

# Addendum 3

**City of Canton, Ohio**  
Purchasing Department  
218 Cleveland Ave. SW  
Canton, Ohio 44702

Bulk Fuel

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**Item/Project**

Division of Motor Vehicles

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**Responsible Department**

Thursday, September 5, 2019 on or before 2:00 PM local time

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**Bids Due On or Before**

## **Bid Proposal Submitted By:**

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**Company Name**

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**Street Address**

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**City**

**State**

**Zip**

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**Contact Person**

**Phone No.**

**Email Address**

## **Request for Information**

### *Question*

We plan on sending this bid via FedEx. Can you please confirm your office receiving hours for FedEx packages on 9/3/19 and 9/4/19?

### *Answer*

City Hall, Purchasing Department is open 8:00 am – 5:00 pm, local time, both days.

### *Question*

When is the first board meeting after the opening?

### *Answer*

9/10/19

### *Question*

Will decision be made before or at the board meeting?

### *Answer*

A recommendation will be made before but the Board has the ultimate authority and will either approve, table or deny the recommendation.

### *Question*

If we do not attend the bid opening, how and when will we be notified of the low bidder and can we receive a copy of the bid tabulations?

### *Answer*

The bid tabulation will be posted to the Vendor Registry web site as soon as it is prepared and you will be able to download it from that site.

### *Question*

What is your current turnaround on payment of invoices?

### *Answer*

Net 30 days from the date of receipt of a valid invoice unless other terms are accepted.

### *Question*

What are the estimated Annual usage for the Water Reclamations Gasoline tank and the Sugar Creek Water Treatment Plants Gasoline Tank?

### *Answer*

Usage at the WRF facility in 2018 was 6,544 gals. The Sugar Creek facility spent \$367.23 on fuel in 2018.

### *Question*

Will you accept up to 5% bio diesel in your diesel fuel?

### *Answer*

No

### *Question*

Will a firm fixed price be considered? If not, why?

### *Answer*

No. Because the bid does not request that type of pricing.

### *Question*

If we were to insert any conditions into our alternate 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?

### *Answer*

Please see above, fixed firm pricing was not requested and will not be accepted at this time.

### *Question*

To confirm, we must use the OPIS Gross Contract Weekly Average for Akron/Canton, and we cannot use any other variation of OPIS index including changing the OPIS city?

*Answer*

Correct

*Question*

As stated in Addendum 1 Question 7, you want taxes included in the differential AND line itemed separately on the invoice, essentially being taxed twice?

*Answer*

The City does not want to be taxed twice but we do need to see a breakdown of the taxes. This will help us when we prepare our state of Ohio Fuel Tax Recovery Application. A sample invoice has been provided.

*Question*

Please provide a current bill of lading.

*Answer*

Document provided as part of Addendum 3.

*Question*

Please provide a current invoice.

*Answer*

Document provided as part of Addendum 3.

*Question*

May we price off of the OPIS Gross Contract Daily Average instead of weekly?

*Answer*

No

*Question*

Do you wish to be billed off of the Monday through Friday weekly OPIS average or previous Thursday weekly OPIS average?

*Answer*

OPIS indicated to me that their weekly average was based upon a Friday-Thursday analysis.

*Question*

Please provide an OPIS number to reference in order to match the correct weekly average.

*Answer*

Akron/Canton [249]

*Question*

Please provide a breakdown of how this bid will be scored for award?

*Answer*

See the bid document.

*Question*

As stated in Addendum 1 Question 3, only the Water Reclamation Facility receives tank wagon deliveries. Are you requesting full truck load deliveries to the 275 gallon tank at 9520 Dolphin St SW Strasburg, OH?

*Answer*

No

*Question*

Please provide bid tabulations from the most current fuel bid.

*Answer*

Document provided as part of Addendum 3.

*Question*

Do you plan to award to one vendor or split the award among multiple vendors?

*Answer*

See the bid document.

*Question*

Do you require a performance bond? If so, do you wish to have a 100% performance bond?

*Answer*

See the bid document.

*Question*

What is the average delivery size received by each location?

*Answer*

2018

Location	UNL	Diesel
1	2890.66	4968.44
2	3031.53	4871.44
3	727	0
4	\$367.23 total	0

*Question*

What is your estimated annual gallons to the 9520 Dolphin St. SW Strasburg, OH site with the 275 gallon tank?

*Answer*

The Sugar Creek facility spent \$367.23 on fuel in 2018

*Question*

After reviewing the FOIA we received, your invoices show that you are being priced off of the Daily Akron/Canton, OH OPIS instead of the Weekly Akron/Canton, OH OPIS. Is this how you want priced going forward?

*Answer*

The specification reads, "It is understood that the price will fluctuate based on the OPIS average price per week."

*Question*

I am in the process of filling out the Bid for Bulk Fuel and need help in identifying the section which requires us to put in UNIT PRICE section. What Unit Price will be use for bidding purposes?

Please advise.

Secondly, instructions say that in the fixed differential we are to add all taxes and item lined separately?

Please advise.

*Answer*

Please see page 36 of the specifications.

The City does not want to be taxed twice but we do need to see a breakdown of the taxes. This will help us when we prepare our state of Ohio Fuel Tax Recovery Application. A sample invoice has been provided.

*Question*

I had one more question regarding taxes. Per your bid it states "Taxes shall be included in the fixed differential and line itemed separately". This seems contradictory to us because you would be charged twice. Once in the margin and again separately as requested. Currently your invoices show that you do not have taxes in your Margin, just line itemed separately. Can you please confirm if that is what you want again? If this is not what you want, are you wanting us to include them in the margin, but listed below on the pricing page of the bid document what taxes are included and when you receive your invoices, taxes will not be listed separate?

*Answer*

The City does not want to be taxed twice but we do need to see a breakdown of the taxes. This will help us when we prepare our state of Ohio Fuel Tax Recovery Application. A sample invoice has been provided.

*Question*

Are vendors required to bid on 4 all items?

*Answer*

No, however the City will award in its best interest as stated in the bid specifications.

*Question*

Will all 4 items be awarded to one vendor, or will there be split awards?

*Answer*

Please see the bid specifications

**End of Addendum 3**