



ROANOKE COUNTY

Purchasing Division

5204 Bernard Drive, Suite 300-F, P.O. Box 29800

Roanoke, Virginia 24018-0798

TEL: (540) 772-2061 FAX: (540) 772-2074

August 3, 2023

ADDENDUM NO. 1 TO ALL BIDDERS/OFFERRORS:

Reference – IFB 2024-003

Description: Diesel Fuel

Issue Date: July 21, 2023

Proposal Due: August 11, 2023

The above Project is hereby changed as addressed below:

1. Extension of Due Date: the due date and time for this IFB is hereby delayed. Sealed bid responses are due no later than 2:00 PM on August 11, 2023.
2. Vendor Questions Submitted: Below are the questions received in regards to this IFB from prospective bidders, and the responses provided as RCPS is able.
 - a. When will bid tabulations be made available after bid opening? *A tabulation of bids received will be posted on the County project web page after bids have been validated as being responsible and responsive. This typically occurs within one business day of bid opening.*
 - b. Is there a conference call or zoom meeting to listen to bid openings? *No; Bidders can attend a public opening in person at the County Purchasing offices, if they choose to do so.*
 - c. What form of payment is required or preferred? *Payments are made via check. Invoices and delivery tickets must be emailed to RCPS.*
 - d. What is the average order size? *Average is 5,000 – 7,500 for diesel tanks. The order size for unleaded varies; see attached Diesel, Unleaded, and Mobile Fueling Purchase spreadsheet.*
 - e. Is there a requirement for where the base pricing comes from for July 21st? *Current contract rates are established using lock rates received from the current vendor. However, Bidders may use any method to determine and provide their best value rate in response to this IFB.*
 - f. Please confirm if a bid bond and performance bond are requirements for this bid. *As this is not a construction bid, neither bid bonds nor performance and payment bonds are required.*
 - g. Please clarify the pricing structure of this bid (OPIS, FIXED FIRM). *Once the price is established, we pay the same fixed fee until the total contracted allowance of gallons has been purchased. For additional gallons purchased beyond that allowance, RCPS pays the daily rate at the time of purchase. For unleaded, RCPS pays the daily market rate at the time of purchase. Please see attached table outlining purchases based on lock rates.*

- h. Is it a requirement to bid both B5 and NO2ULS? *RCPS currently uses No. 2 ULS for buses. Occasionally, RCPS purchases diesel for generators at Glenvar, Northside, and the RCPS Central offices (175-200 gallons).*
 - i. Is it a requirement to bid on mobile fueling? *Yes, this is required.*
 - j. Was there a certain date requested on the previous bid tabs? (For example, July 21) *We request pricing from a specific current or recent date in order to adequately compare bid pricing from various vendors.*
 - k. Who was this previously awarded to? *The previous contract was awarded to James River Solutions.*
3. Documents Requested: the following documents have been requested by prospective bidders, and are provided as attachments to this Addendum in the pages that follow.
- a. Diesel, Unleaded, and Mobile Fueling Purchase spreadsheet
 - b. Table outlining 2022-23 purchases based on lock rates
 - c. Bid Tabulation from the last awarded bid (IFB 2018-071)
 - d. Awarded vendor's bid submission for IFB 2018-071
4. Additional Scope: the scope of this IFB is hereby extended to encompass delivery of No. 2 fuel to the Western Virginia Regional Jail Authority, for use in generators.
- a. Delivery to: 5885 West River Road, Salem VA 24153, upon request.
 - b. Estimated 1,000 gallons annually
 - c. Bidders may elect to provide bids for the RCPS locations only, the WVRJA location only, or for both. The County reserves the right to issue separate awards as is determined to be in the best interest of the County, RCPS, and WVRJA.
 - d. An updated Bid Form is provided as Exhibit 1 to this Addendum.

Note: RCPS is continuing to gather information in response to additional inquiries received. If your question has not yet been addressed, the response and/or additional documentation shall be provided in a further addendum to this IFB.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the original solicitation either prior to the proposal due date or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal/bid document. The original proposal/bid document must be signed.

Thank you,

Kate Hoyt
Phone: (540) 283-8149
KHoyt@roanokecountyva.gov

Sign Name:

Print Name:

Name of Firm:

Date:

IFB # 2024-003

ATTACHMENT A: REVISED BID FORM/SPECIFICATIONS

County of Roanoke
Purchasing Division
5204 Bernard Drive, SW, Suite 300-F
Roanoke, VA 24018-0798

The County reserves the right to add, delete, or adjust quantities as deemed necessary by the County.

Bids containing any conditions, omissions, unexplained erasures, alterations or items not called for in the bid, or irregularities of any kind, may be rejected by the County as being nonresponsive. No changes are to be made to the Bid Form. Any changes to a Bid Amount must be initialed by the person signing the Bid Form.

I/We hereby propose to furnish and provide diesel fuel, in accordance with the enclosed general terms, conditions and specifications contained in IFB No. 2024-003. The Bid Form must be completed in blue or black ink. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our prices are as follows:

PRICES QUOTED SHALL BE FOB DESTINATION. Freight charges shall be included in the bid price.

ULTRA LOW SULFUR DIESEL FUEL WITH ADDITIVES

SAMPLE BASE PRICE PER GALLON	DIFFERENTIAL	NET DELIVERED PRICE PER GALLON
Single Product (Split Load -Two Drop Locations) Differential Base Price/ Gallon: \$		

B5 BIO-DIESEL FUEL WITH ADDITIVES

SAMPLE BASE PRICE PER GALLON	DIFFERENTIAL	NET DELIVERED PRICE PER GALLON
Single Product (Split Load - Two Drop Locations) Differential Base Price/ Gallon: \$		

MOBILE FUELING COST DIFFERENTIAL	Per gallon	
EXCESS PRODUCT STORAGE FEES	Per gallon	

Initial Acceptance of the following:

_____ FUEL FUTURES PURCHASING OPTION

_____ DELIVERY REQUIREMENTS: delivery requests are subject to next day delivery.

NO. 2 ULS – DELIVERY TO WVRJA

BASE PRICE PER GALLON	DIFFERENTIAL	NET DELIVERED PRICE PER GALLON

SINGLE PRODUCT SPLIT LOAD BASE PRICE PER GALLON	DIFFERENTIAL	NET DELIVERED PRICE PER GALLON

Payment terms are: Net 30. If Bidder offers a cash discount for prompt payment, it will only be considered in determining the lowest responsible Bidder if the Bidder allows at least twenty (20) days for the prompt payment after the goods or services are received or after the invoice is rendered, whichever is later.

To aid in the evaluation of bids, bidders must submit the original Bid Form and one copy of the Bid Form, Attachments, and detailed specification sheets, if applicable. If you fail to do so, your bid may be considered non-responsive and rejected.

Have you complied with this requirement? __Yes / __No.

Indicate whether your business _____ IS or _____ IS NOT located in Roanoke County. If it is, please include a copy of your Roanoke County business license with your bid.

I/We acknowledge the receipt of:

Addendum No. _____ Dated _____.

Addendum No. _____ Dated _____.

Addendum No. _____ Dated _____.

Addendum No. _____ Dated _____.

Legal Name of Bidder: _____

Signature of Authorized Representative: _____

2022-2023

Contract Rate \$2.67140
 Fed Lust Fee \$0.00100
 Fed Oil Spill \$0.00214
 VA Env Fee \$0.00600
 Fed Superfund Fee \$0.00391 reinstated 1/1/2023
TOTAL \$2.68445

Contracted for 210,612 gallons

Unleaded - Daily Market Rate

Propane \$1.719

DIESEL							INCREASE DUE TO OFF CONTRACT RATE	UNLEADED			PROPANE	
INVOICE DATE	GLENVAR	NORTHSIDE	VINTON	SALEM	MOBILE GALLONS	RATE OFF CONTRACT		QUANTITY	LOCATION	RATE	QUANTITY	RATE
07/01/22											350.0	1.719
07/07/22								4471.00	Salem	3.15023		
07/07/22				2563.10								
07/12/22		4274.00										
08/08/22					494.10							
08/15/22					1128.30							
08/16/22											450.0	1.719
08/18/22					1313.00							
08/22/22											500.0	1.719
08/22/22				3973.00								
08/22/22					786.00							
08/22/22								4276.00	Salem	2.90363		
08/25/22											350.0	1.719
08/25/22					1163.30							
08/29/22					920.20							
08/31/22			4946.00									
09/01/22											600.0	1.719
09/01/22					606.00							
09/06/22					1473.00							
09/07/22	4470.10											
09/08/22											580.0	1.719
09/08/22					1041.00							
09/12/22					962.00							
09/15/22					1305.00							
09/19/22					839.50							
09/20/22								4339.00	Northside	2.68013		
09/21/22											500.1	1.719
09/21/22		4966.00										
09/22/22					1231.30							
09/26/22											500.0	1.719
09/26/22					818.00							
09/26/22				4973.00								
09/26/22			4970.00									
09/29/22					1394.40							
10/03/22											500.0	1.719
10/03/22					874.50							
10/06/22					614.60							
10/07/22											617.9	1.719
10/10/22					1428.00							
10/11/22								4416.90	Salem	3.01633		
10/13/22											394.8	1.719
10/14/22					1034.90							
10/14/22		3984.00										
10/14/22			4482.00									
10/18/22					731.50							
10/20/22											600.4	1.719
10/21/22				2089.10	1190.00							
10/21/22												
10/25/22											350.6	1.719
10/25/22					975.00							
10/28/22					1187.60							
10/31/22											634.9	1.719
10/31/22					1073.00							
11/04/22					890.30							
11/07/22			4489.00			4.58970	8570.22					
11/07/22		3989.90				4.58970	7618.58					

TOTAL \$2.68445

Contracted for 210,612 gallons

Unleaded - Daily Market Rate

Propane \$1.719

DIESEL							INCREASE DUE TO OFF CONTRACT RATE	UNLEADED			PROPANE	
INVOICE DATE	GLENVAR	NORTHSIDE	VINTON	SALEM	MOBILE GALLONS	RATE OFF CONTRACT		QUANTITY	LOCATION	RATE	QUANTITY	RATE
11/08/22					832.40							
11/08/22											525.2	1.719
11/11/22					927.00							
11/15/22					877.50						525.4	1.719
11/17/22					1287.50							
11/17/22				4400.50							355.3	1.719
11/21/22											450.1	1.719
11/21/22					835.90							
11/21/22								5048.00	Salem	2.42233		
11/28/22					876.00							
12/01/22												
12/01/22					1373.00							
12/02/22			4507.00			3.46094	3517.27				378.4	1.719
12/05/22		4514.00										
12/05/22					966.10							
12/08/22											500.3	1.719
12/08/22					1626.70							
12/12/22					885.90							
12/15/22											600.7	1.719
12/15/22					1410.00							
01/03/23					798.00							
01/05/23											550.0	1.719
01/05/23			4514.00									
01/06/23					991.00							
01/10/23					812.00							
01/11/23								4946.90	Northside	2.367.44		
01/12/23											500.2	1.719
01/13/23				5022.00								
01/13/23					1272.00							
01/16/23											415.2	1.719
01/18/23					907.90							
01/19/23		5016.00										
01/20/23											525.0	1.719
01/20/23					900.30							
01/24/23					815.00							
01/24/23								4548.90	Salem	2.68824		
01/27/23											260.1	1.719
01/27/23					1401.00							
01/30/23											475.0	1.719
01/31/23					860.90							
02/03/23			5027.00									
02/03/23					1412.00							
02/06/23											330.0	1.719
02/07/23					808.20							
02/08/23											200.7	1.719
02/10/23					1278.00							
02/13/23											460.1	1.719
02/14/23	4863.00											
02/15/23					887.70							
02/17/23					846.00							
02/17/23		4861.70										
02/20/23				4875.30								
02/20/23											500.5	1.719
02/21/23					918.00							
02/23/23											350.0	1.719
02/27/23					1118.00							
02/27/23								597.40	Glenvar	2.35774		
02/28/23					727.00							
03/02/23											551.5	1.719
03/08/23			5007.00									
03/08/23					654.20							
03/08/23					688.60							
03/09/23					888.80							
03/09/23											579.0	1.719

TOTAL \$2.68445

Contracted for 210,612 gallons

Unleaded - Daily Market Rate

Propane \$1.719

DIESEL							INCREASE DUE TO OFF CONTRACT RATE	UNLEADED			PROPANE	
INVOICE DATE	GLENVAR	NORTHSIDE	VINTON	SALEM	MOBILE GALLONS	RATE OFF CONTRACT		QUANTITY	LOCATION	RATE	QUANTITY	RATE
03/10/23					1053.60							
03/10/23								4324.00	Vinton	2.54284		
03/10/23								4325.00	Salem	2.54284		
03/14/23					872.00							
03/15/23											450.1	1.719
03/17/23					1380.50							
03/17/23		4945.00										
03/17/23				5025.00								
03/20/23											340.0	1.719
03/21/23					863.00							
03/22/23											347.1	1.719
03/24/23					1037.40							
03/24/23			5007.00									
04/04/23					478.10							
04/04/23					655.00							
04/04/23											420.0	1.719
04/07/23					1145.00							
04/12/23								4526.00	Northside	2.71234		
04/12/23					458.30							
04/13/23											600.2	1.719
04/14/23					1077.70							
04/18/23					874.20							
04/19/23											404.5	1.719
04/21/23					1108.30							
04/24/23											375.0	1.719
04/25/23					868.60							
04/26/23											450.3	1.719
04/26/23				4701.00								
04/26/23								4521.00	Salem	2.55474		
04/28/23			5090.00									
04/28/23					1193.70							
05/02/23											500.1	1.719
05/03/23					1261.20							
05/05/23		4497.00										
05/05/23					428.30							
05/08/23											542.2	1.719
05/09/23					1171.70							
05/11/23	3467.00											
05/11/23								602.20	Glenvar	2.49574		
05/15/23											610.0	
05/19/23					1379.20							
05/19/23					1240.10	2.56645						
05/25/23					1499.90							
05/22/23			4488.00									
05/22/23		4914.30				2.63422						
05/22/23				4688.00		2.60055						
05/22/23											500.0	1.719
05/25/23											425.0	1.719
06/16/23				3485.70		2.53515						
06/19/23								4977.20	Salem	2.54554		
06/20/23											349.9	1.719
06/27/23				1492.00		2.56545						
06/27/23		2488.00				2.56545						
06/27/23			2486.00			2.56545						
06/28/23											185.0	1.719
	12800.10	48449.90	55013.00	47287.70	76402.90	3.06731	19,706.07	55919.50		2.663	22460.8	

Contracted Fixed 210,612.00
 Total Diesel Purchased 239,953.60
 Left on Contract -29,341.60
 Add back off Contract 12,985.90
 -16,355.70

TOTAL \$2.68445

Contracted for 210,612 gallons

Unleaded - Daily Market Rate

Propane \$1.719

DIESEL								UNLEADED			PROPANE	
INVOICE DATE	GLENVAR	NORTHSIDE	VINTON	SALEM	MOBILE GALLONS	RATE OFF CONTRACT	INCREASE DUE TO OFF CONTRACT RATE	QUANTITY	LOCATION	RATE	QUANTITY	RATE

TANK CAPACITY***Glenvar***

Unleaded 3000
Diesel 12000

Northside

Unleaded 10,000
Diesel 15,000

Salem

Unleaded 10,000
Diesel 10,000

Vinton

Unleaded 10,000
Diesel 12,000

Prepared by Linda Wertz Johnson

Purchase Date	Gallons	Price	Index	Total cost per gallon		Total cost of purchase	Calculated Avg Price for Billing
March 21, 2022	54,653	\$4.6959	\$0.0375	\$4.7334	Deliver July 1, 2022 to June 30, 2023	\$258,696.33	\$4.7334
June 21, 2022	54,653	\$4.4392	\$0.0375	\$4.4767	Deliver July 1, 2022 to June 30, 2023	\$244,666.91	\$4.6051
September 21, 2022	54,653	\$4.3533	\$0.0375	\$4.3908	Deliver July 1, 2022 to June 30, 2023	\$239,972.21	\$4.5337
December 18, 2022	54,653	\$3.7523	\$0.0375	\$3.7898	Deliver July 1, 2022 to June 30, 2023	\$207,123.94	\$4.3477
TOTALS	218,612					<u>\$950,459.39</u>	<u>\$4.3477</u>
Estimating we will use 170,000 gallons of diesel next year						<u>\$739,109.00</u>	
Estimating we will use 70,000 gallons of mobile diesel next year						<u>\$311,339.00</u>	
Total estimated diesel fuel cost						<u>\$1,050,448.00</u>	

County of Roanoke

Finance Department - Purchasing Division

Dawn Rago, Buyer

Office Address: 5204 Bernard Drive Suite 300-F | Roanoke, Virginia | 24018
 Mail Address: P O Box 29800 | Roanoke, Virginia | 24018-0798
 (540) 283-8150 | drago@roanokecountyva.gov



IFB #2018-071

Bid Tab - March 8, 2018

Line	Vendor	Sample Base Price Per Gallon	Differential	Net Delivered Price per Gallon	Single Product (Split Load)	B5 Bio-Diesel Fuel With Additives	Differential	Net Delivered Price per Gallon	Single Product (Split Load)	Mobil fueling cost Differential	Excess Product Storage Fees
1	Petroleum Traders Corp	1.9086	0.0666	1.9752	0.0733	1.9086	0.0765	1.9851	0.0832	0.7363	0
2	James River Solutions	1.8695	0.0375	1.907	\$40.00 Flat Fee	1.8745	0.0375	1.912	\$40.00 Flat Fee	0.18	0
3											
4											
5											
6											
7											
8											
9											
10											

W.L. Heather Rago

SIGNATURE PAGE
INVITATION TO BID #2018-071 DIESEL FUEL FOR RCPS

BIDDERS SIGNING THE BID FORM AGREE THAT THE PRODUCT BEING BID CONFORMS TO ALL SPECIFICATIONS LISTED IN THE BID. BIDDER CERTIFIES THAT BY SUBMISSION OF THIS BID, HE HAS READ AND AGREES TO THE TERMS AND CONDITIONS SET FORTH IN THIS INVITATION TO BID.

DATE 3/2/18 PAYMENT TERMS NET 30

COMPANY NAME James River Solutions (JRS)

ADDRESS 10481 Lakeridge Parkway PHONE # 804-767-8170
Ashland, VA 23005 FAX # 804-359-6307

EMAIL tracy@jrpenenergy.com / bbailey@jrpenenergy.com

FEIN 32-0135618 VA BUSINESS LICENSE NO. _____

VIRGINIA SCC # OR STATEMENT DESCRIBING WHY FIRM IS NOT REQUIRED TO BE SO AUTHORIZED PER VA CODE §2.2-4311.2 _____

S141052-3

SIGNATURE / TITLE  MANAGING PARTNER

NAME / TITLE (please print) Tracy Little - Managing Partner

To receive consideration for award, this signature sheet must be returned to the Purchasing Division, as it shall be a part of your response.

PRICE FORM
INVITATION TO BID #2018-071 DIESEL FUEL FOR RCPS

OFFERER/COMPANY NAME: James River Solutions (JRS)

ULTRA LOW SULFUR DIESEL FUEL WITH ADDITIVES

DATE QUOTED: 3/6/2018

SAMPLE BASE PRICE PER GALLON	DIFFERENTIAL	NET DELIVERED PRICE PER GALLON
1.8695	0.0375	1.9070
Single Product (Split Load - Two Drop Locations) Differential Base Price/ Gallon: \$40.00 ^{Flat Fee}		

B5 BIO-DIESEL FUEL WITH ADDITIVES

DATE QUOTED: 3/6/2018

SAMPLE BASE PRICE PER GALLON	DIFFERENTIAL	NET DELIVERED PRICE PER GALLON
1.8745	0.0375	1.9120
Single Product (Split Load - Two Drop Locations) Differential Base Price/ Gallon: \$40.00 ^{Flat Fee}		

MOBILE FUELING COST DIFFERENTIAL: \$ 0.1800 /Gallon

EXCESS PRODUCT STORAGE FEES: \$ 0.00 /Gallon

Initial Acceptance of the following:

☒ FUEL FUTURES PURCHASING OPTION

☒ DELIVERY REQUIREMENTS: delivery requests are subject to next day delivery.

SIGNATURE / TITLE  MANAGING PARTNER

NAME / TITLE (please print) Tracy Little - Managing Partner