



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

PUR-1707
ADDENDUM NO. 3
INVITATION TO BID

BULK GASOLINE AND DIESEL FUEL DELIVERIES

DATE: Friday, October 4, 2024

**BIDS DUE: Wednesday, October 16, 2024
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:* Is there a 5% bid bond requirement for this bid and if yes is there a monetary cap on the bond? (cover page)

Response: Based on the information provided in the bid document regarding estimated quantities, using your company's submitted bid factor, an estimation of total cost can be determined thus allowing for an amount to be assigned to the required bid bond.

ITEM NO. 2: *Inquiry:* Can you please confirm if the following taxes/fees should be included in our bid differential? (page 17) Maryland Environmental Fee, Federal Lust, Federal Oil Spill, Superfund.

Response: Bidders are responsible for invoicing all State, Federal and Local taxes.

ITEM NO. 3: Inquiry: During the months November thru March, are you currently using "at the rack" chemical treatments or is the vendor supplying at additive to be mixed either at the fuel terminal or on site at the time of delivery?

Response: This is decided when the fuel is ordered.

ITEM NO. 4: Inquiry: Does Washington County subscribe to OPIS or is the vendor required to submit an OPIS report with invoices?

Response: Yes, Washington County subscribes to the OPIS newsletter weekly average pricing.

Refer to the bid document, Page 17, Supplemental Terms and Conditions, Item No. 6.

ITEM NO. 5: Inquiry: Can the additive provided be a cold flow and cetane improver comparable to the one specified made by Schaffer manufacturing? (Page 19 number 17)

Response: Refer to the bid document, Page 8 General Conditions and Instructions to Bidders, Item No. 26; Any Bidder who contemplates offering a product that differs from that specified must obtain the County's written approval prior to bid opening.

Refer to the bid document, Page 10 General Conditions and Instructions to Bidders, Item No. 3; Washington County reserves the right to approve as an equal, or to reject as not being an equal, any article the Bidder proposes to furnish which contains major or minor variations from specification requirements but may comply substantially therewith.

ITEM NO. 6: Inquiry: What is the exact location and address for delivery and offloading products?

Response: Refer to the bid document, Pages 27 - 37, Locations/Approximate Usage for the delivery address for each location.

ITEM NO. 7: Inquiry: What is the minimum quantity per monthly delivery and specify according to the products?

Response: Refer to bid the document, Page 20, Supplemental Terms and Conditions, Item No. 21.

ITEM NO. 8: Inquiry: How and who is to notify the officer / personnel during delivery offloading products.?

Response: Refer to the bid document, Pages 27 - 37, Locations/Approximate Usage for the contact information for each location.

ITEM NO. 9: Inquiry: What is the duration of Invoice payment per delivery?

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

Response: Refer to the bid document, Page 7, General Conditions and Instructions to Bidders, Item 20, Payment Terms.

ITEM NO. 10: Inquiry: What happens if there is a price change in the market?

Response: The bid factor submitted by the vendor shall remain unchanged for the duration of the contract. Refer to the bid document, Page 19, Supplemental Terms and Conditions, Item No. 6.

ITEM NO. 11: Inquiry: If there is an emergency with the driver/truck during delivery what happens?

Response: If an emergency should arise it shall be the responsibility of the vendor to contact the individual listed under the department contact information contained on pages 27 - 37 of the bid immediately.

ITEM NO. 12: Inquiry: Due to in climate weather during winter and driver / truck couldn't deliver on a scheduled time what happens.

Response: Refer to the bid document, Page 20, Supplemental Terms and Conditions, Item No. 28.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing