle?
- A10. **The current tanks listed in the bid solicitation can accept tanker deliveries. However, because other state or eligible agencies may join the contract at a later time, they may require tank wagon delivery options**
- Q11. Some sites list no estimated usage, do they expect to use any bio-diesel during the contract term?
- A11. **Any site that is listed can order the product during the term of the contract.**
- Q12. Can you break down the estimated gallons by product (B5 & B20) for each site?
- A12. **All usage is available through Delaware Open Data.**
- Q13. Will pulling pre-blended B5 and B20 from the terminals be acceptable?
- A13. **Yes**

- Q14. The bid asks for B100 samples to be pulled prior to blending, if we are pulling pre-blended B5 and B20 from the rack, there will be no B100 to pull a sample from. Is this acceptable?
- A14. **If your company is obtaining pre-blended B5 and B20 from the terminal, then there should be no requirement to provide B100 sample. However, a B5 or B20 samples shall be pulled for future potential testing as required.**
- Q15. How often do you request CoA's to be provided?
- A15. **Unknown**
- Q16. How often do you pull samples to be sent to outside laboratory for testing to be done at Vendor expense?
- A16. **Unknown**
- Q17. How much does the outside lab you use charge for these tests?
- A17. **Unknown**
- Q18. The bid states 'Price shall be net per gallon FOB delivered...' are you using 'net' as 'total', or as NET gallons (temperature corrected to 70 degrees) vs GROSS gallons (physical gallons delivered)?
- A18. **Net as Total gallons delivered.**
- Q19. The bid states vendor must accept payment by procurement (credit) card and/or conventional check, and/or other electronic means. We currently do not accept credit card payments (will list as exception), but can take conventional check and ACH payments. Will we still be considered for an award?
- A19. **The state's preferred method of payment is via ACH. This should be a non-issue.**
- Q20. Do you consider common carriers to be subcontractors?
- A20. **No.**
- Q21. Have you ever had cause to cancel a fuel contract for convenience?
- A21. **No.**
- Q22. Is the Soy Shield additive to be used year round with every delivery? Or is it only when requested by the site?
- A22. **Yes.**

- Q23. Appendix A – Delivery Capabilities. For distribution locations, we have access to multiple terminals in Philadelphia, Baltimore, Warren, and other more distant cities. We do not own these facilities, but we do not subcontract with them. We are just one of many licensed vendors able to access the fuel supply at the facilities. Can we just list the individual terminal owners without a subcontractor form?
- A23. Fuel terminal suppliers are not considered subcontractors.
- Q24. It looks like Baltimore OPIS does not post a B100. How are vendors to price the BIO part of this?
- A24. Refer to Answer #1
- Q25. Can vendors price this off of Philadelphia OPIS Average? Philadelphia OPIS posts both a B5 and B20
- A25. Refer to Answer #1
- Q26. Please provide a BOL for both products
- A26. GSS does not maintain copies of BOL's.
- Q27. Please provide an invoice for both products
- A27. GSS does not maintain copies of invoices.
- Q28. Do all “tank A” deliveries accept transport deliveries?
- A28. Unknown
- Q29. Are both tank A and tank B deliveries currently being delivered by tank wagon?
- A29. Unknown
- Q30. Are you wanting the same delivery price for tanks that are 2,000 gallons and tanks that are 10,000 gallons? The economic on those deliveries are very different. A full transport truck usually delivers to a 10,000 gallon tank and it is usually much cheaper per gallon than a tank wagon delivering to a 2,000 gallon tank.
- A30. Refer to Appendix A for pricing.
- Q31. Can other entities join the contract without the vendors consent?
- A31. As identified in the bid, “This contract will be issued to cover the Biodiesel Fuel requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, Municipality, Volunteer Fire Company or higher education entity receiving state funds. Furthermore, this contract shall be accessible to all other entities as identified by Del. Code, Chapter 69, Title 29 § 6910.”

- Q32. Would you consider changing the tank A and Tank B to under 5,000 gallons and 5,000 gallons and over?
- A32. Tank sizes are fixed.
- Q33. Can vendors offer another comparable, equivalent additive to the SoyShield additive?
- A33. Refer to Answer #3
- Q34. Can you please specify which tanks are underground and aboveground?
- A34. All tanks are above ground.
- Q35. Please define what the State is requesting by the section 8 statement: "Any agency that does not have the capability to receive bulk delivery is authorized to use at the pump service"
- A35. This statement identifies the parameters of agency use for the mandatory state contract, and it is not a requirement or constraint on the vendor(s). Should an agency not have a bulk tank, then they are otherwise not required to buy bulk fuel, and can purchase biodiesel fuel via retail outlets.
- Q36. Does the state wish to receive optional/alternative pricing or services such as transaction tracking, offsite/vender owned fueling access, or any other value add service options?
- A36. The State is open to reviewing any additional service options.
- Q37. Is the carrier currently adding the additive when they deliver the fuel?
- A37. Refer to Answer #6.
- Q38. Is the additive stored at the site?
- A38. No.
- Q39. Does the carrier bring the additive with them when they deliver?
- A39. Refer to Answer #6.
- Q40. Please confirm that the vendor can line item the cost of additive
- A40. The vendor can line item the cost of the additive.

All other terms and conditions remain the same.