



1112 Manatee Avenue West  
Bradenton, FL 34205  
[purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)

## Solicitation Addendum

---

Addendum No.: 1  
Solicitation No.: 23-R081646DJ  
Solicitation Title: Gasoline and Diesel Fuel Delivery Services  
Addendum Date: May 17, 2023  
Procurement Contact: Dave Janney  
Procurement Agent III

**IFB 23-R081646DJ is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated in and made a part of IFB 23-R081646DJ.**

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this IFBC is May 19, 2023.

### **REPLACE:**

### **SECTION C, BID FORMS, EXHIBIT 1, TECHNICAL SPECIFICATIONS**

Replace Exhibit 1, Technical Specifications, with the Revised Exhibit 1, Technical Specifications, hereby incorporated into the IFB.

### **QUESTIONS AND RESPONSES:**

- Q1. Please identify which transport delivery locations take smaller than full transport loads (7200-7500 diesel and 8200-8500 gasoline). Provide an estimate of typical, not guaranteed order amount per delivery.**
- R1. Orders are full loads that may include multiple stops, normally no more than 3.
- Q2. Please identify which item numbers listed on Exhibit 1 are tankwagon or transport delivery locations. Some in the 5000-8000 gallon range are questionable. If simpler, please identify a tank size min/max for each type of delivery.**
- R2. See Revised Exhibit 1, Technical Specifications Revised.

**Q3. "The County requires delivery made vehicles equipped with meters." Please specify if this metered requirement is for smaller trucks delivering gross gallons. Transport vehicles typically delivering full loads have fuel metered on to them at the terminal level and captured on the BOL. Is that acceptable to meet this requirement for transport deliveries?**

R3. No, all delivery vehicles must be metered.

**Q4. Will the County accept forms signed via docu-sign vs. a wet signature?**

R4. Yes.

**Q5. Please confirm that no bonds (bid or perf) are required for this bid.**

R5. No bonds are required for this bid.

**Q6. Please clarify the payment terms for this bid are Net 30 paid via check or ACH.**

R6. Refer to Exhibit 4, Sample Agreement, Article 5, Invoices and Time of Payment.

**Q7. Does the County have a preferred index for this bid?**

R7. The preferred index is Tampa Florida OPIS Rack Average or Unbranded (UBD) Rack Average.

**Q8. Please provide the bid tabs or identify where they may be found online representing the last time this bid was awarded.**

R8. <http://www.mymanatee.org> > Business > Bids and Proposals > Closed Solicitations and search for 17-1203BLS.

**Q9. Can you provide the current index being utilized by the current vendor and their markup for each product type and delivery type?**

R9. See response to Q8.

**Q10. B.01 Agreement. Please clarify if the four one year renewals are mutual or unilateral.**

R10. Unilateral.

**Q11. B.02 Non-Exclusive. Please identify if the County is currently using more than one supplier to meet its current contractual fuel needs per this agreement.**

R11. Yes, the County is currently using more than one supplier.

**Q12. B.05 Is this bid subject to a local preference? If so, how is that preference measured?**

R12. This bid is not subject to Local Preference.

**Q13. Pricing: Please provide the current (newest if amended from original) pricing index, methodology and markup for the existing contract this bid is replacing.**

R13. See response to Q8.

**Q14. Does the County have a preference for an index (OPIS Average 10M, Unbranded 459 posting etc.)**

R14. See response to Q7.

**Q15. How will the county differentiate low cost if multiple indices are being offered?**

R15. Overall low cost.

**Q16. Can you tell us who the current supplier is?**

R16. See response to Q8.

**NOTE:**

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the IFBC.

**INSTRUCTIONS:**

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

**END OF ADDENDUM**

AUTHORIZED FOR RELEASE

**EXHIBIT 1, TECHNICAL SPECIFICATIONS REVISED**  
**IFB No. 23-R081646DJ**

**1 SCOPE**

It is the intent of the Manatee County to establish multiple annual agreements to procure on an “as required” basis Gasoline and Diesel Fuel Delivery Services. It is the specific purpose of this bid to establish annual agreements for fuel and delivery services and to secure the cost and availability.

**1.01 OPIS PRICE INFORMATION**

The posted OPIS (Oil Price Information Service Report) as selected by the Bidder, at the time of loading the product for delivery, shall be verified. The stated fixed markup per gallon and the fixed cost of transportation shall prevail in all calculations.

- ◆ OPIS Gross CBOB Ethanol (10%) Prices 9.0 RVP
- ◆ OPIS Gross Ultra Low Sulfur Distillate Prices
- ◆ OPIS Tampa, Florida Rack

All Gasoline and Diesel Fuel purchased and delivered against this contract(s) may be **Branded or Unbranded.**

**GASOLINE:** Unleaded w/10% ethanol

**DIESEL:** #2 Diesel, Ultra Low Sulfur, (ASTM D975 with sulfur reduced to 15PPM)

**DELIVERIES:** Full Transport Tankers (approximate - 5,000 to 8,500 gallon)  
Tank Wagons (approximate - 100 to 4,900 gallons)

**1.02 ESTIMATED ANNUAL GALLONS**

The exact quantities of the required fuels cannot be determined at this time, but an estimated annual usage is stated on the bid form.

Multiple awards with actual release orders among numerous Successful Bidders based on product availability, maintaining an established pattern of purchases to support multiple sources for allocations of fuel during periods of shortages, and pricing.

**1.03 ACCEPTABLE PRICING BASE SOURCES:**

Acceptable Pricing Base sources for branded and unbranded fuels are the Daily Posted Pricing as TAMPA, FL OPIS Contract Benchmark File as follows:

BP	Placid
Chevron	Shell
CITGO	Sunoco
Colonial	Texaco-Chevron
Exxon-Mobile	Texaco-Shell
Flint Hills Resources	Motiva
GULF-GIE	Valero
Hess	Unbranded Low Rack Average
Marathon	Branded Rack Average
Murphy	Unbranded Rack Average

#### **1.04 DELIVERIES**

Deliveries must be made within twenty-four hours after receipt of a Release Order (verbal or written).

**All deliveries shall require documentation of the quantity of fuel delivered.** Seller shall provide a separate delivery ticket/bill of lading for each delivery. A copy of the delivery ticket/bill of lading, and an invoice shall be sent via e-mail to Fuel Services for County verification, (fuel.services@mymanatee.org). Actual delivery address(s) shall be identified at time of order.

Delivery drivers must possess a current, valid Commercial Driver License (CDL) Class A with Hazmat endorsement issued by the Florida Department of Highway Safety and Motor Vehicles (FLHSMV).

The County requires delivery made by vehicles equipped with meters.

The County reserves the right to place orders with other Bidders in the event of an urgent, immediate need and the availability of these products requested cannot be met by the Successful Bidder at the time of need.

**In the event of nationwide or local shortages, the Successful Bidders agree as a condition of the award to furnish the same percentage of product as may be furnished to any other purchaser providing that such agreement shall not contravene regulations which may be established by the Government of the United States.**

#### **1.05 INVOICES AND DOCUMENTATION**

Each invoice must state both Blanket Purchase Order number and the specific Release Order number. Also, attached to each invoice shall be a copy of the OPIS TAMPA, FL Rack for Gross Ethanol or #2 Diesel - Ultra Low Sulfur Fuel Prices, showing the rate(s) at the time of loading the product for delivery.

#### **1.06 MATERIAL SAFETY DATA SHEET**

It shall be the responsibility of the Successful Bidder(s) to submit, upon notification of award, a Material Safety Data Sheet (MSDS) for all toxic substances in accordance with Florida Statutes Chapter 442, The Right To Know Law, which mandates on-site MSDS for all toxic substances appearing in the workplace.

**Locations may be added or deleted as required by Manatee County.**

### FUEL DISPENSING LOCATIONS

ALL TANKS LISTED ARE ABOVEGROUND (AST)

SITE NAME	SITE ADDRESS	TANK GALLON CAPACITY	FUEL TYPE	<u>Truck Size</u>
NORTH CTY	8494 69 <sup>TH</sup> St. East, Palmetto, 34221	5,000 AST	UNLEADED	<u>Both</u>
NORTH CTY	8494 69 <sup>TH</sup> St. East, Palmetto, 34221	15,000 AST	ULSD	<u>Both</u>
UTILITIES	4690 66 <sup>TH</sup> Street West	10,000 AST	UNLEADED	<u>Both</u>
UTILITITES	4690 66 <sup>TH</sup> Street West	10,000 AST	ULSD	<u>Both</u>
STORMWATER	5621 39 <sup>TH</sup> St. East, 34203	5,000 AST	UNLEADED	<u>Both</u>
STORMWATER	5621 39 <sup>TH</sup> St. East, 34203	5,000 AST	ULSD	<u>Both</u>
MYAKKA	36650 Arcadia Avenue	3,000 AST	UNLEADED	<u>Both</u>
MYAKKA	36650 Arcadia Avenue	7,000 AST	ULSD	<u>Both</u>
PARISH	12132US Hwy 30 North	5,000 AST	UNLEADED	<u>Both</u>
PARISH	12132 US Hwy 301 North	10,000 AST	ULSD	<u>Both</u>
LANDFILL	3055 Lena Road	5,000 AST	UNLEADED	<u>Both</u>
LANDFILL	3055 Lena Road	15,000 AST	ULSD	<u>Both</u>
DAM	17915 Waterline Road	6,000 AST	UNLEADED	<u>Both</u>
DAM	17915 Waterline Road	4,000 AST	ULSD	<u>Both</u>
JAIL	14490 Harlee Road, Port of Manatee	7,000 AST	UNLEADED	<u>Both</u>
JAIL	14490 Harlee Road, Port of Manatee	3,000 AST	ULSD	<u>Both</u>
TRANSIT	2411 Tellevast Rd, Sarasota	20,000 AST	ULSD	<u>Both</u>
TRANSIT	2411 Tellevast Rd, Sarasota	20,000 AST	ULSD	<u>Both</u>
TRANSIT	2411 Tellevast Rd, Sarasota	6,000 AST	UNLEADED	<u>Both</u>

### TANK INFORMATION

(62 TANKS, 212,625 TOTAL GALLON CAPACITY)

Tank Number	ADDRESS	GALLON CAPACITY	FUEL TYPE	<u>Truck Size</u>
34	4520 66 <sup>th</sup> St. W, Utilities Maint bldg. generator	967	ULSD	<u>Wagon</u>
35	1108 26th Ave East, Hwy generator	775	ULSD	<u>Wagon</u>
36	5398 Creekside Drive, Lift 41-A	1,000	ULSD	<u>Wagon</u>
37	7211 Stone River Road, Lift Tara 20	1,500	ULSD	<u>Wagon</u>
38	4700 66th Street West, Fleet Garage West	1,050	ULSD	<u>Wagon</u>
39	9760 Gillet Road, Ariston Lakes Master	2,000	ULSD	<u>Wagon</u>
40	4751 66 <sup>th</sup> Street West, 34210, Lab	500	DIESEL	<u>Wagon</u>
41	Civic Center, 1 Haben Blvd, Palmetto	400	ULSD	<u>Wagon</u>
42	5201 52 Street East, 34203, Braden River Park	500	DIESEL	<u>Wagon</u>
43	5550 Lakewood Ranch Blvd., Park	500	ULSD	<u>Wagon</u>
44	7665 Spencer Parrish Road, MARS	2,000	ULSD	<u>Wagon</u>
45	14695 Waterline Road MARS	3,000	ULSD	<u>Wagon</u>
46	3521 63rd Avenue East MARS	4,000	ULSD	<u>Wagon</u>
47	1009 4th Avenue West, GTE Telecom	1,000	ULSD	<u>Wagon</u>
50	Premier Sports Park Complex, 5895 Post Blvd,	500	ULSD	<u>Wagon</u>

51	Premier Sports Park Complex, 5895 Post Blvd	500	UNLEADED	<u>Wagon</u>
52	Lakewood Ranch Park, 5550 Lakewood Ranch Blvd	500	UNLEADED	<u>Wagon</u>
54	7815 40 <sup>th</sup> Ave W, Palma Sola Park Ball Field	110	ULSD	<u>Wagon</u>
55	5502 33rd Avenue West, GT Bray	500	ULSD	<u>Wagon</u>
56	2112 14th Blackstone, Palmetto	275	ULSD	<u>Wagon</u>
57	1100 26th Avenue East, Fleet Garage	1,000	ULSD	<u>Wagon</u>
58	819 301 Blvd. West, Tax Collector	500	ULSD	<u>Wagon</u>
59	7550 69th Street East, Buffalo Creek Park	500	ULSD	<u>Wagon</u>
60	12405 44 Avenue East, Pope Road Master	3,000	ULSD	<u>Wagon</u>
61	1311 41st Avenue North, TV #4, Ellenton	1,060	ULSD	<u>Wagon</u>
62	8100 69th Street East, NCWWTP	12,000	ULSD	<u>Both</u>
63	7299 Montauk Point Crossing	2000	ULSD	<u>Wagon</u>
65	14700 The Master Avenue, Master Lift Station	2,000	ULSD	<u>Wagon</u>
66	5100 65th Street West, SWWWTP	8,000	ULSD	<u>Both</u>
67	5100 65th Street West, SWWWTP	8,000	ULSD	<u>Both</u>
68	Jackson Road 23rd/73rd Street, N1B, Palmetto	1,060	ULSD	<u>Wagon</u>
69	5621 39th Street East, 39-A	2,000	ULSD	<u>Wagon</u>
71	2003 Bay Drive, 12-A	1,060	ULSD	<u>Wagon</u>
72	4300 Gulf Drive, #5	1,060	ULSD	<u>Wagon</u>
73	112 63rd Avenue East, 13-A	1,060	ULSD	<u>Wagon</u>
74	2420 53rd Avenue West, 27-A	1,060	ULSD	<u>Wagon</u>
75	1911 51st Street West, #1-D	1,060	ULSD	<u>Wagon</u>
76	8720 44th Avenue West, #1-M	1,060	ULSD	<u>Wagon</u>
77	Clubhouse Drive Road, Lakewood Ranch	2,000	ULSD	<u>Wagon</u>
<del>79</del> 78	3331 Lena Road, SEWWTP	8,000	ULSD	<u>Both</u>
80	Duette Well head #6, Duette Park	3,000	ULSD	<u>Wagon</u>
81	Duette Well head #7, Duette Park	3,000	ULSD	<u>Wagon</u>
82	11850 Cortez Road, Cortez Pump Station	5,000	ULSD	<u>Wagon</u>
83	5511 39th Street East, Elwood 2	5,000	ULSD	<u>Wagon</u>
84	18315 Dam Road, WTP	500	ULSD	<u>Wagon</u>
85	4825 44th Avenue East, Elwood 1	13,500	ULSD	<u>Wagon</u>
87	18315 Dam Road, WTP	20,000	ULSD	<u>Wagon</u>
88	2101 47th Terrace, Public Safety	8,000	ULSD	<u>Both</u>

89	2101 47th Terrace, Public Safety	8,000	ULSD	<u>Both</u>
90	1112 Manatee Avenue West, Administration Building	8,000	ULSD	<u>Wagon</u>
91	Gevity Building 301 Blvd.	5,000	ULSD	<u>Wagon</u>
92	1115 Manatee Avenue West, Judicial Center	9,000	ULSD	<u>Wagon</u>
93	410 6th Avenue East, Health Department	500	ULSD	<u>Wagon</u>
94	14490 Harlee Road, Jail	2,000	ULSD	<u>Wagon</u>
95	14490 Harlee Road, Central Jail	15,000	ULSD	<u>Wagon</u>
98	1022 26th Avenue East, Forman's Building	2000	ULSD	<u>Wagon</u>
99	Parrish Master Lft Station 12110 Erie Rd, Parrish	2000	ULSD	<u>Wagon</u>
101	2651 Gulf Dr, Bradenton Beach,	500	UNLEADED	<u>Wagon</u>
102	4000 Gulf Drive, Holmes Beach	500	UNLEADED	<u>Wagon</u>
103	G.T. Bray Park, 5502 33rd Ave. Drive W	500	UNLEADED	<u>Wagon</u>
104	Tom Bennet Park 400 Cyprus Creek Blvd	500	ULSD	<u>Wagon</u>
105	Rye Road MLS #892, 212 Rye Road,	500	ULSD	<u>Wagon</u>
P25 radio tower	Duette Preserve Trail 1 - 4715 Duette Road, Duette, 38834	400	ULSD	<u>Wagon</u>
P25 radio tower	Highway Yard 36650 Arcadia Ave. Myakka 34251	400	ULSD	<u>Wagon</u>
P25 radio tower	Utilities Booster Station 11860 Cortez Rd.W., Bradenton 34210	400	ULSD	<u>Wagon</u>
P25 radio tower	7510 Prospect Road Sarasota Fl. 34243	400	ULSD	<u>Wagon</u>
P25 radio tower	Hidden Harbor site 1626 Ft Hamer Rd Bradenton	400	ULSD	<u>Wagon</u>
P25 radio tower	Radio Shop 1801 5th Street West Bradenton Fl,	400	ULSD	<u>Wagon</u>
P25 radio tower	Jail,14490 Harlee Rd. (Pat Glass Blvd) Palmetto	400	ULSD	<u>Wagon</u>
P25 radio tower	East tower 23655 County Road 675 Bradenton	400	ULSD	<u>Wagon</u>
P25 radio tower	Port manatee WTP tower Main Road	275	ULSD	<u>Wagon</u>

**Estimated annual usage:**

Unleaded 908,305.1 gallons

ULSD 1,089,464.80 gallons

**END OF EXHIBIT 1**