



Amendment of Solicitation

Date of Issuance: 08/17/2018

Solicitation No. 09000011617, SW0101

Requisition No. N/A

Amendment No. One (1)

Hour and date specified for receipt of offers is changed: [ ] No [x] Yes, to: 09/05/2018 3:00 PM CST/CDT

Pursuant to OAC 260:115-7-30(d), 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 or Personal or Common Carrier Delivery:

Theresa Johnson
Contracting Officer

Office of Management and Enterprise Services
Central Purchasing
5005 N. Lincoln Blvd., Ste. 300
Oklahoma City, OK 73105

405 - 521 - 2289
Phone Number

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

Description of Amendment:

a. This is to incorporate the following:

CLOSING DATE HAS BEEN EXTENDED TO: September 5, 2018, 3:00 P.M. CDT
Section A - Amend Solicitation
SECTION G - TECHNICAL/BUSINESS REQUIREMENT WORKSHEET
2.2 Data Collection and Collection
ADD THE FOLLOWING:
2.2.12. - Ability to transmit data directly into state fleet management system in real time.
2.2.13. - Ability to verify purchases relative to established parameters within the state fleet management system and fail transactions that are outside the parameters.
AMEND THE FOLLOWING TO READ:
2.2.8 - Ability for system to allow for a minimum of 50 characters on account coding
2.2.9 - Ability for system to require, capture and display Level 3 transaction data as made available from the merchant
2.3 Administration of System Accounts
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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

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AMEND THE FOLLOWING TO READ:

2.3.15 – Ability assign cards to vehicle or department

Amend Attachment A - Pricing Proposal to include tabs: Pricing Updates, Distribution Charges and Rebates and Discounts

C.1 Background – The annual spend for FY2018 is - \$25,705,513.74.

**Section B - Answers 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 and subsequent answers are numbered and in bold type for clarity.

**Question #1** – We received bid no. 0900011617 for fleet fuel cards. We were wondering if there was an estimated gallons for the contract period? Or are you able to provide the gallons that were used during last year?

Answer #1 - The annual gallons purchased for Fiscal Year 2018 is 7,332,879.99 fuel gallons.

**Question #2** - One final question, does this replace SW14101B which is due to expire 12.05.18?

**Answer #2 - This solicitation is for contract SW0101, the solicitation for SW101B will be issued in the next month.**

**Question #3** 1. Who is the current vendor for these services? **Answer #3 - Comdata**

**Question #4** 2. What is the current pricing for these services? **Answer #4 – Retail price, minus federal excise tax**

**Question #5** - Can you provide the Responding Bidder Information and the Certification for Competitive Bid and/or Contract as Word documents so we can complete them electronically?

**Answer #5 – No, the form is only available in the PDF format.**

**Question #6:** Section E.2.1 – please confirm that we should submit just two CDs or flash drives with the complete response, and NO paper copies.

**Answer #7 – Yes, Supplier is to provide 1 complete hard copy (paper) and on two CDs or Flashdrives.**

**Question #7** - Section D Evaluation – Will the state provide the breakdown of what percentage of scoring is attributed to each of the criteria?

**Answer #7 – No, The weights or percentage scoring will not be provided.**

**Question #8** - General Question (Scope): Can you provide Transaction data (in Excel) for the last two months? The data will help us identify the breakdown by sites and fuel type.

**Answer #8 – No, actual transaction data is not available.**

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**Description of Amendment - continuing**

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**Question #9** - General Question (Scope): How much of the \$24 Million spend is fuel vs maintenance?

**Answer #9. The spend has been revised for FY18, \$17,253,996.04 is the spend for fuel, \$8,451,517.70 is the spend for non fuel.**

**Question #10** - General Question (Scope): How many CNG unit/gallons are purchased annually? (This data would be available if providing transaction data)

**Question #10 – That information is not available, see question #8.**

**Question #11** - Regarding the pricing, do we have the option to do a combination of a cents per gallon rebate and an overall Volume (Basis Point) rebate for all spend? Would cents off per gallon be evaluated in the pricing (per entity)?

**Answer #11 – An option to do a combination of a cents per gallon rebate and an overall Volume can be provided as stated in D.2.6 Value Add Services, and No, these services will not be scored.**

**Question #12** - Would the state consider additional discounts from local merchants, in the form of a cents per gallon rebate? Would we be able to add this third rebate to the final offer in the form of cents off per gallon? Would that be considered in the scoring?

**Answer #12 – Yes, the state will consider under Value Add Services, and no these services will not be scored.**

**Question #13** - To confirm the pricing proposal requirement– Per section B.20 the admin fee is 1% Do we include 1% in section #3 and anything above 1% would be included in the incentive share #1 (per entity)?

**Answer #13 – Section B.20 clearly states the contract management fee is 1% of the total quarterly expenditures under the contract. Which is All entities. Section H.1.1 is the quarterly volume rebate per entity.**