



## ADDENDUM NO. 1

**DATE:** November 16, 2015  
**FROM:** City of Grand Junction Purchasing Division  
**TO:** All Offerors  
**RE:** RFP-4125-15-SH Fuel Services

Firms responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

1. **Question:** "Must we bid on all items to be considered for award?" – No. Section 4.3 states contracts...may be split into two (2) or three (3) separate and independent contracts.
2. **Question:** "Regarding Item, 2.47- is the Keep Jobs in Colorado Act a requirement for this fuel bid?" – No. This is not a Public Works Project as defined in Section 2.47.1.
3. **Question:** "When is the award date?" – Please see Section 4.4.
4. **Question:** "When is the first board meeting after the opening?" – It depends on the entity, please see Section 4.4.
5. **Question:** "Will decision be made before or at the board meeting?" – After evaluation of responses a recommendation will be made to the respective councils/boards, but they have the final authority regarding who actually gets the contract.
6. **Question:** "Have any addendums been released for this bid?" – This Addendum is the one and only issued.
7. **Question:** "Could you list the taxes and fees that are to be included in our bid price?" – Please see Section 4.3.1, specifically the item underlined and in bold that states bulk fuel is to be **tax exempt**. It is the responsibility of the offering vendor to supply any additional fees on the Response Form found in Section 7.
8. **Question:** "What is the average load size for gas and diesel?" – Please see Section 4.3.1.

9. **Question:** “Is a pump required at any location?” – No. If so, which locations will require a pump? – None.
10. **Question:** “What are the delivery hours?” – Normal business hours.
11. **Question:** “Can or will deliveries be split between locations?” – Please see Section 4.3.1.
12. **Question:** “How many consecutive years has the current vendor been awarded?” – Please see Section 4.1.
13. **Question:** “Will a firm fixed price be considered? If not, why?” – All responses will be considered. Submit pricing on the Response Form found in Section 7.
14. **Question:** “If we were to insert any conditions into our alternative firm fixed bid, would they be taken into consideration or rejected? Sample attached, please indicate which clauses would be acceptable and which clauses would be cause for rejection?” – As noted in the RFP document, all fuel purchases are ESTIMATES only. For your terms to state we “must include a firm commitment to a specific amount of gallons for each product” is a direct contradiction and would therefore not be considered. Only terms and conditions submitted at the time of the RFP opening will be considered. Anything submitted prior to that time will not be addressed.
15. **Question:** “Can we please have a list of bidders invited to submit a proposal?” – No. Since this solicitation is posted on our city’s website and on the Rocky Mountain Bid System, we have no way of knowing who or how many have downloaded the document.
16. **Question:** “An open records request was faxed to your Purchasing department, when will we be receiving the information”? – Open records requests must be submitted to the City Records Manager, not Purchasing.
17. **Question:** “Are we using OPIS branded Rack average for the benchmark pricing”? – In an effort to make the pricing comparison as fair as possible, it is requested that all responding vendors use OPIS Rack pricing on Tuesday, November 17, 2015 at 1:00 P.M. Eastern Time, 12:00 P.M. Central Time, 11:00 A.M. Mountain Time and 10:00 A.M. Pacific Time.
18. **Question:** “Do I let you know what our fuel payment terms are? Or do you have established terms”? – Please state your payment terms on page 21 of the RFP document. Every attempt will be made to abide by them, but generally payment terms are Net 30.
19. **Question:** “Is the optional use of a purchasing card for payments of invoices required for this contract? By doing so, the vendor must assume that all payments will be made that way and effectively raise the cost of products 2.5%. May a vendor restrict usage of P cards for payments or incorporate a convenience fee associated with p card payments and still be considered for award? – This clause is found in Section 2.44 Cooperative Purchasing, and needs to be taken in context with the remainder of the sentence, which states “as authorized or agreed upon between the provider and the

individual entity.” Once the final contract is in place, all these issues will have been negotiated by each individual entity prior to award. It is very much an option for you to state you will not accept credit card payment of invoices.

20. **Question:** “There are multiple references to “brand” name products for fuel in this RFP. Specifically, does the RFP request or require or desire a specific brand of winterized diesel? Additionally, there is unbranded product available from the Grand Junction fuel supply terminal. Is unbranded product acceptable?” – Section 4.3.1 is very clear that brand name fuel is required, whether it is winter blend or otherwise. Please submit pricing for brand name fuel only.
21. **Question:** “Is the Landfill facility capable of accepting transport size deliveries in both diesel tanks?” – Currently deliveries are made with tandem axle straight frame trucks with mounted tank systems. There is sufficient space at this site for transport deliveries if desired.
22. **Question:** “Is the Public Works site currently delivery with a full size transport delivery vehicle?” – Currently deliveries are made with tandem axle straight frame trucks with mounted tank systems. There is sufficient space at this site for transport deliveries if desired.
23. **Question:** “Of the Transport size delivery locations (6,000-10,000 gallon tanks), are they above ground or below ground?” – All Mesa County tanks are above ground systems.
24. **Question:** “Which universal card platform/network are the participants on this contract currently using?” – The current GasCard platform is through Voyager. There are several other fuel card options available, any of which are acceptable; the only stipulation is that the weekly fuel usage reports can be imported into the CCG Faster Fleet Management System, or that Faster can write a program to do so at the Proposer’s expense.
25. **Question:** “An electronic download of daily fuel transactions (tax exempt) will be required on a weekly basis. Weekly transaction reports and downloads must include the following minimum information: 1) vehicle unit number; 2) employee P.I.N. number; 3) odometer/hour meter readings; 4) location; 5) fuel type and quantity; 6) total cost of fuel transaction. Exception reporting is to include miles per gallon variances, product variances, excess fuel purchases and pattern discrepancies.” It appears from this statement that weekly transaction files are required for delivery? – This section, 4.3.2, is for Off-Site Retail Fuel Purchases. Bulk delivery information is found in Section 4.3.1.
26. **Question:** “It is also assumed that invoicing occurs weekly.” – Mesa County and Mesa County Valley School District 51 pay Net 30. The City of Grand Junction can pay sooner, but prefers Net 30 also.
27. **Question:** “Will the City of Grand Junction accept weekly or biweekly invoicing whereby invoice is received via email and data is provided via interface with secured login?” – This is acceptable to the City of Grand Junction provided the data can be downloaded to the CCG Faster Fleet Management System.

28. **Question:** “The system proposed will be completely electronic for data and invoicing. Is this acceptable?” – This is acceptable provided the data can be downloaded to the CCG Faster Fleet Management System.
29. **Question:** “Will the City of Grand Junction accept or consider additional services other than those that are requested in the RFP? Those may include Inventory Management, Environmental Compliance Monitoring, Diesel Exhaust Fluid supply and fuel site Repair and Maintenance programs?” – The contract for the project will be awarded only for the services requested in the RFP document. If any other services are required they will not fall under the umbrella of this award, they will be contracted separately.
30. **Question: Cost/Gallon Above Rack, Winter Blend** “Please clarify the pricing structure as noted above for bulk fuel as it relates to the definition of rack? Is this to indicate that this is a cost plus agreement and pricing will be scored only on the delivered price markup to whichever brand or unbranded product is delivered?” – Yes, this pricing will reflect any “adders” above the rack pricing for branded product. As stated in Question 17 above, it is requested that all responding vendors use only OPIS Rack pricing on Tuesday, November 17, 2015 at 1:00 P.M. Eastern Time, 12:00 P.M. Central Time, 11:00 A.M. Mountain Time and 10:00 A.M. Pacific Time. Include full price on the Response Form, which states the rack price plus your increase.
31. **Question:** “Section 1.12 *Minimal Standards for Responsible Prospective Offerors*, must the proposal specifically address each of the items noted as requirements in this section?” – You will not need to specifically address each item, however it is expected the information will be covered in your response as you address the items in Section 5.
32. **Question:** “Section 2.22 *Immigration Reform and Control Act of 1986 and Immigration Compliance*, does compliance with this need to be specifically addressed in the proposal? – Not individually. Your signature on page 21 of the document signifies you agree to provide services and products in accordance with the terms and conditions contained in the Request for Proposals document.
33. **Question:** “Section 2.47 *Keep Jobs in Colorado Act*, does compliance with this need to be specifically addressed in the proposal?” – No. This is not a Public Works Project as defined in Section 2.47.1.
34. **Question:** “Section 3.0 *Insurance Requirements*, does evidence of proof of adequate insurance coverage need to be provided with the proposal?” – No. It will be required at the time a contract is negotiated and award is made.
35. **Question:** “Section 5.0 Preparation and Submittal of Proposals, it is understood the proposal must be submitted in electronic format only through the Rocky Mountain E-Purchasing website. However, in what fashion or format are each of the individual items (i.e. Cover Sheet, Qualifications/Credentials, etc.) actually submitted through the website? – The items should be scanned together as a single PDF document, then uploaded to the Rocky Mountain Bid System website.

- 36. Question:** “What are the plans for each of the entity Owners (City [including GVT], County and School District) to convert their fleet(s) to propane vehicles in the future? – Propane is not part of this RFP document and cannot be addressed at this time.

The original solicitation for the project noted above is amended as noted.

All other conditions of subject RFP remain the same.

Respectfully,

Susan Hyatt  
Senior Buyer  
City of Grand Junction, Colorado