



**State of Oklahoma  
Department of Management and  
Enterprise Services  
Central Purchasing**

**Amendment of Solicitation**

**Date of Issuance:** October 29, 2013

**Solicitation No.** SW14101B

**Requisition No.** n/a

**Amendment No.** One (1)

Hour and date specified for receipt of offers is changed:     No                     Yes, to: \_\_\_\_\_ 3.00 PM CST/CDT

Pursuant to OAC 580:15-4-5(c)(5), this document shall serve as official notice of amendment to the Solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent. Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly on the front of the envelope.

**ISSUED BY and RETURN TO:**

**U.S. Postal Delivery:**

Department of Central Services, Central Purchasing  
P.O. Box 528803  
Oklahoma City, OK 73152-8803  
or

Theresa Johnson  
Contracting Officer  
( 405 ) - 521 - 2289  
Phone Number

**Personal or Common Carrier Delivery:**

Department of Central Services, Central Purchasing  
Will Rogers Building  
2401 N. Lincoln Blvd., Suite 116  
Oklahoma City, OK 73105

theresa.johnson@omes.ok.gov  
E-Mail Address

**Description of Amendment:**

a. This is to incorporate the following:

SECTION A – Amend solicitation:

Add the following to section E. Instruction to Supplier

E.4 Submission Deliverables

Two (2) sealed hard copies and two (2) CD containing an electronic copy of the proposal must be clearly marked by the respondent's name, solicitation number and date of solicitation closing.

All electronic documents must be in one of the following software options: Microsoft Office Word or Excel and Adobe PDF

A Copy of proposal emailed to Contracting Officer is not considered an electronic copy and will not be accepted.

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b. All other terms and conditions remain unchanged.

\_\_\_\_\_  
Supplier Company Name (**PRINT**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name (**PRINT**)      Title

\_\_\_\_\_  
Authorized Representative Signature

## Description of Amendment - continuing

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### SECTION A - CONTINUED

Amend section H. Price and Cost to read:

#### H.3 MISCELLANEOUS – SECTION THREE – SEE SPREADSHEET – ATTACHMENT C

H.3.1 - Remove

H.3.2 Identify ANY cost, charges, fees or assessments that are not listed in the above two spreadsheets. Please indicate no other charges by entering a "NO MISC. CHARGES" statement.

H.3.3 - Remove

H.3.1 ADD BEST PRICING OPTIONS (pricing alternatives).

### SECTION B – ANSWER TO QUESTIONS:

The following questions have been submitted by suppliers, this amendment is issued to incorporate clarifications and to share this information with all suppliers. The questions are numbered, and in the answers in bold type.

**QUESTION #1** - Teresa, can you please provide the tabulations/results from the last state gasoline and diesel bid. Also can you please indicate which vendor was awarded the current contract?

**ANSWER #1** – The bid tabulation has been incorporated into this document and is listed as an attachment. The current contractor is Mansfield Oil.

**QUESTION #2** - What are your normal payment terms and is the invoice payment electronic or PCard?

**ANSWER #2** – The normal payment term is Net 30, The state is working toward electronic payments and no the PCard is not a variable as fuel is excluded. The state does have a fleet fuel card that could be a payment option.

**QUESTION #3** - Contract Management B.15 for fuel at \$4.00 a gallon would far exceed what any vendor could make in profit for fuel. Is that language mandatory for this bid?

**ANSWER #3** – B.14 Contract management fee is 1% of the total quarterly expenditures and the management fee is a mandatory requirement. The state will consider all offers, and we also will consider alternate proposals.

**QUESTION #4** - C.9. Fuel Product Management at State and Authorized User Sites-Option 1 and Option 2

Both of these options are very expensive to install and maintain and the contract is only for one year? I see the contract has optional years but is there no guarantee that after the installation and cost of the equipment the winning vendor can recoup the cost of either one of these installations?

**ANSWER #4** - C.9 Fuel Product Management, option 1 calls for the supplier to install a STATE own fuel control terminal.

**QUESTION #5** - Do the existing tanks have Veeder Root systems on the below ground tanks currently or does a state employee stick the tank or provide tank readings to the existing vendor?

**ANSWER #5** – That information is not available.

**QUESTION #6** - Can we bid just the 4500 to 8500 gallon deliveries for each product in only a few regions?

**ANSWER #6** – Yes, the State will consider all offers

**QUESTION #7** - Also, we no longer have supply of Conventional UNL. Would offering pricing for 10% eth unleaded only be acceptable

**ANSWER #7** – Yes, the State will consider all offers.

**QUESTION #8** - Are the contract extensions mutually agreed upon?

**ANSWER #8** - Yes, the renewal is at the state's option, however vendors are contacted for their acceptance.

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**QUESTION #9** - Have any addendums been released for this bid?

**ANSWER #9** – No, this is the first.

**QUESTION #10.** When is the award date?

**ANSWER #10** – That has not been determined.

**QUESTION #11** - When is the first board meeting after the opening? Will decision be made before or at board meeting?

**ANSWER #11** – I do not know what board meeting you are referring to.

**QUESTION #12** - What is the percentage of Transport to Tankwagon deliveries on this bid

**ANSWER #12** - That information has not been tracked by the state.

**QUESTION #13** - Do you currently receive a discount for prompt payment of invoices?

**ANSWER #13** – No, not currently

**QUESTION #14** - Are the bulk of the gasoline deliveries conventional and not gasoline with 10% ethanol?

**ANSWER #14** – The state requires both types fuel

**QUESTION #15** - Can we please have a list of bidders invited to submit a proposal?

**ANSWER #15** – The file will be public information after award.

**QUESTION #16** - Do we need the information for C.9 and C.10 if we are only bidding on the Bulk Fuel deliveries?

**ANSWER #16** - The state will consider all offers, and we also will consider alternate proposals

**QUESTION #17** - Are any taxes or fees to be in the bid margin?

**ANSWER #17** - No, PER GALLON MARGIN OF is separate.

**QUESTION #18** - What information will you be reading out loud at the bid opening?

**ANSWER #18** - The names and locations of the supplier, cost will not be given as this is a proposal, not a bid.

**QUESTION #19** - How many consecutive years has the current vendor been awarded?

**ANSWER #19** - Five (5) consecutive years, not contracts

**QUESTION #20** - 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?

**ANSWER #20** - The information will be public after award.

**QUESTION #21** A.14.1 – Do you intend to only have one supplier per region, even if you choose to award to more than one contractor?

**ANSWER #21** – A.14.1 states the state may award to more than one bidder whichever is deemed to be in the best interest of the state.

**QUESTION #22** - A.18 – Our research shows that the State is not exempt from the following taxes: Federal Oil Spill; OK Excise tax; OK Underground storage fee; and Federal LUST for dyed diesel. Please confirm.

**ANSWER #22** – This is correct.

**QUESTION #23** - Who is the incumbent(s) for these supplies?

**ANSWER #23** – Mansfield Oil

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**QUESTION #24** Will you please provide us a copy of a prior invoice for each of the products included in the RFP?

**ANSWER #24 - That information is not available.**

**QUESTION #25 - B.5.1. – Please explain what you mean by this contract being a Mandatory Contract.**

**ANSWER #25 – State Agencies are required to use the contract.**

**QUESTION #26 - C.3.2. – We normally manage consignment services so that we make decisions as to when deliveries will be made. Are you willing to have your consignment services managed in this way?**

**ANSWER #26 - The state will consider all offers, and alternate proposals.**

**QUESTION #27 - C.4. – This provision says fueling pricing will be the wholesale price of fuel; then states that the fuel markup will be from the OPIS Weekly Thursday posting, but also mentions that pricing will use the OPIS average price for the day of delivery. Are you willing to accept fuel pricing based upon the OPIS Daily average for the day of delivery for your stated terminals? If not, please explain further how you expect the fuel to be priced.**

**ANSWER #27 - The state will consider all offers, and alternate proposals on the pricing of wholesale fuel.**

**Vendor may propose daily, weekly, average, etc.**

**QUESTION #28 - C.7.1 – You state that your total fuel cost will be the OPIS price, plus the Contractor's Fuel Markup, plus freight, plus taxes and fees. Are you asking for the freight charge to be separate from the Fuel Markup that we bid? In other words, are we to include freight in the markup that we bid?**

**ANSWER #28 – No, the solicitation states plus freight**

**QUESTION #29 - C.9. and C.10 – Please advise as to how and where you would like for us to present our bid for the Option One and Option Two equipment bids?**

**ANSWER #29 – In writing, In your response to this proposal**

**QUESTION #30 - For Option One, do you want separate pricing for the State owned fuel control terminal and the Supplier owned AST? Are these in the same location? Do you need both a dispenser and a cardreader for the UST in Option One?**

**ANSWER #30 - The state will consider all offers**

**QUESTION #31 - Option 2 – Do you need the auto metering units for all of your tanks? If not, for how many?**

**ANSWER #31 – The state is requesting pricing so that agencies can consider these options. There are not set requirements.**

**QUESTION #32 - H.1. You state that Bulk Fuel will be charged at actual cost, plus actual freight, applicable taxes and fees plus a PER GALLON margin. Must Bulk fuel deliveries be based on actual rack pricing, or are you willing to accept a bid based on the OPIS Daily average?**

**ANSWER #33 – The state will consider all offers**

**QUESTION #34 - Do you want freight to be a pass-through, or do you expect it to be included in the PER Gallon margin bid that we submit?**

**ANSWER #34 – See question #28.**

**QUESTION #35 - H.2. You state that Consignment Fuel will be charged at OPIS, plus freight, plus applicable taxes, plus Contractor's bid margin. Do you want freight to be invoiced as a pass-through, or do you expect it to be included in the bid margin that we include in our bid?**

**ANSWER #35 – See question #28**

**QUESTION #36 - Attachment C – is there supposed to be a list of services in Attachment C? Where would you like for us to include our pricing for the two options (equipment)?**

**ANSWER #36 – Attachment C is included for suppliers to list their BEST PRICING OPTIONS.**

**SEE SECTION A.**