

Purchasing Office
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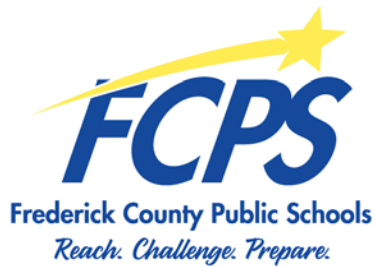
October 18, 2017

ADDENDUM 1
RFP 18MISC4, Natural Gas Supply

DUE DATE: October 27, 2017, at 2:00 P.M.

Please be advised of the following additions, clarifications, and answers to questions that we have received.

1. What credit/payment terms are requested?
 - Net 30.
2. Will the tax exemption form be provided prior to service?
 - Yes.
3. Does the pricing lock need Board of Education approval before it can be executed?
 - No.
4. Clarify the timing of the lock and how long pricing will need to be held.
 - Reference page 20, Section 3, Schedule and Timing.
5. Provide the definition of full requirements.
 - This a 100% swing product where the price remains the same for all volumes used.
6. Is the parental guarantee a requirement at the time of bid submission or only after award?
 - Evidence of the Parental Guarantee, if applicable, would be required with the pricing submission.
7. Is a completed Certificate of Insurance due at the time of supplier qualification or at the time of award?
 - Evidence of company's insurability is required as a supporting document with the proposal. A Certificate of Insurance, with FCPS as the certificate holder, is due only from the awarded vendor and is due within ten days of notice of award.
8. Will Frederick County Schools be willing to utilize the supplier's contract document?
 - No, we will only use the FCPS contract.
9. Would the FCPS be interested in other product offerings outside of the Fixed Price product?
 - No.
10. Should the two accounts with BGE and UGI be included in the pricing?
 - It is not mandatory that these two accounts be included.
11. Should the inactive accounts be included in the pricing?
 - No.



12. Would you be able to provide the complete account list in Excel with the correlated addresses?
 - Attached.
13. How often have you added/deleted accounts over the last 5 years?
 - Accounts are usually added only when new schools are built. Deletions usually only occur if a school is demolished and rebuilt in a new location.
14. Does the FCPS have any scheduled building projects or closures scheduled in the next 3 years?
 - Two new elementary schools will open in August 2018.
15. Would the FCPS accept billing in Dekatherms?
 - No.
16. Would the FCPS accept billing the gas deliveries to the city gate?
 - No.
17. As the supplier is delivering a commodity to the city-gate and the utility is transporting it across their system, what are the expectations for the supplier to warranty the delivery of a product that is on another's distribution system?
 - FCPS will pay the balancing fees. Lost and unaccounted for product is the responsibility of the supplier.
18. Are Performance and Payment Bonds required?
 - Performance bonds are not currently required. If they are, FCPS will negotiate payment of the cost of the bonds with the awarded vendor.
19. Regarding Page 15, Section 21, can you please confirm that the right to extend the terms and conditions to other agencies does not include price?
 - Confirmed.
20. If a supplier does not offer payment via credit card as a payment method, is FCPS interested in other types of payment methods including ACH direct payments, EFT direct debit, and online payment of invoices through a customer portal?
 - Possibly. FCPS currently pays gas invoices via check.
21. Regarding the balancing fees, would FCPS consider waiving the requirement to bill these as a separate line item?
 - No, because they change during the year.
22. On page 16 under Section 22 a., Billing and Payment, it says invoices shall be submitted to accounts.payable@fcps.org, etc. Is this applicable to this bid?
 - No. Reference page 22, # 9. Billing for the correct information. In the event of conflicting terms, Specific Terms and Conditions—Section II takes precedence over General Terms and Conditions—Section I.
23. Would it be possible to bill separately by account and follow-up with a monthly spreadsheet itemizing the billing information as described in this section?
 - No.



24. Does Frederick County Public Schools participate in the SBR (Small Business Reserve) program? Would our status as a MD SBE be taken into consideration during the bid evaluation?
- FCPS does not have set asides or preference laws of any kind.

Sincerely,

Billie Laughland

Billie Laughland, Purchasing Agent
billie.laughland@fcps.org

BL/kl

cc: Charlie Dalphon, Energy and Utilities Coordinator

Attachment: Natural Gas Account and Address List (2 pages)

Natural Gas Account List FY 2018

Account Number	Vendor	Building	Meter Address	Status	Type	Rate Code
0841474-0	UGI	Emmitsburg Elementary	300 South Seton Avenue, Emmitsburg, MD 21727	active	Natural Gas	
210000137310-NewFHS	Washington Gas	Frederick High	650 Carroll Pkwy, Frederick, MD 21701	active	Natural Gas	
220000065593	Washington Gas	Centerville Elementary	3601 Carriage Hill Drive, Frederick, MD, 21704	active	Natural Gas	
220000938617	Washington Gas	Career & Technology	7922 Opossumtown Pike, Frederick, MD, 21702	active	Natural Gas	
220000977557	Washington Gas	Lincoln Elementary	200 Madison St. Frederick, MD, 21701	active	Natural Gas	
220001140189	Washington Gas	Lincoln Elementary "A" - YMCA	250 Madison St. Frederick, MD, 21701	active	Natural Gas	
220001144561	Washington Gas	Carroll Manor Elementary	5624 Adamstown Rd, Adamstown, MD 21710	active	Natural Gas	
220001269418	Washington Gas	Walkersville Middle	55 West Frederick St, Walkersville, MD, 21793	active	Natural Gas	
220001395387	Washington Gas	Central Office -191 S. East St.	191 S. East St, Frederick, MD 21701	active	Natural Gas	
220001514441	Washington Gas	Valley Elementary	3519 Jefferson Pike, Jefferson, MD 21755	active	Natural Gas	
220001764475	Washington Gas	Urbana High	3471 Campus Dr, Ijamsville, MD, 21754	active	Natural Gas	
220001765282	Washington Gas	Urbana Middle	3511 Pontius Ct, Ijamsville, MD, 21754	active	Natural Gas	
220001765357	Washington Gas	Kemptown Elementary	3456 Kemptown Church Rd, Monrovia, MD 21770	active	Natural Gas	
220001857279	Washington Gas	Tuscarora Elementary	6321 Lambert Dr, Frederick, MD 21703	active	Natural Gas	
220001857386	Washington Gas	Tuscarora Elementary	6321 Lambert Dr, Frederick, MD 21703	active	Natural Gas	
220001891880	Washington Gas	Orchard Grove Elementary	5898 Hanover Dr, Frederick, MD, 21703	active	Natural Gas	
220002091944	Washington Gas	Urbana Elementary	3554 Urbana Pk, Frederick, MD, 21704	active	Natural Gas	
220002232712	Washington Gas	Middletown Elementary	201 East Green St, Middletown, MD 21769	active	Natural Gas	
220002233215	Washington Gas	Middletown Middle	100 High St, Middletown MD, 21769	active	Natural Gas	
220002233538	Washington Gas	Middletown High	200 High Street, Middletown, MD, 21769	active	Natural Gas	
220002400749	Washington Gas	Tuscarora High	5312 Ballenger Creek Pike, Frederick, MD, 21703	active	Natural Gas	
220002403446	Washington Gas	Windsor Knolls Middle	11150 Windsor Rd, Ijamsville, MD 21754	active	Natural Gas	
220002484842	Washington Gas	Gov. T.J. Middle	1799 Schifferstadt Dr, Frederick, MD 21701	active	Natural Gas	
220002485203	Washington Gas	Gov. T.J. Middle	1799 Schifferstadt Dr, Frederick, MD 21701	active	Natural Gas	
220002526857	Washington Gas	Spring Ridge Elementary	9051 Ridgefield Dr., Frederick, MD 21701	active	Natural Gas	
220002614802	Washington Gas	Urbana High	3471 Campus Dr, Ijamsville, MD 21754	active	Natural Gas	
220002657850	Washington Gas	Ballenger Creek Middle	5525 Ballenger Creek Pike, Frederick, MD, 21703	active	Natural Gas	
220002693780	Washington Gas	Green Valley Elementary	11501 Fingerboard Rd, Monrovia, MD 21770	active	Natural Gas	
220002696916	Washington Gas	Hillcrest Elementary	1285 Hillcrest Dr., Frederick, MD 21703	active	Natural Gas	
220002863938	Washington Gas	Middletown Primary New	403 Franklin St, Middletown, MD 21769	active	Natural Gas	
220002941932	Washington Gas	Oakdale High	5850 Eaglehead Dr. Ijamsville, MD 21754	active	Natural Gas	
220002942260	Washington Gas	Deer Crossing Elementary	10601 Finn Dr., New Market, MD 21774	active	Natural Gas	
220003129172	Washington Gas	Gov. T.J. High	1501 North Market St., Frederick, MD 21701	active	Natural Gas	
220003288101	Washington Gas	Parkway Elementary	300 Carroll Pkwy, Frederick, MD 21701	active	Natural Gas	
220003325184	Washington Gas	Frederick High	650 Carroll Pkwy, Frederick, MD 21701	active	Natural Gas	
220003534488	Washington Gas	West Frederick Middle	515 West Patrick St, Frederick, MD 21701	active	Natural Gas	
220003716614	Washington Gas	New Market Elementary	93 W. Main St., New Market, MD 21774	active	Natural Gas	
220003718982	Washington Gas	Oakdale Elementary	5830 Oakdale School Rd, Ijamsville, MD 21754	active	Natural Gas	
220003719162	Washington Gas	Oakdale Middle	5810 Oakdale School Rd, Ijamsville, MD 21754	active	Natural Gas	
220003719246	Washington Gas	Oakdale Middle	5810 Oakdale School Rd, Ijamsville, MD 21754	active	Natural Gas	
220003719436	Washington Gas	Oakdale Elementary	5830 Oakdale School Rd, Ijamsville, MD 21754	active	Natural Gas	
220004080754	Washington Gas	North Frederick ES	1010 Fairview Ave. Frederick, MD 21701	active	Natural Gas	
220004092551	Washington Gas	New Market Middle	125 W. Main St., New Market, MD 21774	active	Natural Gas	
220004490052	Washington Gas	Whittier Elementary	2400 Whittier Dr., Frederick, MD 21702	active	Natural Gas	
220004663559	Washington Gas	Crestwood Middle	7100 Foxcroft Dr, Frederick, MD 21703	active	Natural Gas	

Natural Gas Account List FY 2018

Account Number	Vendor	Building	Meter Address	Status	Type	Rate Code
220004706879	Washington Gas	Glade Elementary	9525 Glade Rd, Walkersville, MD 21793	active	Natural Gas	
220004707356	Washington Gas	Walkersville "B" -Staff Dev	44 West Frederick St, Walkersville, MD 21793	active	Natural Gas	
220004709907	Washington Gas	Walkersville High	81 West Frederick St, Walkersville, MD 21793	active	Natural Gas	
220004720052	Washington Gas	Walkersville High	81 West Frederick St, Walkersville, MD 21793	active	Natural Gas	
220004720219	Washington Gas	Walkersville Elementary "A"	83 West Frederick St, Walkersville, MD 21793	active	Natural Gas	
220004755041-#AV	Washington Gas	Annex-Main-7446 Hayward Rd	7446 Hayward Rd,AV, Frederick, MD 21702	active	Natural Gas	
220004755264-#WELD	Washington Gas	Annex-Main-7446 Hayward Rd	7446 Hayward Rd,WELD,Frederick, MD 21702	active	Natural Gas	
220004755371-#PLUM	Washington Gas	Annex-Main-7446 Hayward Rd	7446 Hayward Rd, PLUM,Frederick, MD 21702	active	Natural Gas	
220004755694-#EBS	Washington Gas	Annex-Main-7446 Hayward Rd	7446 Hayward Rd,EBS,Frederick, MD 21702	active	Natural Gas	
220004755801-#GRND	Washington Gas	Annex-Main-7446 Hayward Rd	7446 Hayward Rd, GRND,Frederick, MD 21702	active	Natural Gas	
220004756148	Washington Gas	Monocacy Middle	8009 Opossumtown Pike, Frederick, MD 21702	active	Natural Gas	
220004817007	Washington Gas	Annex-FoodService/Warehouse-Front	33 Thomas Johnson Dr.,Frederick, MD 21702	active	Natural Gas	
220004817437	Washington Gas	Heather Ridge	1445 Taney Ave, Frederick, MD 21702	active	Natural Gas	
220004871558	Washington Gas	Monocacy Elementary	7421 Hayward Rd., Frederick, MD 21702	active	Natural Gas	
220004872739	Washington Gas	Annex-Main-7446 Hayward Rd	7446 Hayward Rd, Frederick,MD 21702	active	Natural Gas	
220004872820	Washington Gas	Annex-Main-7446 Hayward Rd	7446A Hayward Dr,Frederick, MD 21702	active	Natural Gas	
220005152875	Washington Gas	Ballenger Creek Elementary	5250 Kingsbrook Dr, Frederick,MD 21703	active	Natural Gas	
220005226422	Washington Gas	Waverley Elementary	201 Waverley Dr, Frederick, MD 21702	active	Natural Gas	
220005226455	Washington Gas	Rock Creek School	191 Waverley Dr, Frederick, MD 21702	active	Natural Gas	
3890680000	Baltimore Gas & Electric	Twin Ridge Elementary	1106 Leafy Hollow Circle, Mt. Airy, MD 21771	active	Natural Gas	
I-1315009710	Washington Gas	Frederick High		inactive	Natural Gas	
I-1321070912	Washington Gas	Church Street Building		inactive	Natural Gas	
I-1325059911	Washington Gas	NFES Demolished 2014		inactive	Natural Gas	
I-1344052319	Washington Gas	Central Office front & rear 7630 Hayward		inactive	Natural Gas	
I-6405399004	Washington Gas	South Frederick Elementary "B"		inactive	Natural Gas	