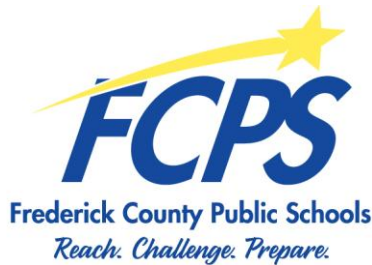


Purchasing Office  
191 South East Street  
Frederick, Maryland 21702  
301-644-5212 phone  
301-644-5213 fax



Stephen P. Starmer, C.P.M.,  
Purchasing Manager  
Kim Miskell, Assistant Purchasing Manager  
**Billie Laughland, Buyer Specialist**  
Bill Meekins, Buyer Specialist  
Scott Bachtell, Buyer Specialist

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October 1, 2013

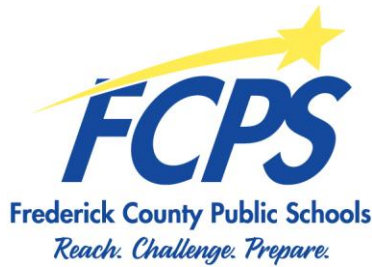
**ADDENDUM 1**

**Bid 14T4, Fleet Management and Bulk Fuel Delivery Services**

**REVISED DUE DATE: October 10, 2013 at 2:00 P.M.**

As a result of the pre-bid meeting held on September 26, 2013, please be advised of the following:

1. Q. Just to clarify, the performance and payment bonds will be due from the successful vendor(s) only upon award and not with the proposal documents?  
A. Correct, but the amount of the bonds has been reduced from 50% to 5%.
2. Q. Can you provide the bid tabulation sheets from the current contract for FCPS's bulk fueling bid?  
A. See FCPS website link: <http://www.fcps.org/purchasing> and find Bid 10MISC6.
3. Q. Do you have a copy of an invoice we can review?  
A. None will be provided with this addendum.
4. Q. Can you also provide the bid tabulation sheets from Frederick County Government's current bulk fueling contract (and invoice copy) and fuel card contract?  
A. They are piggybacking our bid for bulk diesel fuel.
5. Q. Page 19 Item # 36 – FCPS and other entities participating in this bid should be aware that the ability to “lock in” forward fixed prices will be restricted to the 60 day limit created by the 60 day out clause.  
A. FCG and FCPS acknowledge that a lock-in must occur quickly as directed by the Contractor, and will be only at a minimal gallon level so as not to incur penalty.
6. Q. Page 25 Item # 8k – FCPS and FCG MUST specify prior to the bid deadline whether or not they will be paying by credit card during the life of the contract. A decision to not pay by credit card MUST be honored thru-out the life of the contract.  
A. FCG and FCPS will issue their own open purchase orders and expect to receive invoices upon delivery of bulk fuel or weekly in the case of fleet cards. Payment will be net thirty. FCG would use a credit card for payment and will not accept any separate fees as a result of this form of payment. An exception would be if the FCG discontinues the use of credit cards, in which case they would have no option but to make payment by check. FCPS currently makes payment by check on a net 30 basis. Both FCG and FCPS would be willing to use EFT or ACH.
7. Q. Page 26 Item #IB – Will FCPS and other entities participating in this bid accept bio-diesel blends for any of their “on road” diesel fuel deliveries?  
A. Only if there is no modification needed to our tanks and the Contractor guarantees in writing that there would be no adverse effects from the transition back and forth. The maximum percentage allowed would be 5%.



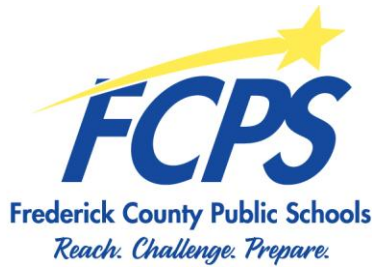
8. Q. Page 26 Item IC – Clarify the time frame requested for use of winter blends. The Item reads “March-October” which would require additive during the summer but not the winter. Did you mean October – March?  
 A. Yes, this would be October – March.
9. Q. Page 26 Item IC – Please clarify 70-30 mixture. Is this a reference to the “Cloud Point or Cold Filter Plug Point created by using a 70-30 mixture of Diesel Fuel and Kerosene? Will FCPS and other entities participating in this bid accept the use of chemical treatments or are they looking specifically for 70/30 diesel / kero blends?  
 A. This is for Cold Filter Plug Point. FCG and FCPS are willing to use other chemicals beside Kerosene, at a reasonable cost per gallon at point of delivery. We are not willing to purchase product to store until time to add to the fuel tank.
10. Q. Page 28 Item IA – Is it intended that the Fleet Cards only be used at “Retail Locations” or is it intended that they also be used at cards locks operated by FCPS and other entities participating in this bid?  
 A. FCG would like these cards for Retail as well as our Lock Card System. FCPS will use these at Retail only.
11. Q. Page 31 – Approximately how many gallons are purchased at “Retail Locations” using the Fleet Card Program?  
 A. Approximately 537,867. See breakdown for all fuel usage by agency and type.

Fuel Usage *Gallons* for Board of Education and Frederick County Government from July 1, 2012 – June 30, 2013:

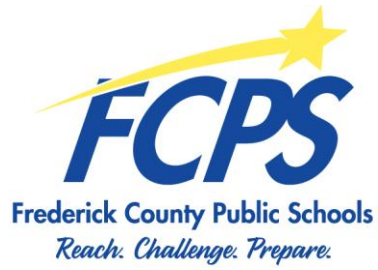
	<i>Diesel</i>	<i>Unleaded</i>
BOE In house Purchase:	565,754	85,421 (bulk fuel)
BOE Retail Purchase:	<u>253,971</u>	<u>10,584</u>
Totals:	819,725	96,005 = 915,730

	<i>Diesel</i>	<i>Unleaded</i>
FCG In house Purchase:	415,465	221,105 (bulk fuel)
FCG Retail Purchase:	121,768	151,544
BOE County Purchase:	<u>142,343</u>	<u>2,678</u> (bulk fuel)
Totals:	679,576	375,327 = 1,054,903

12. Q. Will decision be made before or at board meeting?  
 A. Staff of both agencies make an award recommendation and present it to their respective Boards. See bid package, Special Notices, Section A., #16, 17 and 18.
13. Q. When is the first board meeting after the opening?  
 A. Tentative award date for FCPS is November 13, 2013 and for FCG is November 14, 2013.



14. Q. As there is no minimum order requirement, what is the average load size for gas and diesel?  
A. FCPS averages a transport load of diesel once every 7 to 10 days, and a transport load of unleaded gas approximately once every month to the 7446 Hayward Road location. At the FCPS Linganore location, only transport loads of diesel are required about once every three weeks.
- FCG has deliveries to at least one site every day; with some loads to the tank wagon sites needing to be split. Transport deliveries are about 1x per week.
15. Q. If we were to insert any conditions into our alternate firm fixed bid, would they be taken into consideration or rejected?  
A. We are NOT seeking an alternate firm fixed bid offer at this time. Additionally, any modification to the bid terms may be grounds for consideration of a bid as non-responsive, especially if the exceptions provide an unfair advantage to one bidder over another.
16. Q. Do you currently receive a discount for prompt payment of invoices?  
A. Please refer to Page 25 of the bid specification package, B. Special Notices, 8.1.
17. Q. Can we please have a list of bidders invited to submit a proposal?  
A. We do not provide this information for any of our bids; however, a copy of the Pre-Bid Meeting Attendance Roster is enclosed.
18. Q. How many consecutive years has the current vendor been awarded?  
A. James River Solutions has had the FCPS for fleet services since 2010 and Petroleum Traders has had the contract for bulk diesel and unleaded gas since 2010.
- FCG is currently purchasing their bulk transport fuel from the FCPS bid; and the tank wagon fuel from another jurisdiction's contract. They purchase fleet card services from Fleetcor/Fuelman.
19. Q. If we do not attend the bid opening when will we be notified of the low bidder and can we receive a copy of the bid tabulations?  
A. Bid tabulations are not posted on the FCPS website until after award by the Board of Education. The award recommendation is posted on the FCPS website for public information as part of the published agenda for the board meeting.
20. Page 26, Specifications for bulk Fuel Delivery, change II. C. to read only:  
"All tanks have their own pumps."
21. Page 35, Form of Proposal #1D: A complete list of sites within the State of Maryland that accept your fleet card should be included to substantiate the quantity associated with the profile type. This may be in the form of an excel spreadsheet.



Thank you for your interest in Frederick County Public Schools.

Sincerely,

*Billie Laughland*

Ms. Billie Laughland  
Buyer Specialist  
E-mail: [billie.laughland@fcps.org](mailto:billie.laughland@fcps.org)  
Fax: 301.644.5213

Attachment: Pre-Bid Meeting Attendance Roster (1 page)

BWL/kl

cc: Fred Punturiero, Director of Transportation  
Valiree Stine, Frederick County Government  
Tony Dalfonzo, Frederick County Government  
Pat Guise, Frederick County Government  
Bid File

Frederick County Public Schools  
Purchasing Department  
PRE-BID MEETING ATTENDANCE ROSTER

BID 14T4, FLEET MANAGEMENT AND BULK FUEL DELIVERY SERVICES

MEETING DATE/TIME: SEPTEMBER 26, 2013 at 10:00 A.M.

NAME (PLEASE PRINT)	FIRM REPRESENTED (PLEASE PRINT)	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
CHARLES JANNEDIS	Co. Name: PAPCO Address: 2 NEW RD, SUITE 311 ASTON, PA 19014	610 361-8000	610 361-8924	CHARLIE.JANNEDIS @PAPCO.COM
CHERYL TOMLINSON	Co. Name: PAPCO Address: 2 NEW RD, SUITE 311 ASTON, PA 19014	610-361-8000	610-361-8924	Cheryl.Tomlinson @papco.com
Kristen Dillon	Co. Name: James River Solutions Address: 10487 Lakeridge Drwy Suite 100 Ashland VA	804-258-9000	804-259-6207	Kdillon@jrpetro.com
VALiree Shue	Co. Name: Frederick County Gov. Address: 331 Montevue Lane Frederick MD 21702	301 600 1572	301 600 1765	vstine@FrederickCounty MD.gov.
NAME (PLEASE PRINT)	FIRM REPRESENTED (PLEASE PRINT)	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Jack Phelps	Co. Name: Carroll Fuel Address: 2700 Loch Raven Rd Baltimore MD 21218	410-261-5332	410-789-1200	jack.phelps@ carrollfuel.net
Nick Mackey	Co. Name: SHIPLEY ENERGY Address: 415 NORWAY ST. YORK, PA 17403	717-324-6289	717-204-6702	R.MACKEY@ SHIPLEYENERGY.COM
Bob Astor	Co. Name: SHIPLEY ENERGY Address: 415 NORWAY ST YORK, PA 17403	717-771-1869	717-771-1969	RASTOR@SHIPLEYENERGY.COM
Tony Dalfonzo	Co. Name: Frederick County Fleet Services Address: 331 MONTEVUE LANE FREDERICK, MD, 21702	301-600 3589	301 600 1765	TonDalfonzo@FrederickCountyMD.GOV
Billie Laughland	Co. Name: Purchasing Address: FCPS	301-644-5212	301-644-5213	billie.laughland @fcps.org
	Co. Name: Address:			
	Co. Name: Address:			
	Co. Name: Address:			
	Co. Name: Address:			