



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
SCHOOL BOARD ADMINISTRATION BUILDING  
Procurement Management Services  
1450 N.E. 2nd Avenue, Room 650  
Miami, FL 33132

Direct All Inquiries To  
Procurement Management Services

Buyer's Name: \_\_\_\_\_

PHONE: (305) 995-\_\_\_\_\_

Email: \_\_\_\_\_

TDD PHONE: (305) 995-2400

**BID/RFP ADDENDUM**

Date: \_\_\_\_\_

Addendum No. \_\_\_\_\_

BID/RFP No. \_\_\_\_\_ BID/RFP TITLE: \_\_\_\_\_

**This addendum modifies the conditions of the above-referenced BID/RFP as follows:**

*All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>*

*The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package.*

I acknowledge receipt of Addendum Number \_\_\_\_\_

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward him/her a copy of this addendum.

**(PLEASE TYPE OR PRINT BELOW)**

LEGAL NAME OF BIDDER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL I.D. \_\_\_\_\_ FAX # \_\_\_\_\_

BY: SIGNATURE (Manual): \_\_\_\_\_  
OF AUTHORIZED REPRESENTATIVE

NAME (Typed): \_\_\_\_\_ TITLE: \_\_\_\_\_  
OF AUTHORIZED REPRESENTATIVE

## Addendum #1, Bulk Fuel

The following list addresses the questions received regarding this solicitation:

1. Who is your current incumbent?

**Answer: Mansfield Oil Company**

2. Can you please provide a current bid tab?

**Answer: We currently piggyback off of the State Contract 405-000-10-1 Bulk Fuel, Gasoline and Diesel: [https://www.dms.myflorida.com/content/download/58621/247626/file/405-000-10-1\\_Bulk%20Fuel%20Contract\\_South%20FL%20Counties\\_price\\_sheets-UPDATED\\_05%2031%2012.xls](https://www.dms.myflorida.com/content/download/58621/247626/file/405-000-10-1_Bulk%20Fuel%20Contract_South%20FL%20Counties_price_sheets-UPDATED_05%2031%2012.xls).**

3. Can you specify if all tanks are above ground or below?

**Answer: We have some of each. The tanks at South, Central West and Jack Schee are above ground. All others are in ground.**

4. Do you have specific delivery day's and times?

**Answer: Yes. The earliest that fuel can be delivered is 6 a.m. The latest would be 2 p.m. (with the exception of emergencies, such as a hurricane).**

5. Is there a diversity supplier scoring incentive for other than locally-owned businesses? PS Energy is a Hispanic Minority small woman-owned business in Georgia with certification from WBENC.

**Answer: This ITB is open to participation by all eligible bidders, therefore no preference points will be applied.**

6. Will delivery personnel be exempt from Level 2 background screening since they will have no contact with students?

**Answer: Yes.**

7. Will Miami-Dade County Public Schools waive the requirement for Professional Liability Insurance coverage? PS Energy is not eligible for Professional Liability (E&O insurance) under our SIC code and have never had a client that requires it. We do meet all other insurance requirements.

**Answer: Professional Liability Insurance will be waived.**

8. Will Miami-Dade County waive the requirement for Employee Dishonesty (Fidelity) insurance? We have never had a need for such coverage and have never had a client that requires it.

**Answer: Yes.**

9. PS Energy invoices weekly. Will Miami-Dade accept Net 10 payment terms?

**Answer: No. Our terms are Net 30.**

10. Will Miami-Dade accept pricing based on DAILY OPIS vs. WEEKLY OPIS?

**Answer: Fuel prices will be based on the weekly OPIS. Please see section 2.2.4.D of this ITB, page 22 & 23.**

11. Please provide the previous bid tabulations

**Answer: Please see the response to Question #2.**

12. Please provide a few summer and winter invoices and bill of ladings

**Answer: Please submit a Public Records Request.**

13. Are the tanks at each location above ground or below ground?

**Answer:**

**9232 – North – in ground – currently non-operational – repairs will be made**

**9233 – South – above ground**

**9234 – Northeast – in ground**

**9235 – Southwest – in ground**

**9236 – Northwest – in ground – Diesel fuel only at this location**

**9237 – Central West – above ground**

**9238 – Redland – in ground**

**9239 – Jack Schee – above ground**

14. Are the tanks next to each other at their respective locations?

**Answer: Yes.**

15. Is this an all or nothing bid or can vendors “no bid” some items?

**Answer: Vendors can submit a “no bid” on some items**

16. What is the average delivery size per location per product?

**Answer: We order 7500 gallons of diesel per load and 8000 gallons of unleaded per load.**

17. Will the award be split by product?

**Answer: The award will be based on total low of each group as listed in the Bulk Fuel Tabulation Sheet. Items 1 through 6 will be awarded on a total low bid basis to a primary and alternate vendor. This also applies to Items 7-10, 12-15, and 17-20. For more information refer to the Bulk Fuel Tabulation Sheet located on our website:  
<http://procurement.dadeschools.net>.**

18. Can or will deliveries be split between locations?

**Answer: Yes, but only in emergency situations.**

19. Can or will deliveries be split between products to a single location?

**Answer: No.**

20. Do you consider common carriers to be subcontractors?

**Answer: Yes.**

21. What are your delivery hours?

**Answer: Please see the response to Question #4.**

22. What are your payment terms?

**Answer: Net 30.**

23. Who is your current vendor?

**Answer: Please see the response to Question #1.**

24. How long have they been your vendor?

**Answer: Since February 1, 2009.**

25. Can you send a copy of the last bid tabulation?

**Answer: Please see the response to Question #2.**

26. Will M-D waive the requirement for a copy of the current posted OPIS Prices with bid? We cannot comply. OPIS is copyrighted and we are bound by copyright law not to share copies. We can however, provide the prices just not a copy of the actual publication.

**Answer: Prices must be based on the weekly OPIS average which we subscribe to. No copy is necessary.**

27. Can you give the average delivery amounts/frequencies for each location?

**Answer: Each load of diesel is 7500 gallons. Each load of unleaded is 8000 gallons.**

<u>Site</u>	<u>Unleaded</u>	<u>Diesel</u>
9233	1	3
9234	1	4
9235	2	7
9236	N/A	2
9237	1	5
9238	1	1
9239	2	4

28. How is the local vendor preference calculated?

**Answer: This ITB is open to participation by all eligible bidders, therefore no preference points will be applied.**

29. Are there any DBE goals and/or requirements?

**Answer: Please see the response to Question #28.**

30. Will the district accept payment terms of Net 10 from date of delivery via EFT/ACH? If not, what payment terms will be accepted?

**Answer: No. Our payment terms are Net 30.**

31. Please clarify the pricing structure for the emergency situations on page 23 of the ITB?

**Answer: As stated in Section 2.2.7 if there is an emergency we may allow the pricing of fuel to be based on the OPIS daily rack average that will be issued by the Port of Miami or Port Everglades.**

32. Who is the current vendor?

**Answer: Please see the response to Question #1.**

33. Will you please provide current copies of an invoice and/or BOL?

**Answer: Please submit a Public Records Request.**

34. Will you please provide the previous bid tabulation?

**Answer: Please see the response to Question #2.**

35. Is it possible for this solicitation to be bid on as a team?

**Answer: Yes.**

36. Please provide us with who the incumbent supplier is?

**Answer: Please see the response to Question #1.**

37. Please provide an example of a properly formatted COI?

**Answer: Please see the attached document.**

**On the COI: Miami Dade County Public Schools has to be certified holder and named as an additional insured.**

**Please use the following address for the certificate holder:**

**Miami Dade County Public Schools**

38. Please provide an example of a proper invoice with supporting documents?

**Answer: Please contact Accounts Payable for to obtain a sample of these documents.**

39. Under section 2.2.3 PRODUCT

- a. Please confirm if the product type E10UNL 87 and the Product D2 ULS will be requested transport loads or tank wagon loads.

**Answer: Transport Loads.**

40. Under section 2.2.4 PRICES

- a. It states that in Section A: "The price shall be the service charge and shall be firm and fixed for the term of the bid"
- b. Please confirm what the "service charge" refers to? Is it the freight rate?

**Answer: The service charge is the delivery fee.**

41. In section 2.2.1 ESTIMATED QUANTITIES

- a. It states "The estimated quantities provided in the bid proposal are for the bidder's guidance only."
  - i. However for quoting and pricing we do need a proposed quantity in order to price out the gallons correctly. Can you provide an estimated quantity for this solicitation?

**Answer: Estimated Quantities are listed in the Bulk Fuel Tabulation Sheet located on our website: <http://procurement.dadeschools.net>.**

42. Are you able to provide us with bid tabulations from the last ITB/RFB?

**Answer: Please see the response to Question #2.**

43. Can you provide the locations that the fuel needs to be delivered to or addresses that need service?

**Answer: Please refer to the Bulk Fuel Bid Proposal Form on our website at [http://procurement.dadeschools.net/bidsol/asp/bid\\_portal.htm](http://procurement.dadeschools.net/bidsol/asp/bid_portal.htm). Search for the Bulk Fuel bid and click on  for a copy of this form which includes all locations.**

44. Being that there are buses involved, will the actual buses need service via wet hosing/mobile fueling? Can you please provide more details for the bus operations?

**Answer: This bid is for the purchase of bulk fuel.**

45. Are there any UST tanks or AST tanks, and if so how many?

**Answer: See the response to question #13.**

46. Is there a MBE / DBE requirement for this bid?

**Answer: Please see the response to Question #5.**

47. When is the tentative award date?

**Answer: Tentative award date is December 19, 2018, with a Contract Start date of January 2019. Please refer to page 4 within the solicitation.**

48. When is the first board meeting after the opening?

**Answer: The first board meeting after the bid opening is November 20, 2018.**

49. Will decision be made before or at board meeting?

**Answer: The decision will be made at the board meeting.**

50. Have any addendums been released for this bid?

**Answer: Yes, please refer to our website at <http://procurement.dadeschools.net> for copies of the addendums.**

51. Is a pump required at any location? If so, which locations will require a pump?

**Answer: The above ground tanks at South, Central West and Jack Schee require pumps.**

52. What information will you be reading out loud at the bid opening?

**Answer: During bid opening we will provide the names of the bidders and their location.**

53. How is the local preference calculated? For example, is it on the overall price, over the vendor margin, etc?

**Answer: Please see the response to Question #5.**

54. What is the tank size at 5780 NW 158th St?

**Answer: N/A.**

55. Who is the incumbent supplier?

**Answer: Please see the response to Question #1.**

56. Can you provide a copy of the completed bid tabulation from the last solicitation?

**Answer: Please see the response to Question #2.**

57. I met the representative from AEG this morning; however, I did not catch the names of the two (2) independent Jobbers. Can you share their names/company?

**Answer: Please submit a Public Records Request once the Cone of Silence has been lifted.**

58. What's the consumption rate for each site monthly?

**Answer:**

<u>Site</u>	<u>Unleaded</u>	<u>Diesel</u>
9233	1183.3	28526.2
9234	8554.0	24995.5
9235	11147.5	48772.3
9236	N/A	15840.4
9237	4291.3	35153.8
9238	3099.7	614.8
9239	15870.0	30841.8

59. Historical record request?

**Answer: Please submit a Public Records Request.**

60. What constitutes an emergency?

**Answer: An example of an emergency would be impending hurricane, a natural disaster or failure of pumping location.**

61. How much fuel for an emergency situation used in the past?

**Answer: The last emergency situation was prior to Hurricane Irma in September 2017. We topped each of the tanks off by splitting loads as necessary. Central West 4000 gallons diesel, North 4000 gallons diesel, Northeast 7500 gallons diesel, Southwest 7500 gallons of diesel.**

62. What is payment procedure?

**Answer: Submit invoices via email. Invoice will be verified for OPIS price, service charge, applicable taxes, net gallons received. Once bill of lading and invoice are matched they will be processed for payment.**

63. Is there a local preference for this bid?

**Answer: Please see the response to Question #5.**

64. If yes, how is the local preference calculated into the scoring for award?

**Answer: N/A.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/INSR	SUBR/WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
GENERAL LIABILITY								
<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR								
GEN'L AGGREGATE LIMIT APPLIES PER:								
POLICY		PRO- JECT		LOC				
AUTOMOBILE LIABILITY								
<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS								
UMBRELLA LIAB								
EXCESS LIAB		OCCUR		CLAIMS-MADE				
DED		RETENTION \$						
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY								
<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below								
Y / N <input type="checkbox"/> N / A								
WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT <input type="checkbox"/> E.L. DISEASE - EA EMPLOYEE <input type="checkbox"/> E.L. DISEASE - POLICY LIMIT <input type="checkbox"/>								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE