



ADDENDUM
PURCHASING OFFICE
CITY OF AUSTIN, TEXAS

REQUEST FOR PROPOSAL NO: **SMW0118**
ADDENDUM NO. **3**
DATE OF ADDENDUM: **NOVEMBER 15, 2012**

This addendum is to incorporate changes to the following solicitation document:

- A. The Proposal closing date and Time are hereby changed to:

Proposal Due Prior to 1:00 PM on December 7, 2012

Proposal Closing Time and Date : 1:00 PM on December 7, 2012

- B. The sign in sheet from the Pre-Proposal meeting is attached and added as Exhibit 1.
- C. In regards to section 0900, No Goals Summary with explanation of good faith effort requirements for subcontracting from the Department of Small and Minority Business Resources (SMBR) is attached as Exhibit 2. Please contact SMBR directly if you are planning to subcontract any of this work at (512) 974-7600.
- D. A Scope of Work in Microsoft Word format has been added to the documents as requested with changes tracked to enable Proposers to use this as a template for responding to some of the requirements.
- E. As requested, the bid tab for the current propane and fuels contract has been attached as Exhibit 3.
- F. Questions and Answers:

- 1 Who is your current vendor for fuels?

RESPONSE: Sun Coast Resources, Inc.; Webberville Propane

- 2 What is your current fuel contract's pricing structure?

RESPONSE: Motor Fuels is average gallon price OPIS +/- Differential; Propane is BPN Weekly Thursday Price +/- Differential

- 3 What are your payment terms?

RESPONSE: Net 30 as per Section 0300, Standard Terms and Conditions

- 4 Do you require producer or marketer BQ9000 certification?

RESPONSE: City prefers both Producer and Marketer BQ9000 certification, but they are not required. Please see the following website for further information :
www.bq-9000.org

- 5 If we are getting product from any other rack, do we need to submit an alternate proposal for it?

RESPONSE: No

- 6 Re: Section 500, Item 7.2.1.4 This item specifies that “all transport & bobtail vehicles shall have meters....”. Whereas bobtails are typically equipped with meters, transports are not...as such, will the refinery bill of lading issued by the refinery terminal (FlintHills) at the time of loading suffice?

RESPONSE: No, the City requires meters at the point of delivery to verify the actual quantity delivered. The refinery bill of lading must also be provided.

- 7 Re: Section 500, Item 7.2.1.8 Whereas all fuel transports loaded @ the refinery terminals are accompanied with a bill of lading/manifest, bobtail vehicles may not be accompanied with such documentation especially when fuel is loaded at a local bulk plant; however, in the case of bobtails all deliveries shall be metered at the delivery site. Will this be acceptable?

RESPONSE: The City of Austin will accept the bobtail meter paperwork as proof of delivery. The Contractor shall also provide a document detailing the fuel and/or fuel related product(s) being delivered and the loading information.

- 8 Can we bid on specific fuels, within category 1?

RESPONSE: No. While Proposers may provide a response for only a single category, the City will not consider awarding to multiple vendors within a category.

- 9 Can we bid on specific tanks?

RESPONSE: No, not individually. Proposers must be capable of delivering fuel and fuel-related products to all City and Interested Parties tank locations.

- 10 What is the difference between column size (column D) and tank size (column G)?

RESPONSE: Column D is the actual tank volume, column G is the tank size range

- 11 With regards to packaged DEF:

- a. Jugs. We would like you to consider allowing bidding on either 1 gallon or 2.5 gallon jugs, but not both.
- b. Totes. We would like you to consider allowing bidding on either 275 gallon or 330 gallon totes, but not both.
- c. We would like you to consider minimum one pallet loads for jugs and drums.
- d. Do you want one-way or returnable drums and totes?

RESPONSE: Proposers can propose what they believe to be the best value to the City as long as the minimum requirements are met

- 12 Can you provide an estimated annual gallons of purchased packaged DEF and a list of these locations?

RESPONSE: The City estimates approximately 20% of DEF will be purchased as a packaged product however more detailed information is not available.

- 13 On page 7 of 10 under Section 0400-Supplemental Purchase Provisions, under item #10; concerning Workforce Security Clearance and Identification. I believe this section is “boiler plate” requirement for most RFPs at the City. I do believe, however, that this particular RFP, since all personnel providing services are CDL drivers; that this section should not apply. Please consider waiving this requirement for this RFP. Perhaps you could require proof that all drivers have a CDL. That way you would be certain that the background and fingerprinting has been completed

RESPONSE: The City will accept proof of a CDL as proof of a criminal background check; however, any other employees of Contractor without a CDL requiring access to fuel or packaged products point will still need to meet the security requirements of this Section in 0400.

- 14 Do we have to provide Specifications Documentation for products that are obtained from the FlintHills Terminal? This product quality is strictly enforced and documented by law. They constantly run quality control testing on the product and have a “pipeline specification” that’s available to anyone. Would that suffice?

RESPONSE: Yes, this will be acceptable for anything delivered unmodified from this rack.

- 15 In paragraph 6.2.1 of Section 0500, the City is asking for ULSD with minimum cetane at 48....As you can see from the pipeline specification directly from FlintHills, they are showing a minimum cetane of 40. If we are to get ULSD from FlintHills, getting a cetane of 48 is impossible. I am not aware of any ULSD that has cetane of 48.

RESPONSE: Per TCEQ TxLED requirements, the minimum cetane number must be 48 or greater. Please see the following website for more information on this requirement: <http://www.tceq.texas.gov/airquality/mobilesource/txled/cleandiesel.html>

- 16 In paragraph 6.1 of Section 0500; it is stated, “It is not acceptable to mix or blend lower octane rated gasoline with higher octane rated gasoline to meet minimum standard requirements”....As an industry standard; in order to get an 89 octane gasoline, blending of 87 octane and 92 octane gasoline is performed. That’s the only way to get 89 octane product. 89 octane gasoline is not manufactured anywhere and is not pumped thru the pipeline to get to FlintHills or any other terminal.

RESPONSE: Should the City require 89 octane gasoline, it will be acceptable to mix or blend lower octane rated gasoline with higher octane rated gasoline to achieve this, subject to all testing requirements of the contract.

- 17 In regards to fuel management services, are we looking for someone to maintain & repair our current fuel mgmt system, offer a new fuel mgmt system, or are we talking about a system outside the City?

EXHIBIT 1

SIGN IN SHEET FROM
PRE-PROPOSAL
CONFERENCE

PRE-PROPOSAL CONFERENCE ATTENDANCE SHEET



RFP No. SMW0118

Commodities/Services Fuel and Fuel Related Products and Services

Date 11/7/12 Time 2:30 PM

Company Name:	Representative:	Address:	Phone #/Fax #:	E-Mail Address:
Martin Eagle Oil	Phillip Callers	2700 James Denton Tr.	940-383-2351	phcallers@martineagle.com
City	Mark Wold	124 W 8th	4-1891	mark.wold@austintexas.gov
City of Austin	Alan Fish	Fleet Services	512-974-1532	alan.fish@austintexas.gov
CAPITAL METRO	DWAYNE COLLINS	2910 E 5TH	512-369-6512	DWAYNE.COLLINS@CAPMETRO.ORG
Mansfield Oil	Jesse Bransch	1000 Mansfield Dr	970-333-1475	
IMPACT FLEET	Ray Benefield	350 N Sam Houston Hwy	281-713-9708	RAY@IMPACTFLEET.COM
Direct Propane Services	Stephen Turner	PO Box 619	Manassas TX 512-276-7800	sturner@directpropaneservices.com
Sun Coast Resources	John Childers	1059 Johnny Maxwell	512-296-0755	mchilders@suncoastresources.com
TEVA's Fleet Fuel	Walter Maxwell	4911 East 7th St	Austin, TX	Walter@teva.com
LCRA	Katy Siddons	3700 Lake Austin Blvd	512-578-3505	katy.siddons@lcr-a.org
WILL O'CONNOR	CITY OF AUSTIN		512-978-2644	will.oconnor@austintexas.gov
City	Gene Farsey		974-2034	
CA Fleet SVS	Urcha Dumbaw	Crespo	974-2690	
Travis County	Sudana Ceder			
TRAVIS COUNTY	LOREN BROWNE			
COA	GARY CHALK		974-1541	

Using Dept. Representative:

Conducted By: Shawn Willett

EXHIBIT 2

NO GOALS SUMMARY
WITH EXPLANATION OF
GOOD FAITH EFFORTS
FOR SUBCONTRACTING

No Goal Projects Good Faith Effort Requirements

POLICY: The City of Austin and its contractors shall not discriminate on the basis of race, color, national origin, disability, or gender in the performance of contracts.

COUNTING PARTICIPATION (2-9A-20)

Listing City certified firms on the MBE/WBE No Goal Utilization Plan means that firms agree to both the price and scope of work. The MBE/WBE No Goal Utilization Plan shall list all firms that will participate on the contract.

- ❑ Only City of Austin certified MBE/WBE firms will be counted.
- ❑ Certified MBE/WBE firms may count their own participation, less any amount subcontracted.
- ❑ Use only the base bid amount or the proposal amount to calculate your MBE/WBE participation.

ALL BIDDERS MUST PROVIDE GOOD FAITH EFFORT DOCUMENTATION IF NON-MBE/WBE FIRMS ARE IDENTIFIED ON THE MBE/WBE NO GOAL UTILIZATION PLAN.

GOOD FAITH EFFORTS – No GOAL PROJECTS (ONLY)

The City has determined that no goals are appropriate for this project. Even though no goals have been established, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program if areas of subcontracting are identified. If any service is needed to perform work on the contract and the Bidder does not perform the service with its own workforce and the Bidder does not have the supplies or materials in its inventory, the Bidder shall contact the Small & Minority Business Resources Department at (512) 974-7600 to obtain a list of MBEs and WBEs to perform the service or provide the supplies or materials. The Bidder must make a good faith effort to use available MBE and WBE firms.

At a minimum, the following should be submitted to support Good Faith Effort documentation:

- ❑ Solicitation notices sent to MBE/WBE firms **in the** Significant Local Business Presence (SLBP – 5 Counties include Travis, Hays, Williamson, Bastrop, and Caldwell) identified on the availability list for subcontracting opportunities. (e.g. email, fax, or mail).
 - ❑ **Such as evidence of written notice includes copy of letters (solicitation notice) that was sent by email, fax, or mail.**
- ❑ Written correspondence to certified vendors should include names, addresses, and other identifying information including your company's phone number, contact person, where to locate plans and specifications; and due date for responding.
- ❑ Take appropriate steps to follow up the initial solicitation with interested MBEs or WBEs.
 - ❑ **Submit copies of written responses from all respondents to your solicitation.**
 - ❑ **If interested MBEs or WBEs responded, document follow up on log of contacts and include date and contact information**
- ❑ Bidder/proposer must state a specific and verifiable reason for not contacting each certified firm with a SLBP.
 - ❑ **If MBEs and WBEs were not sent solicitation notices, document reason on log of contacts.**

Bidders are not required to accept higher quotes.

FAILURE TO COMPLY WITH THE MBE/WBE PROCUREMENT PROGRAM WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL.



SMBR's Plan Room

The City of Austin's Small & Minority Business Resources (SMBR) Department has a Plan room for viewing City of Austin project plans and specifications as well as other local, private, and public sector jobs. In addition, SMBR and McGraw-Hill Dodge have partnered to provide contractors up-to-date construction project information, plans and specification through the Internet. Projects include public and private sector opportunities in 100 South and Central Texas counties.

Where is the Plan Room?

It's located at the offices of SMBR
4201 Ed Bluestein Blvd.
Austin, TX 78721

How much will it cost?

There are no fees to access the information. There are minimal fees for copying and printing of plan and specification sheets.

What are my next steps?

Attend a free one-hour orientation session to learn how to operate the on-line service. Contact Hemant Motwani at (512) 974-7799 to make an appointment or for more information.

For more information or to view a list of projects currently available in the Plan Room visit website at www.cityofaustin.org/smbr under the Plan Room projects.

BONDING

SMBR's Bonding Financial Consultant is available to educate and assist vendors with Bonding. Luke Ortega Luper can be reached at 512-974-7733 or by email at Luke.Luper@ci.austin.tx.us . Keep in mind that SMBR does not issue bonds; however, we do provide our bonding resource program as a free and confidential service to our business owners.

AUSTIN MINORITY NEWSPAPERS

Capital City Argus News

PO Box 140471
Austin, TX 78714-0471
512-926-0348 Fax: 512-926-0348

Charles M. Miles

email : CMilesArgus@yahoo.com

Arriba Art & Business News

PO Box 12865
Austin, TX 78711-2865
512-479-6397 Fax: 512-479-6721

Romeo Rodriguez

email : arribanews@yahoo.com

Nokoa The Observer

PO Box 1131
Austin, TX 78767-1131
512-499-8713 Fax: same as phone

Akwasi Evans

email : akwasievs@gmail.com

The Villager

1213 North IH 35
Austin, TX 78702-2098
512-476-0082 Fax : 512-476-0179

Tommy L. Wyatt

email: vil3202@aol.com

La Prensa

PO Box 6504
Austin, TX 78762-6504
512-478-3090 Fax: 512-482-6400

Catherine Vasquez-Revilla

email : laprensa@aol.com

LOCAL MINORITY SERVICE PROVIDERS

Asian Contractor Association

4201 Ed Bluestein Blvd, Suite 2105
Austin, TX 78721
512-926-5400 Fax: 512-926-5410

Aletta Banks

www.acta-austin.com
email: asiancontractor@gmail.com

Austin Area Black Contractors Association

6448 Highway 290 East, Suite E-107
Austin, TX 78723
512-467-6894 Fax: 512-467-9808

Alayne Johnson/Carol S. Hadnot

www.abcatx.com
email: brc-pro@swbell.net

Business Investment Growth (BIG Austin)

5407 N. IH-35, Ste 200
Austin, TX 78723
512-928-8010 Fax: 512-926-2997

Stacy Dukes-Rhone

www.bigaustin.org
email: info@bigaustin.org

Business Resource Consultants (BRC)/ (Bid Briefs)

6448 Highway 290 East, Suite E-107
Austin, TX 78723
512-467-6895 Fax: 512-467-9808

Carol S. Hadnot

email: brc-pro@swbell.net

Capital City African American Chamber of Commerce

5407 N. IH-35, Suite 304
Austin, TX 78723
512-459-1181 Fax: 512-459-1183

Natalie Madeira Cofield

www.capcitychamber.org
email : admin@capcitychamber.org

Greater Austin Asian Chamber of Commerce

3432 Greystone Drive, Suite 202
Austin, TX 78731
512-407-8240 Fax: none

David Peña

www.austinasianchamber.org
email : exec.admin@austinasianchamber.org

Greater Austin Hispanic Chamber of Commerce

2800 S. IH-35, Suite 260
Austin, TX 78704
512-476-7502 Fax: 512-476-6417

Lisa Rodriguez

www.gahcc.org
email: lrodriguez@gahcc.org

U.S. Hispanic Contractors Association (USHCA)

323 Congress Ave, Suite 250
Austin, TX 78701
512-922-0507

Juan Oyervides

www.ushca-austin.com
email :info@ushca-austin.com

EXHIBIT 3

BID TABS FOR CURRENT FUELS AND PROPANE CONTRACT

The information contained in this bid tabulation is for information only and does not constitute actual award/execution of a contract.

BID TABULATION CITY OF AUSTIN UNLEADED GASOLINE, ETHANOL (E10 & ESS), ULSD/TXLED (or TCEQ APPROVED EQUAL) & BIODIESEL (B20)												
BID NO. RDR0006 RX NO. 7800-07101200048 DATE: 11/13/2007 BUYER: Roy Rivers Special Instructions: Be advised that exceptions taken to any portion of the solicitations may jeopardize acceptance of the bid.												
Vendor Name			Sun Coast Resources Inc.		Triple S Petroleum		Mansfield Oil Company		Petroleum Traders Corp		RKA Petroleum Co.	
City, State			Houston, TX		Austin, TX		Gainesville, GA		Fort Wayne, IN		Romulus, MI	
MBE/WBE			NC		NC		NC		NC		NC	
ITEM NO.	ITEM DESCRIPTION	UNIT	TTD UNIT PRICE	LTTD UNIT PRICE	TTD UNIT PRICE	LTTD UNIT PRICE	TTD UNIT PRICE	LTTD UNIT PRICE	TTD UNIT PRICE	LTTD UNIT PRICE	TTD UNIT PRICE	LTTD UNIT PRICE
1	Gasoline, Unleaded 87 Octane Min	GD	\$0.0150	\$0.1200	\$0.0350	\$0.1200	\$0.0656	N/B	\$0.0262	\$0.1289	\$0.0290	\$0.1480
2	Gasoline, Unleaded 87 Octane Min w/10% Ethanol	GD	\$0.0500	\$0.1550	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B
3	Gasoline, Unleaded 87 Octane Min w/85% Ethanol	GD	(\$0.2000)	(\$0.0330)	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B
4	Ultra Low Sulfur Diesel/TXLed	GD										
5	Ultra Low Sulfur Diesel w/Oryxe Diesel Additive (or TCEQ AE). GD is for Fuel & Additive	GD	\$0.0570	\$0.1470	\$0.1079	\$0.1799	\$0.1121	N/B	\$0.0869	\$0.1719	\$0.0525	\$0.1525
6	Biodiesel (B20)	GD	\$0.0700	\$0.1600	\$0.0989	\$0.1969	\$0.1427	N/B	\$0.0944	N/B	N/B	N/B
7	Biodiesel (B20) w/Oryxe LED Additive for Biodiesel (or TCEQ AE). GD is for Fuel & Additive	GD	\$0.1120	\$0.2020	\$0.1499	\$0.2499	\$0.1572	N/B	\$0.0925	\$0.1850	N/B	N/B

Prepared By: Monica Kaspar
 Approved By: Stephen T. Aden

The information contained in this bid tabulation is for information only and does not constitute actual award/execution of a contract

**BID TABULATION
CITY OF AUSTIN
SUPPLY OF HD-5 PROPANE MOTOR FUEL AND RELATED PRODUCTS**

BID NO. WDJ0017REBID
RX NO. 7800 09040900449
DATE: 6/24/2009
BUYER: Wilbur Jones

Special Instructions: Be advised that exceptions taken to any portion of the solicitations may jeopardize acceptance of the bid.

Vendor Name		Direct Propane Services	Ferrellas		
City, State		Manor, TX	Austin, TX		
MBE/WBE					
ITEM NO.	ITEM DESCRIPTION	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE
1	Per-gallon markup set to four decimal places for bobtail deliveries of 4,000 gallons or less	\$0.1889	\$0.5000		
2	Per-gallon markup set to four decimal places for transport deliveries of less than 9,000 gallons	\$0.1889	\$0.4000		
3	Per-gallon markup set to four decimal places for deliveries of 9,000 gallons or more	\$0.0989	\$0.2400		
4	Standard Delivery Fee	\$0.00	\$0.00		
5	Emergency delivery fee	\$0.00	\$100.00		
6	Discount from retail price for any <u>other</u> propane products or accessories	20%	20%		
	TOTAL BID				

Prepared By: Julia Ramirez
 Approved By: Wilbur Jones