

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

6/05/24

ADDENDUM NO. 02

Your reference is directed to RFX Number 3000022828 for the Invitation to Bid for the State of Louisiana – Supplemental Statewide Contract for Bulk Fuel, which is currently scheduled to open at 10:00 A.M. CT on 06/13/2024.

The following changes have been made to the referenced solicitation:

Attachment B – Specifications; page 2, Section 7.A – Fuel Pricing

The following was added:

In the event that a designated terminal should fail to report fuel pricing to OPIS for a given week the pricing for the affected fuel type(s) shall default to the Baton Rouge terminal for that week. Should there be an extended period of non-reporting a new terminal may be permanently selected based upon mutual agreement between the successful Contractor and the State of Louisiana.

Attachment B – Specifications; page 3, Section 7.D – Allowable Fees, Line vi

Currently reads:

Demurrage Fee: A Demurrage Fee may be charged for every 15 full minute interval after the end of the delivery window or the cut off at the end of normal business hours when the carrier is required to wait for the Authorized User at the delivery location. The total Demurrage Fee per delivery shall not exceed \$200 and shall be included on the fuel invoice.

Attachment B – Specifications; page 3, Section 7.D – Allowable Fees, Line vi

Changed to read:

Demurrage Fee: A Demurrage Fee may be charged for every 15 full minute interval after the first hour on site upon carrier’s initial arrival during the delivery window when the carrier is required to wait for the Authorized User at the delivery location. The total Demurrage Fee per delivery shall not exceed \$200 and shall be included on the fuel invoice.

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

Attachment C – Price Sheet – Excel Workbook:

The Fuel Markup tab has been revised and replaced in its entirety. See attached Revised Attachment C – Price Sheet – Excel Workbook.

The following are the Vendor's submitted questions received by the deadline date of May 23, 2024 and the State's Responses:

1. **Vendor Question 1a:** When will the bid be awarded and how will we be notified? (Special Terms and Conditions – page 7)

Vendor Question 1b: Regarding the Acceptance on page 3. When is the anticipated award date?

Vendor Question 1c: Regarding the Contractual Period on page 5. What is the anticipated start date for the initial one-year contract term?

Vendor Question 1d: When will this contract begin?

State's Response 1a – 1d: The State anticipates awarding the contract(s) for a period of delivery beginning with the date of award and ending March 31, 2025. The target start date is July 1, 2024, but this is subject to change. An award(s) will be made when the bid evaluation process has been fully completed. Award information listing the successful bidder(s) will be posted to our LaPAC website and all vendors registered for this ITB will receive an email notification when the award is posted.

2. **Vendor Question 2a:** When will bid tabulations be provided after bid opening? (Special Terms and Conditions – page 7)

Vendor Question 2b: Regarding the Acceptance on page 3. How and when will we be notified of the low bidder, and can we receive a copy of the bid tabulations?

State's Response 2a – 2b: A copy of the bid tabulations can be made available upon email request to the buyer after the bid has opened and bid tabulations have been completed.

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

3. **Vendor Question:** Is wet hosing a requirement for the contractor of this bid?
(Specifications – page 2 – section 6)

State's Response: Wet hosing services are not a requirement for this bid. Pricing offered for wet hosing services is for informational purposes only and will not be used in the bid evaluation per Attachment C – Price Sheet, Wet Hosing Tab.

4. **Vendor Question:** What type of fuel additive(s) is this bid requesting? (Specifications – page 2 – section 5)

State's Response: There are no specific additive(s) being requested for this bid. Bidders may provide a list of offered additives, if any, for OSP consideration on Attachment C – Price Sheet, Fuel Additives Tab.

5. **Vendor Question:** Is the additive cost per gallon required to be part of the fuel markup?

State's Response: No. Pricing of any additives, if offered, are to be on Attachment C – Price Sheet, Fuel Additives Tab, and are for informational purposes only. They will not be used in the bid evaluation.

6. **Vendor Question:** Is bio-diesel acceptable or forbidden?

State's Response: All diesel products must meet the ASTM D 975 standard specifications (which are listed in Attachment B - Specifications, pages 10 and 11).

7. **Vendor Question 7a:** Please provide tank information for each region/parish – Please include address, tank size, above or below ground, and include if truck pump is required.

Vendor Question 7b: Can you please provide delivery location for each parish?

State's Response 7a – 7b: Specific tank sites are not contemplated in this solicitation. Any governmental Authorized User, which include but is not limited to State Agencies, Political Subdivisions, and Quasi State Agencies are intended to be able to utilize the resulting contract(s) to meet their bulk fuel needs through the vendor(s) awarded the contract(s) for that Region. Vendors must be willing to deliver to any tank location within the awarded Region/Parishes.

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

8. **Vendor Question 8a:** Please provide an average order size for the delivery locations.

Vendor Question 8b: Can you please provide average delivery size for each location for gas and diesel?

State's Response 8a – 8b: This solicitation is to establish a Supplemental Statewide Contract(s) to furnish bulk fuel for transport truck deliveries [orders of 4000 gallons or more per order] only. Specific delivery size for each location is unavailable.

9. **Vendor Question:** Is fueling vessels and ferries statewide a requirement for this bid? (Specifications – Page 3 – section 7E)

State's Response: Fueling for ferries & vessels are not a part of this particular bid. The State currently has a separate existing bulk fuel contract specifically for ferries & vessels.

10. **Vendor Question:** Who was the bid previously awarded?

State's Response: The Contractor previously awarded the contract for bulk fuel for transport truck deliveries for all Regions was Saratoga Rack Marketing LLC.

11. **Vendor Question 11a:** Please provide an invoice and BOL example for each fuel type.

Vendor Question 11b: Can you please provide invoices and bill of lading for gasoline and diesel fuel?

State's Response 11a – 11b: A current gas/diesel invoice and bill of lading are unavailable. See Attachment B – Specifications, page 6, Section 10 - Bill of Lading for information on bill of lading requirements. Invoices shall be submitted on the Contractor's own invoice form and shall include the information included in Attachment B – Specifications, page 6, Section 11 - Invoices.

12. **Vendor Question:** Are there any bonds?

State's Response: There are no bonds required for this solicitation.

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

13. **Vendor Question:** Are copies of OPIS reports required with the bid?

State's Response: No. OPIS reports are not required to be submitted.

14. **Vendor Question:** Is a list of subcontractors intended for use to be required with bid?

State's Response: Yes, additional distributor vendors would need to be included with the bid submission, please see Page 3 of Attachment A – Special Terms and Conditions, page 3 - Vendor List.

15. **Vendor Question:** Are there any DBE requirements or goals?

State's Response: There are no Disadvantaged Business Enterprise (DBE), Minority/Women-owned Business (MWBE), Historically Underutilized Business (HUB), etc. requirements, goals, or preferences allowed for this solicitation. This is an Invitation to Bid (ITB), not a Request for Proposals (RFP).

16. **Vendor Question:** Would you be able to provide an example of the weekly OPIS PADD 3 report that you are referring to?

State's Response: OPIS reports utilized by the State are obtained through a paid subscription service and per the terms and conditions of the subscription, the State is not allowed to redistribute the reports.

17. **Vendor Question:** Will SDS sheets be required to be sent from each terminal fuel would be pulled from? (Invitation to Bid – sections 14 and 15)

State's Response: Material Safety Data Sheets (MSDS) documentation will not be required for the evaluation and award of this solicitation.

18. **Vendor Question:** Regarding the OPIS cities for margin pricing in the Attachment C Price Excel sheet, there are a few OPIS cities that do not post all product options to be covered by the contract. Please verify how the following city/product options should be priced should they be purchased. We would assume the easiest solution would be to specify an alternate OPIS city. Convent/Garyville does not currently post Mid Grade or Premium Grade conventional (non-ethanol) gasoline. Shreveport does not currently post Mid Grade conventional (non-ethanol).

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

State's Response: Please refer to the Revised Attachment B – Specifications, page 2, Section 7.A – Fuel Pricing and Revised Attachment C – Price Sheet – Excel Workbook, Fuel Markup tab.

19. **Vendor Question:** Would you consider bidding separate margins on E-10 and conventional gasoline due to varying availability and cost?

State's Response: Separate margins on E-10 and conventional gasoline will not be considered at this time.

20. **Vendor Question:** Can you please provide payment terms for this solicitation?

State's Response: Payment is to be made within 30 days after receipt of a properly executed invoice or delivery, whichever is later. See RFX/Invitation to Bid, Instructions to Bidders, page 3, number 4.

All else remains as on original bid.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail or by hand delivery to: Office of State Procurement: 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: _____ By: _____

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

REVISION: If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to bid opening by mail or by hand delivery or courier to: Office of State Procurement, 1201 N. 3rd Street, Ste. 2-160, Baton Rouge, LA 70802, and indicate the RFX number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

Revisions received after bid opening shall not be considered and you shall be held to your original bid.

Revision:

For: _____ By: _____

By: Tuan Nguyen
Office of State Procurement
Telephone No. 225-219-0245
Email: tuan.nguyen@la.gov