



DEPARTMENT OF FINANCE
Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Director

October 18, 2017

ADDENDUM NO. 2

INVITATION FOR BID: #17-1518-9EAR

SUBJECT: Annual Contract for Number 2 Ultra Low Sulfur Diesel Fuel

Gentlemen/Ladies:

Please make the following changes, corrections, additions or deletions to the above referenced Invitation for Bid:

This IFB and any addenda are available on the County of Henrico website at: <http://henrico.us/finance/divisions/purchasing/>. To receive an email copy of this document please contact ros074@henrico.us.

Please make the following additions to page 4 Section I.4:

m. Demurrage Fee: During normal delivery hours, the Successful Bidder's truck upon arrival shall be admitted to the delivery site without delay. If the Successful Bidder attempts to deliver fuel to a delivery site and the Successful Bidder's truck is detained at the delivery site for reasons such as locked gates, unavailable receiving personnel, etc. caused by the Locality the Successful Bidder shall be entitled to a Demurrage fee. Demurrage time shall be invoiced separately and supported by appropriate documentation (delivery logs, contact names, etc.). Demurrage time invoice must accompany the fuel invoice for payment of the demurrage fee. Demurrage fees shall be added in the event the fuel unloading takes more than two (2) hours.

n. Split Load Fee: It is understood that the delivery person of the Successful Bidder has the final determination as to how much fuel a given tank can safely hold. If a Locality orders more fuel than the tank can safely hold, the delivery person will pump as much fuel as can be safely delivered in the tank and notify the Locality of the situation. The remaining gallons may be delivered to another tank owned by the Locality with the additional split load charge. Documentation of this fee is required before payment.

Please replace Bid Form pages 23-28 of the with the attached Revised Bid form pages 23-28.

Please acknowledge the receipt of Addendum No. 1 dated October 17, 2017 with your Bid Form when returning your bid package. If your Bid package has already been mailed, please return this addendum under separate cover referencing the IFB number, due date and time on the outside of the envelope. **Failure to acknowledge this addendum may result in your bid being declared non-responsive.** All other general terms, conditions and specifications shall remain the same.

Unless otherwise changed by an addendum, all other information will remain the same.

Signature

Printed Name

Company Name

Date

Very truly yours,

Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Director

Eric Rosen
Procurement Analyst
804-501-5639
ros074@henrico.us

IFB 17-1518-9EAR
Annual Contract for Number 2 Ultra Low Sulfur Diesel Fuel
Questions & Answers

Q1. Does the County currently pay via ACH or credit card?

A1. ACH

Q2. Will you please confirm that we can bid on just transport loads?

A2. All items in all lots must be bid on.

Q3. Will you please consider having extensions be mutually agreed upon?

A3. No. Extensions will be not be mutually agreed upon.

Q4. Are split loads utilized at any locations?

A4. Not at this time.

Q5. If so, will you please add a section that we can list this fee?

A5. See Addendum No.2 and attached Revised Bid Form page 25.

Q6. Have there been any cases where it has taken over an hour to unload product at a location in the past year?

A6. No instances to our knowledge.

Q7. If so, how was demurrage charged and will you please add a section that we can list this fee (if it was to be required)?

A7. See Addendum No.2 and attached Revised Bid Form page 25.

Q8. Will the county accept up to 5% biodiesel in the fuel for this contract?

A8. Up to 5% biodiesel is acceptable and meets Ultra-Low Sulfur Diesel specifications. Regular Ultra-Low Sulfur Diesel fuel meeting ASTM D975 can contain biodiesel up to 5%.

REVISED BID FORM

IFB #17-1518-9EAR

County of Henrico
Department of Finance
Purchasing Division
8600 Staples Mill Road
P. O. Box 90775
Henrico, Virginia 23273-0775

I/We hereby propose to furnish and provide #2 Ultra Low Sulfur Diesel (distillate), to the County of Henrico and Hanover County including the Hanover County School Board, as needed and requested in accordance with the enclosed general terms, conditions and specifications contained in **IFB # 17-1518-9EAR**. The Bid Form must be completed in blue or black ink. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our prices are as follows:

PRICES QUOTED SHALL BE FOB DESTINATION. Freight charges shall be included in the bid price.

Nothing herein shall bind the County of Henrico and Hanover County including the Hanover County School Board ("Localities"), to purchase any specified quantity.

Enclose one (1) original plus one (1) copy of the Bid Form

Bidder shall complete all information requested. Failure to do so may cause your bid to be declared non-responsive.

Prices will fluctuate based on changes to the 6:00p.m. average rack price per gallon in Richmond, VA as indicated on the Thursday OPIS report.

Differential shall be four (4) decimal places.

USE THE FOLLOWING FORMULA TO COMPLETE THE FOLLOWING:

Posted Price per Gallon: The posted Rack Average price per gallon on the bid form will be based on the September 28, 2017 OPIS price of \$1.9428 for #2 Ultra Low Sulfur Diesel.

NET DELIVERED PRICE PER GALLON x ESTIMATED YEARLY USAGE IN GALLONS = TOTAL

REVISED BID FORM

IFB #17-1518-9EAR

LOT 1 - JOINT PRICE FOR COUNTY OF HENRICO and HANOVER COUNTY

Price per gallon of #2 Ultra Low Sulfur Diesel furnished and delivered based on a regular transport delivery and tank wagon delivery to locations listed on Attachments D and E.

	A	B	C	D = (B+C)	E	F (D x E = F)
Item #	Delivery	Posted Price Per Gallon	Differential Per Gallon (4 decimal)	Net Delivered Price Per Gallon	Estimated Annual Usage	Total
1	Transport	\$1.9428	\$	\$	1,100,000	\$
2	Tank Wagon	\$1.9428	\$	\$	1,020,000	\$
				LOT 1 Bid Price Items (1+2)		\$

LOT 2 -COUNTY OF HENRICO ONLY

Price per gallon of #2 Ultra Low Sulfur Diesel furnished and delivered based on a regular transport delivery and tank wagon delivery to locations listed on Attachment D.

	A	B	C	D = (B+C)	E	F (D x E = F)
Item #	Delivery	Posted Price Per Gallon	Differential Per Gallon (4 decimal)	Net Delivered Price Per Gallon	Estimated Annual Usage	Total
1	Transport	\$1.9428	\$	\$	1,100,000	\$
2	Tank Wagon	\$1.9428	\$	\$	950,000	\$
				LOT 2 Bid Price Items (1+2)		\$

REVISED BID FORM

IFB #17-1518-9EAR

LOT 3 - HANOVER COUNTY ONLY

Not for highway use – use for emergency generators, heating and solid waste refuse process equipment and highway equipment.

Price per gallon of #2 Ultra Low Sulfur Diesel furnished and delivered based on a regular transport delivery and tank wagon delivery to locations listed on Attachment E.

	A	B	C	D = (B+C)	E	F (D x E = F)
Item #	Delivery	Posted Price Per Gallon	Differential Per Gallon (4 decimal)	Net Delivered Price Per Gallon	Estimated Annual Usage	Total
1	Transport	\$1.9428	\$	\$	0	\$
2	Tank Wagon	\$1.9428	\$	\$	70,000	\$
				LOT 3 Bid Price Items (1+2)		\$

***Currently Hanover County does not have any locations accepting transport deliveries. However, Bidder shall furnish Posted Price Per gallon, Firm Differential, and Net Delivered Price Per Gallon. The total for transport deliveries will equal 0. The differential provided for transport deliveries may be used for future sites that may require transport deliveries.**

Virginia Underground Storage Tank (UGST) Fee per gallon \$ _____

Federal Leaking Underground Storage Tank (LUGST) Fee per gallon \$ _____

Pumping fee for transport delivery to above ground tank that cannot be gravity fed. This fee is only in circumstances as described on page 4, Order and Delivery, line E. \$ _____

Demurrage Fee in the event fuel unloading takes more than two (2) hours. \$ _____

Split Load Fee where applicable. \$ _____

Additional Information Required – Bidders shall complete the following information. Failure to do so may result in your bid being declared non-responsive.

1. When placing orders, how many hours advance notice of delivery do you require:

Normal Orders: _____ hours

Emergency Orders: _____ hours

2. In the event, due to unforeseen circumstances, an order(s) are canceled, what is your provision for cancellation?

Advance Notice of Cancellation _____ hours preferred.

3. Please indicate your hours of delivery

Normal Delivery Hours _____

Emergency Delivery Hours _____

(Emergency delivery response time shall be within 4 hours of receiving the call)

4. Please list holiday(s) that your company is closed when deliveries will NOT be made.

5. Whom may we contact at your company for 24-hour emergency service?

Name: _____

Title: _____

Telephone: _____

E-mail: _____

REVISED BID FORM

IFB #17-1518-9EAR

I/We can furnish and deliver all items within _____ calendar days after the date of the written notice to proceed with the contract from the County.

My/Our payment terms are:_____. If Bidder offers a cash discount for prompt payment, it will only be considered in determining the lowest responsible Bidder if the Bidder allows at least twenty (20) days for the prompt payment after the goods or services are received or after the invoice is rendered, whichever is later.

To aid in the evaluation of bids, Bidders must submit the original Bid Form and one copy of the Bid Form, Attachments and detailed specification sheets, if applicable. Have you complied with this requirement? _____ Yes. _____ No. If you fail to do so, your bid may be considered nonresponsive and rejected.

Indicate whether your business _____ is or _____ is not located in the County, if it is, please _____ include a copy of your County business license with your bid.

I/We acknowledge the receipt of:

Addendum No. _____ Dated _____.

Addendum No. _____ Dated _____.

Addendum No. _____ Dated _____.

REVISED BID SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all requirements specified in this Invitation for Bid (“IFB”).

My signature also certifies that by submitting a proposal in response to this IFB, the Bidder represents that in the preparation and submission of this bid, the Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this bid.

LEGAL NAME OF BIDDER (DO <u>NOT</u> USE TRADE NAME):
ADDRESS:
eVA VENDOR REGISTRATION #:
SIGNATURE:
NAME OF PERSON SIGNING (print):
TITLE:
TELEPHONE:
FAX:
E-MAIL ADDRESS:
DATE: