



Procurement Bid Office
Customer Center 1st Floor, Room 002
21 W. Church Street
Jacksonville, Florida 32202

May 22, 2017

ADDENDUM NUMBER: Three (3)

TITLE: Joint Agency Fuel Supply Products, Fuel Cards, and Related Services

JEA ITN NUMBER: 088-17

RESPONSE DUE DATE: June 1, 2017

TIME OF RECEIPT: 12:00 PM

TIME OF OPENING: 2:00 PM

THIS ADDENDUM IS FOR THE PURPOSE OF MAKING THE FOLLOWING CHANGES OR CLARIFICATIONS:

1. **QUESTION:** Can you provide us with the bid tabulation sheet from the last time these services were bid?

➤ **RESPONSE:**

City of Jacksonville

	Current	Previous
Unleaded	-0.0063	-0.0051
Diesel	-0.00495	0.0032

All Mark-ups or Discount are applied to the OPIS PADD 1 report Average Rack Price for Jacksonville, FL

2. **QUESTION:** What are the City of Jacksonville's payment terms.?

➤ **RESPONSE:** Invoicing electronic and daily. Net 30

3. **QUESTION:** For the City Fuel Deliveries the technical specification appears to read that COJ deliveries are consignment and fuel is not paid for until the fuel is dispensed to the vehicles.?

➤ **RESPONSE:** These Deliveries are Bulk fuel deliveries NOT Consignment.

4. **QUESTION:** Page 52 (page 15 of Appendix A), paragraph 8 Onsite Fueling Information; also Appendix C COJ Fueling Locations. Paragraph 8 says that the Appendix C provides information which is not actually included (above ground versus underground tanks). Also, we need **additional** information for each tank or fueling location, including:

4.8. Number of tanks and tank Sizes for each Fuel Grade by site. Provide whether the tank is above ground or underground tank.

- 4.9. Provide for each tank, whether that tank currently has an electronic, automatic tank gauging system (i.e. Veeder Root, or Centeron ATG).
- If an ATG is installed on the tank, does the ATG have communication capability (i.e. RS232 phone jack and phone line, or internet connection).
 - Please confirm that contractor will be given access to remotely monitor the existing ATG devices.
 - If no port for remote monitoring, please confirm the City will upgrade devices to allow remote monitoring of inventory levels.
- 4.10. Please provide historical annual or monthly gallons for each fuel grade at each onsite tank location.
- 4.11. If available and especially if true bulk sales are desired, provide the average delivery quantity the City receives for the tanks. This is important to determine whether full transport deliveries can be expected or will the tanks require bobtail or partial (split load) deliveries.
- 4.12. If consigned fuel is the expectation, does the City expect the vendor to maintain a certain minimum volume threshold in the tanks (i.e. maintain no lower than 35% or 50% full).
- 4.13. If consigned fuel is the expectation, provide the number of fuel dispenser hoses connected to each fuel grade (tank).
- 4.14. For the City's fueling locations, are there any fuel delivery vehicle size limitations? It is Important to know whether a large transport can access the location and tanks for delivery, or will a smaller bobtail truck be required for delivery.
- 4.15. Are there any required delivery windows (i.e. Day of Week or Time of Day) for fuel deliveries to the City fueling locations?

a. **RESPONSE:**

- i. All sites have a Veeder Root Tank Monitoring System
- ii. The ATG does communicate with COJ. COJ places all orders.
- iii. Contractor will not be given access to remotely monitor the existing ATG devices
- iv. Annual usage provided for bulk fuel usage. Daily usage for each site on attachment.
- v. Typical delivery volume is 7,700 Gallons Diesel and 8,800 Gallons unleaded. Where possible, we will order full loads. But, split loads are common.
- vi. The Eastport Rd is only open from 7 AM to 5PM

5. QUESTION: Page 53 (page 16 of Appendix A), paragraph 8.3 Pre-Existing Fuel Data Software.

RFP Requirement

8.3 Pre-Existing Fuel Data Software

Currently, EJ Ward is utilized at the existing onsite pump locations in order to capture fuel dispensing information and bill other participating agencies using these pumps. Ideally, the successful Respondent would be capable of integrating with the current EJ Ward system and maintaining for all fueling activities for each Participating Agency.

This requirement seems to certainly imply that the City desires consigned fuel, with transactions billed as fuel is dispensed into vehicles, not bulk fuel billed as large deliveries occur. So similar to our question # 2, confirm whether the service desired is true bulk fuel sales (invoiced as large deliveries occur), or consigned fuel services billing fuel purchases occurring onsite as dispensed into vehicles integrated into normal billing of off-site retail purchases. Note that EJ Ward is not certified on our processing network, please confirm that it would be acceptable for vendor to replace EJ Ward fuel control terminals with contractor preferred equipment for processing consigned fuel transactions at the City owned fuel sites.

- **RESPONSE:** True Bulk Deliveries are desired, COJ does NOT want consigned fuel.

6. QUESTION: Page 54 (page 17 of Appendix A), paragraph 9 Emergency Response and Fuel Delivery Services.

The emergency services identified in paragraph 9 are quite extensive and might require significant investment, preparation, equipment staging, and of course personnel to man emergency fueling stations during or after an emergency situation. The RFP says: “An Optional pricing sheet for each of the locations listed, is provided on page 2 of the Bid Form.” We don’t see this “optional pricing sheet” listing locations to receive emergency services. We do need a form or recommendation on how to price these services. NOTE: the form should provide bidders the ability to price each of the specific requirements (for each site to receive emergency services).

- **RESPONSE:** The Bid Workbook has optional fuel pricing with the Rack + Margin model. JEA is requesting suppliers provide Margin for the service type, regardless of location.

QUESTION: In reaching out to business partners for the retail portion, one main concern keeps coming up. The liability portion of the fuel quality for the Card Company and primary fuel contract holder. How can they guarantee the fuel quality for all the vendors in the City of Jacksonville? For example, Mary’s Fuel Stop doesn’t treat the tank with the correct additive which translates to bad fuel. JEA fuels from this station which causes \$1K in damages. In the current RFP, the Card Company and primary fuel contract holder will be responsible for the damages to JEA. This language translates to unknown damages.

- **RESPONSE:** The Respondent may propose a mark up of the language for JEA’s consideration.

QUESTION: The card companies cannot extend OPIS pricing for the retail stations. If a fuel company owns the stations, they are able to extend OPIS to their customers. I don’t work for a card company but they have certain discount programs. Your requirement for OPIS will eliminate them completely.

- **RESPONSE:** The Respondent needs to submit a request for a change, not an observation.

QUESTION: If a company doesn’t present figures for bulk or retail, this means that they can not extend pricing for the optional fuel pricing. Correct?

- **RESPONSE:** If a Respondent does not Bid on the base work scope, they may be eliminated.

Acknowledge receipt of this addendum on the Response Form