

ADDENDUM NO. II

DATE: December 2, 2020
TO: All Potential Bidders
FROM: James McKeehan, Assistant Purchasing Agent, City of Knoxville
SUBJECT: Addendum No. II to ITB – Bulk Fuel
PROPOSALS TO BE OPENED: December 7, 2020 at 11:00 AM (Eastern Time)

This addendum is being published to provide clarification regarding the above referenced RFP. This addendum becomes a part of the contract documents and modifies the original specifications as follows:

Items for Clarification:

1. **Note that the deadline for bids has been extended to December 7, 2020 at 11:00 am.**
2. **A Copy of the Outside of the Envelope Form is included on page 6 for bidders who need.**
3. Is DBE participation required for this fuel bid or just strongly encouraged?

Bidders are not required to be a DBE. While the City cannot engage (pursuant to state law) in preferential bidding practices, the City does strongly encourage prime contractors to seek out and hire diverse businesses in order to help the City meet its goals as stated on page 17 of the ITB. As such, the City encourages prime contractors to seek out and consider competitive sub-bids and quotations from diverse businesses.

4. Could you please provide us with a list of approved vendors?

Any vendor who meets the requirements listed in the ITB may bid.

5. Vendor is recognized as a Veteran Owned Small Business. Please advise if this is acceptable.

The City recognizes Veteran Owned Small Businesses as a DBE. A complete list of DBE Certifications recognized by the City can be found at the link below.

https://knoxvilletn.gov/government/city_departments_offices/purchasing/small_business_and_diversity_outreach/diversity_business_directory

6. Must we bid on the renewable hydrocarbon diesel to be considered for award?

Yes, this is a requirement for the bid.

7. Are the options to extend based on mutual agreement?

Yes, annual renewal is based on mutual agreement.

8. The bid states that it will need the delivery price the day of delivery- but OPIS does not post until the day after, please advise if we can send delivery prices day after?

OPIS is posted daily at 10:00 am. Pricing should reflect the OPIS price at 12:00 noon on the day the order is placed by the City.

9. Could you please send the estimated usage per location?

See Item #13

10. How often does the Transfer Station site require delivery?

The Transfer Station places orders approximately 6 times per year.

11. When is the estimated award date?

The contract is to begin on February 1, 2021. There is no guaranteed date to award.

12. Under product Specifications, Part 1, Gasoline. The city of Knoxville asks for Minimum 87 Octane Mid-Grade gasoline. Mid-Grade does not come in an 87 octane, only Regular-Grade does. Please specify which grade you are requesting?

All Requested Gasoline is to be understood to be 87E10 Unleaded Regular Gasoline - Minimum 87 Octane

13. In three separate location in the bid you ask for Regular Gasoline, Mid-Grade gasoline, and Unleaded Conventional gasoline. Please specify which of these the city will purchase and provide a breakdown of the annual volume for each?

See Item #10

14. Please provide the estimated gallons of Renewable diesel the city will purchase?

The City does not have an estimated usage for Renewable Hydrocarbon Diesel. Please see "Product Specifications – Gasoline, Diesel and Additives:" Item #3 of the ITB.

15. Please provide a breakdown of the estimated annual volume of each product being delivered to each site.

There is no guarantee of the consumption rates described herein; however, the City of Knoxville estimated these consumption rates in good faith to help guide bidders in establishing pricing. Usage will vary with the needs of the Fleet Department and KAT and the departments will order various quantities on an as-needed basis during the term of the contract.

**Knoxville Area Transit Location: 208,000 gal of gasoline, 780,000 gal of diesel
Fleet Loraine Street Location: 263,500 gal of gasoline, 273,500 gal of diesel
Fleet Prosser Road Location: 148,000 gal of gasoline, 55,000 gal of diesel
Fleet Hill Avenue Location: 301,500 gal of gasoline
Transfer Station Location: 12,000 gal diesel**

Other locations vary by usage and time of year.

16. On the signature page after the pricing sheet there is a section that request our Business License Number, under this it requests terms. Please define what needs to be put in this “terms” section.

The City of Knoxville’s Standard Payment Terms of Net 30 will apply to this contract.

17. Will an electronic signature be acceptable in place of a wet signature?

Electronic Signatures will be accepted on Bid Submission Forms but physical signatures may be required from the winning vendor.

18. Has the City of Knoxville ever requested Algaecide Additive in their previous contract?

The City has not requested Algaecide Additive from the current fuel vendor.

19. What Algaecide Additive is currently being used?

See Item #16

20. What treatment ratio for Algaecide Additive is being used?

Since the City has not requested Algaecide Additive from the current fuel vendor a treatment ratio can be discussed with the winning bidder if ever needed

21. Which specific months will require winter additive for the diesel?

Weather dependent the City may or may not order de-icing additive.

22. Are bidders required to attach their emergency plan to the bid documents?

Please see the “Deliveries” section of the ITB.

“...In the event of a natural disaster, terrorist attack, other catastrophic event, or due to negligence on the part of the contractor, which would render any of the fuel sites covered

under this contract inoperable, the awarded contractor shall supply a tanker truck capable of refueling vehicles at a site specified by the City of Knoxville. Vendors shall propose alternate sites to fuel in case of emergency situations. This should include a provision to allow City of Knoxville vehicles to go to vendor's stations and the vendor should be capable of setting up remote sites with fueling trucks. Failure to include this information may result in bid rejection"

23. Are bidders required to bid all products and locations?

The City's intent is to award to one vendor for all requested products and locations.

24. Are bidders required to bid the Renewable Diesel to be considered for award?

See Item #4

25. Are bidders required to supply Renewable Diesel from Renewable Energy Group, Inc. in Louisiana?

No, other suppliers may be used for bid pricing.

26. Please specify which sites only receive full transport deliveries via 18-wheeler.

The following locations can accept full transport deliveries via 18-wheeler

Knoxville Area Transit 5th Ave. Location

Fleet Department Loraine St Location

Fleet Department Hill Avenue Location

***Fleet Department Prosser Road Location can physically accept 18-wheeler deliveries but not full loads due to the tank size**

27. Please specify which sites can only receive tank wagon deliveries.

Please see attachment A of the ITB. The KPD Driving Range and Transfer Station locations can only receive Tankwagon loads.

28. How many loads of Renewable Diesel do you expect to lift on this contract?

Please see Item #12

29. How is the current vendor meeting the 45 cetane spec?

The current contract does not require the 45 cetane specification requested in this ITB.

30. Is additive being used to meet the 45 cetane spec?

See Item #27

31. Please provide specification sheets for all products including hydrocarbon diesel and additives for this solicitation.

The City does not have a preference on how the fuels supplied meets the requested specifications as listed in the ITB only that the supplied fuels and additives provide the best value for the City.



CITY OF KNOXVILLE

BID DOCUMENTS FOR

Name of Project: _____

Project Number: _____

Bid Date & Time: _____

BIDDER IDENTIFICATION:

Name: _____

Address: _____

License Number: _____ Expiration Date: _____

Classification: _____ License Limit: _____

SUBCONTRACTORS:

• Plumbing (if applicable): _____

License #: _____ Expiration Date: _____

Classification: _____

• HVAC (if applicable): _____

License #: _____ Expiration Date: _____

Classification: _____

• Electrical (if applicable): _____

License #: _____ Expiration Date: _____

Classification: _____

• Masonry (if applicable): _____

License #: _____ Expiration Date: _____

Classification: _____

_____ has complied with the instructions to bidders and has fully completed all bid forms without any qualifying statement.

END OF ADDENDUM II