



# 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 9, 2023

### ADDENDUM NO. 2 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:

- a. Does RCPS require anti gel and lubricity additive for every delivery year-round? *The additives are required during extreme cold months.*
- b. The five gallon treat rate for every 7,500-gallon delivery is well above the normal treat rate; is this a required treat rate or can the supplier treat at the recommended rate from the additive manufacturer? *Treating at the recommended rate from the manufacturer is acceptable.*
- c. Is storing additives at the facility for the driver to add at the time they fuel the tank, an option? *This is not an option at this time.*
- d. Two of the four '24 - '25 listed pricing dates have already passed; are those typos? How can the fuel offeror price / hedge fuel on dates that have already passed? For school year '24 – '25, wouldn't the pricing dates need to be 9/19/23, 12/18/23, 3/21/24 and 6/12/24?  
*We intend to use averages of the rates effective on the dates of 6/12/23, 9/19/23, 12/18/23, and 3/21/24, to lock in an established rate for our budget year 7/1/24-6/30/25. In our current process, past dates are used to calculate an average, which is established as our locked standard contracted rate for the following year.*
- e. Will you be ratably locking in fuel prices on those four dates (i.e. a quarter of the total volume on each of those dates)? Yes; *we then use the average pricing for the entire budget year.*
- f. With respect to Price Form IFB 2024-003, are the sample base prices and differential for the Fixed or Same Day pricing option? *Same day.*
- g. Is the Base Price a NYMEX value or an OPIS value? *We do not have a response to this at this time.*
- h. Would the RCPS consider changing their base price reference to Oil Price Information Service (OPIS) Daily Average for Roanoke, VA? *No response at this time.*
- i. Is Mobile Fueling required on a regular basis or only when the RCPS' fuel pumps are inoperable? *Mobile fueling is required on a regular basis for three locations, occurring twice a week at each location, throughout the school year.*
- j. How many times in the last 12 months has Mobile Fueling been required? *Twice each week at each of three locations, throughout the school year.*

- k. Does RCPS place orders for every delivery and delivery site or are some sites on an auto fill basis managed by the supplier? *RCPS places orders on an as needed basis for all locations. The exception is mobile fueling, which occurs twice weekly at three locations, on an established schedule.*
  - l. The IFB alludes that fuel tanks equal to or exceeding 10,000-gallon capacity will be considered transport deliveries and be billed at transport delivery prices. For the 3,000-gallon Glenvar tank, is different (Tankwagon) pricing allowed for deliveries into this tank? *Currently the same lock rate is used for deliveries to all locations.*
  - m. What is meant by "Excess Product Storage Fees?" *Please use this field to indicate any additional charges or fees you would charge to RCPS.*
  - n. Are all tanks other than the Glenvar Location below ground? Yes.
  - o. Does RCPS have tank monitoring system(s) on any/all of their tanks? If yes, can the supplier access (have visibility) to the fuel inventory levels? Yes; *Fuelmaster is used to monitor tank inventories. RCPS is open to the supplier having access to monitor inventories, if possible.*
  - p. How will you determine the lowest responsive bidder? Will you be using the differential or net delivered price per gallon? If the answer is net delivered price per gallon, then how will it be a true and fair evaluation if a bidder can use any supplier's baseprice from any source for July 21 2023? *Bid award to the lowest cost option will be based on a complete evaluation of the bid prices provided and the resulting estimated expense to RCPS.*
2. Documents Requested: the following documents have been requested by prospective bidders:
  - a. Copies of an invoice and corresponding bill of lading. *The County is unable to provide these documents at this time. Please reference the attachments provided with Addendum 1 for information regarding past purchases and lock rates.*

**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](mailto:KHoyt@roanokecountyva.gov)

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Sign Name:

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Print Name:

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Name of Firm:

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Date: