



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

December 6, 2023

ADDENDUM NO. 1 TO ALL BIDDERS:

Reference – IFB 2024-032

Description: Gasoline & Diesel Fuel

Issue Date: November 28, 2023

Bids Due: December 14, 2023

The above Project is hereby changed as addressed below:

- A. Extension of Due Date: Sealed bids are hereby due to the Purchasing Office no later than 2:00 PM on December 14, 2023.

- B. Responses to Questions Submitted: please see the following questions submitted by prospective bidders, and the responses offered by the County as we are able.
 1. Please provide bill of ladings for all fuel grades on this solicitation.
Two examples are attached as Exhibits to this Addendum. The County uses several vendors currently, as there is no existing contract.
 2. Please provide a current invoice for all fuel grades on this solicitation.
Two examples are attached.
 3. Please provide tax exemptions / certificates.
Roanoke County's FEIN is 54-6001572. A Tax Exemption certificate can be provided upon direct request; please contact KHoyt@roanokecountyva.gov and provide Vendor's legal name and address.
 4. Could you please provide the estimated contract start date?
Dec. 29, 2023
 5. Will bids be considered responsive if electronic signatures are used? (i.e. DocuSign)
Yes.
 6. Or are wet signatures required for bids to be considered responsive?
No.
 7. Are there any reporting requirements? If yes, please describe them.
The successful bidder is required to complete Veederoot readings "showing tank ullage before and after each drop, for underground tanks. Tank gauge readings shall be taken, showing fuel level before and after each drop, for aboveground tanks. Accurate measurements will be recorded on delivery tickets, based on the driver's tank meter." Additionally, "Following each delivery, documentation will be submitted to the Fleet Manager. One copy of the delivery ticket will be left at the site and one copy transmitted electronically, with the applicable invoice, to vehiclemaint@roanokecountyva.gov." A verification sheet from the successful bidder's supplier with their pricing for a particular date must be supplied upon request by Roanoke County to comply with internal audit requirements.

8. Would the County consider extending the due date of this bid?
The County has hereby extended the due date and time to Thursday, December 14, 2023 at 2:00 PM local time.
9. We prefer to receive payment via ACH/bank draft. Will the County's payment only be via ACH/bank draft or by purchasing card or check only?
10. *We prefer ACH but can issue paper checks to the successful bidder.*
11. Can you please confirm there are no bonds (Bid, Performance or Payment) requirements for this solicitation?
There are no bond requirements.
12. Will the above ground tanks require the delivery truck to provide a pump for offloading?
Yes, the tallest above ground tank requires fuel to be pumped approximately 6 feet above grade.
13. Can you please provide the estimated annual volume per delivery location and per product?
Yes, please see attached W400s – Fuel Transaction Summary.xlsx file.
14. Could you please explain what the County is considering Private Stations and County Fuel Stations?
Roanoke County considers facilities that sell fuel for motor vehicles to the public as “private stations,” while “County fuel stations” only allow authorized employees to dispense fuel for motor vehicles. “County fuel stations” are listed in the bid appendix. Roanoke County drivers primarily fuel at “County fuel stations” during normal daily operations. Roanoke County drivers may fuel at “private stations” when traveling for conferences, emergency operations, and other circumstances.
15. Is this solicitation for fuel cards? Or is this to provide bulk fuel? Or both?
This solicitation is not for fuel cards. This solicitation is for fuel deliveries to Roanoke County fuel stations according to the current schedule outlined in the appendix, with the option to purchase fuel futures.
16. Are MSDS and/or Specifications sheets required with submission of this bid?
Yes, MSDS sheet is required with the first load of any type of fuel delivered. A copy of Biodiesel BQ 9000 certification or equivalent will be provided by the successful bidder. Also, the BOL or other documentation supplied by the successful bidder will demonstrate that “year-round additives for anti-gel and lubricity” are delivered with B5 bio-diesel fuel.
17. Are references required with submission of this bid?
No.
18. Can you please confirm that the County wants a Fixed price and a Rack price?
Yes. Bidders must provide the lowest possible base price for the date listed. The differential charged is considered to be the fixed price. The base price will be used for evaluation and comparison purposes only of vendor rack pricing to determine vendor practices for “Best Buy Pricing” to ensure the lowest product cost possible. “Best Buy Pricing” may include the lowest rack pricing for the day or other pricing methods to ensure lowest product cost possible, whichever will be in the best interest of the County. A verification sheet from the successful bidder’s supplier with the price for that date must accompany the bid. Failure to supply this information may be grounds for rejection of the proposal.
19. Are deliveries currently shipped on a tank wagon or transport truck?
If “tank wagon” refers to an 8-wheel truck that carries less than 6,000 gallons of fuel & “transport truck” refers to an 18-wheel truck that carries over 6,000 gallons of fuel, then the majority of deliveries to Roanoke County Fire & Rescue stations are completed by “tank wagon” and many deliveries are made to HLNS and KSLR sites by “transport truck.”
23. Will a transport tractor-trailer be permitted for all delivery locations?

While an 18-wheel tractor trailer is permitted to travel up to 5585 Catawba Hospital Drive (Roanoke County Fire & Rescue Station #4) and our less rural fuel islands, we strongly advise against this practice as most of our sites have small tanks and require small quantities of fuel delivered.

24. Will this bid document serve as the binding contract upon award, or should the awarded vendor expect a contract post award for signature?

A contract will be drafted and executed with the successful Bidder. The Sample Contract provided as Attachment F to the original IFB 2024-032 will be updated to reference the successful Bidder's bid submission.

25. If a split occurs, how many sites are to be split per delivery?

The split will be up to 6 sites (i.e., diesel delivery every 2 weeks on Thursdays to ST03, ST05, ST06, ST07, ST09, and ST10).

26. Will the County accept offers based on OPIS pricing?

Yes.

27. Are the excess product storage fees typically less than \$0.20 per gallon?

N/A – there is no current contract.

28. What will the official award date be?

Estimated date of award is Dec. 15, 2023.

27. When will bid tabulations be made available after bid opening?

Bid tabulations are typically available within one business day of opening, barring any issues or clarifications needed.

28. Is there a conference call or zoom meeting to listen to the bid openings?

No; Bidders may come in person to the bid opening, or access the formal bid tabulation on the project site shortly thereafter.

29. What is the official start and end date of the first 1-year contract?

Estimated initial contract term is Dec. 29, 2023, through Dec. 28, 2024

30. Is subcontracting allowed? Are common carriers considered subcontractors?

Yes, provided the subcontractor meets all the requirements listed in the original bid documentation. Yes, common carriers are considered subcontractors.

31. What form of payment is required or preferred?

ACH or paper check will be issued for invoices submitted to vehiclemaint@roanokecountyyva.gov with corresponding delivery tickets.

32. What is the estimated contract gallons?

We estimate usage for calendar year 2024 at 600,000 gallons.

33. Are truck pumps required for delivery?

Yes. The tallest above ground tank requires fuel to be pumped approximately 6 feet above grade.

34. Can previous bid tabulations please be provided?

No prior Invitation for Bids has been issued.

35. What date was used for pricing on the previous bid? For example this time around December 1 is being requested.

N/A.

36. Who was this previously awarded to?

N/A.

37. Please confirm if the pricing being requested is OPIS Daily Low, Average or High?

Bidders must provide the lowest possible base price for the date listed. The base price will be used for evaluation and comparison purposes only of vendor rack pricing to determine vendor practices for "Best Buy Pricing" to ensure the lowest product cost possible. "Best Buy Pricing" may include the lowest rack pricing for the day or other pricing methods to ensure lowest product cost possible, whichever will be in the best interest of the County. A verification sheet from the successful bidder's supplier with the

price for that date must accompany the bid. Failure to supply this information may be grounds for rejection of the proposal.

38. Is there a requirement for which OPIS posting is used for bidding/pricing?
See previous answer.
39. How often has Roanoke County elected to purchase fuel for the entire upcoming fiscal year in a single purchase?
N/A.

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
KHoyt@roanokecountyva.gov

Sign Name:

Print Name:

Name of Firm:

Date:



INVOICE

Customer #:	41971
Payment Terms:	Net 30
Invoice #:	1213118
Invoice Date	2022-12-02
Total Due	\$18,622.36
Due Date	2023-01-01

Toll Free: 800-344-6457 Fax- 434-376-5969

<http://www.fosterfuels.com>

Roanoke County C/O Mary Martinez

1216 Kessler Mill Rd
Salem, VA 24153

Make Check Payable to: Foster Fuels Inc.

Amount Enclosed: \$ _____

Remit To:

Foster Fuels Inc.
PO BOX 190
Brookneal, VA 24528

PO #

Customer Name	Delivery/Service Address	Cust #	Invoice #	Inv Date
Roanoke County C/O Mary Martinez	5235 Hollins Rd - Roanoke, VA 24019	41971	1213118	2022-12-02
Item Number	Description	Quantity	Unit Price	TOTAL
13	E10 UNL Reg 87 Roanoke Co Hollins Rd E10 (No hazmat) BOL #: 607657 Delivered By: Mike C on 12/02/2022 FED OIL SPILL FEE [\$0.00214 /Gal]; FED ULSD EXCISE - EXEMPT [\$0.00000 /Gal]; VA DIESEL UNDYED EXCISE - EXEMPT [\$0.00000 /Gal]; VA STORAGE TANK FEE [\$0.00600 /Gal];	8058.00	\$2.3029	\$18,556.77
				\$17.24
				\$0.00
				\$0.00
				\$48.35

Tank/Equipment: Bulk Tank - Roanoke Co Hollins Rd E10 (No hazmat)

For Fuel or Service At:

5235 Hollins Rd - Roanoke, VA 24019

Sub Total	\$18,556.77
Charges	\$0.00
Tax and Fee Total	\$65.59
TOTAL DUE	\$18,622.36

E10 B: 9839

Foster Fuels Inc.
PO BOX 190
Brookneal, VA 24528

Toll Free: 800-344-6457 Fax- 434-376-5969

<http://www.fosterfuels.com>

ROANOKE COUNTY
General Services
5235 Hollins Road.
Roanoke, VA 24019
540-387-6200

FUEL QUOTATION REQUEST

Company Name: Foster Fuels

Name & Title: Andy Scott Asst. mkt

Date: 12-2-22

Phone: 434-376-2322

Fuel Type: Unleaded E10 regular grade gasoline, 87 Octane

Gallons: 8000 Gallons

Price/Gallon \$ 2.3110

Estimate Total Cost \$ 18,488.00

Date/Time needed: Friday December 2, 2022

Note: Delivery needed by time indicated on this request for quote. Please email or fax quote by 8 AM on Friday December 2, 2022. Drop report required with each delivery. Must contain total gallonage of fuel dropped. Percentage of Ethanol is to be 10%. Provide pre and post delivery tank stick reading. Provide Water reading pre and post. Provide MSDS Sheet with first load of any type of fuel delivered. Vendor responsible for proper notification and clean-up of any spills. Roanoke County is tax exempt. Payment terms are net 30 days!

Authorized Signature: Andy Scott

Return form to: Andrew Malloy (amalloy@roanokecountva.gov) or fax 387-6112.

ROANOKE COUNTY
General Services
5235 Hollins Road.
Roanoke, VA 24019
540-387-6200

FUEL QUOTATION REQUEST

Company Name: Davenport Energy Inc
Name & Title: Wendy Blair Marketers Service Mgr
Date: 11/21/2023
Phone: 434 - 770 - 3006
Fuel Type: 5% Biodiesel, ULSD, on-road fuel
Gallons: 7,500 Gallons
Price/Gallon 3.1005
Expected total Price 23,253.75
Expected delivery Date/Time: 11/21/2023 4:30 pm
Date Needed: Thursday November 2, 2023

Note: Please submit bid before 8 AM on Thursday November 2, 2023. Drop report required with delivery. Must contain total quantity of fuel dropped. Provide separate tickets for biodiesel and ULSD if possible. Provide pre and post delivery tank stick reading. Vendor responsible for proper clean-up and notification of any spills. Provide MSDS Sheet with first load of any type of fuel delivered. Provide copy of Biodiesel BQ 9000 Certification or equivalent. Roanoke County is tax exempt. Payment terms net 30 days!

Authorized Signature: Wendy Blair

Return form to Andrew Malloy (amalloy@roanokecountyva.gov)

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NOV 07 2023 



Davenport
Energy

Davenport Energy, Inc
P.O.Box 879
108 Main Street
Chatham, VA 24531
(434) 432-0251

Invoice No: INV-059226
Invoice Date: Thu 11/02/2023
Delivery Date: Thu 11/02/2023

Account ID: 63041553

Bill To:

Roanoke Co. Garage
5235 Hollins Rd
Roanoke, VA 24019

Ship To:

ID: 369
Roanoke Co Garage
5235 Holland Road
Roanoke, VA 24019

Order No:	OD-048583	Reference No.:	46584952	P.O. No:	46584952
Salesperson:		Carrier:	DEI		

Description	Units	Unit Price	Total
Diesel - On Road	7,499.00	3.050398	22,874.93
BOL No:	26709		

Freight Summary	Freight Units	Basis	Unit Price	Total
Diesel - On Road	7,505.00	0.037055		278.09

Tax and Other Charges Summary	Basis	Rate	Total
USA - Fed Oil Spill All Other Fuels	7,499.00	0.002143	16.07
USA - Federal Lust Tax All Fuels	7,499.00	0.001000	7.50
USA - Federal Superfund Tax-DSL	7,499.00	0.003905	29.28
Virginia - VA State U/G StorTnk Fee-All	7,499.00	0.006000	44.99

Fuel for: <u>HLNS</u>			
Main Acct.	<u>608080</u>	Funct.	<u>C406</u>
OL	<u>2</u>	Prog.	<u>C26</u>
Dept	<u>C52</u>	Loc.	<u>C26</u>
Divi.	<u>5208</u>	Subdiv.	<u></u>
Fund	<u>C130</u>	Proj.	<u></u>

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NOV 07 2023

Invoice Total	\$23,250.86
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****Payment Terms Summary****
Due by Sun 11/12/2023 (Net10)

23,250.86

Start/End Date & Time	Fuel Volume	Water Height	Fuel Temp
Tank 1: Diesel			
Start 11/2/23 2:42 PM	9381	0.0	67.0
End 11/2/23 3:09 PM	16892	0.0	64.9
Amount	7511		

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NOV 07 2023



W400s - Fuel Transaction Summary Report

ROANOKE COUNTY FLEET

12/4/2023 4:11:04 PM

FUEL TRANSACTIONS

12/01/2022 - 11/30/2023

	QTY
FUEL SITE/DISPENSER: HLNS	
FUEL TYPE: U-UNLEADED TOTALS	125,147.472
FUEL TYPE: D-DIESEL TOTALS	176,050.360
FUEL SITE/DISPENSER TOTALS: HLNS	301,197.832
	QTY
FUEL SITE/DISPENSER: KSLR	
FUEL TYPE: U-UNLEADED TOTALS	66,089.166
FUEL TYPE: D-DIESEL TOTALS	26,860.682
FUEL SITE/DISPENSER TOTALS: KSLR	92,949.848
	QTY
FUEL SITE/DISPENSER: ST01	
FUEL TYPE: D-DIESEL TOTALS	5,455.600
FUEL SITE/DISPENSER TOTALS: ST01	5,455.600
	QTY
FUEL SITE/DISPENSER: ST03	
FUEL TYPE: U-UNLEADED TOTALS	44,287.100
FUEL TYPE: D-DIESEL TOTALS	11,245.200
FUEL SITE/DISPENSER TOTALS: ST03	55,532.300
	QTY
FUEL SITE/DISPENSER: ST04	
FUEL TYPE: D-DIESEL TOTALS	851.300
FUEL SITE/DISPENSER TOTALS: ST04	851.300
	QTY
FUEL SITE/DISPENSER: ST05	
FUEL TYPE: U-UNLEADED TOTALS	47,443.800
FUEL TYPE: D-DIESEL TOTALS	4,872.400
FUEL SITE/DISPENSER TOTALS: ST05	52,316.200
	QTY
FUEL SITE/DISPENSER: ST06	
FUEL TYPE: U-UNLEADED TOTALS	34,085.900
FUEL TYPE: D-DIESEL TOTALS	2,978.600
FUEL SITE/DISPENSER TOTALS: ST06	37,064.500
	QTY
FUEL SITE/DISPENSER: ST07	
FUEL TYPE: U-UNLEADED TOTALS	15,671.500
FUEL TYPE: D-DIESEL TOTALS	5,604.700
FUEL SITE/DISPENSER TOTALS: ST07	21,276.200
	QTY

W400s - Fuel Transaction Summary Report**ROANOKE COUNTY FLEET****12/4/2023 4:11:04 PM****FUEL TRANSACTIONS****12/01/2022 - 11/30/2023****FUEL SITE/DISPENSER: ST08**

FUEL TYPE: U-UNLEADED TOTALS	2,527.400
FUEL TYPE: D-DIESEL TOTALS	1,765.300
FUEL SITE/DISPENSER TOTALS: ST08	4,292.700

FUEL SITE/DISPENSER: ST09

FUEL TYPE: U-UNLEADED TOTALS	19,251.000
FUEL TYPE: D-DIESEL TOTALS	4,087.600
FUEL SITE/DISPENSER TOTALS: ST09	23,338.600

FUEL SITE/DISPENSER: ST10

FUEL TYPE: U-UNLEADED TOTALS	5,368.600
FUEL TYPE: D-DIESEL TOTALS	3,728.100
FUEL SITE/DISPENSER TOTALS: ST10	9,096.700

REPORT TOTAL:

	QTY
	603,371.780

REPORT PARAMETERS:

Time Zone:	Eastern Standard Time
Start Date:	12/01/2022
End Date:	11/30/2023
Date Type:	Posting Date
Grouping:	FuelSite/Dispenser
Year:	All Values
Fuel Dispenser:	Bent Mountain [ST08] - Tank 1 Hose 1 [1]
Class:	All Values
Asset Shop:	All Values
Site:	All Values
Make:	All Values
Model:	All Values
Billing Code:	All Values
Monitor Group:	All Values
Usage Code:	All Values
Status:	All Values
Fuel Type:	All Values
Organization:	All Values
Department:	All Values
Asset Number:	All Values
Statement ID:	Not available for the Date Type selected
Page Breaks:	No

REPORT VERSIONS:

Report Version:	20210920.1700
Script Version:	20220501.1200

* AVERAGE COST PER GALLON

** Uses Bankers Rounding. There may be a small variance caused by rounding.