

Office of State Procurement
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

04/08/2025

ADDENDUM NO. 02

Your reference is directed to RFX Number 3000024324 for the Invitation to Bid for the State of Louisiana – Supplemental Statewide Contract for Bulk Fuel, which is currently scheduled to open at 10:00 A.M. CT on 04/16/25.

The following change has been made to the referenced solicitation:

Attachment C – Price Sheet – Excel Workbook:

The *Allowable Fees* tab has been revised and replaced in its entirety. See attached Revised Attachment C – Price Sheet – Excel Workbook.

The following are the Vendor's Inquiries received by the deadline date of 03/26/2025 and the State's Responses:

Vendor's Inquiry #1: Regarding the Acceptance on page 3... How and when will we be notified of the low bidder and can we receive a copy of the bid tabulations?

State's Response #1: A copy of the bid tabulations can be made available upon email request to the buyer after the bid has opened and bid tabulations have been completed.

Vendor's Inquiry #2: Regarding the Acceptance on page 3... when is the anticipated award date?

State's Response #2: The State anticipates awarding the contract(s) for a period of delivery beginning with the date of award and ending March 31, 2026. An award(s) will be made when the bid evaluation process has been fully completed. Award information listing the successful bidder(s) will be posted to our LaPAC website and all vendors registered for this ITB will receive an email notification when the award is posted.

Vendor's Inquiry #3: Regarding the Contractual Period on page 5... what is the anticipated start date for the initial one-year contract term?

State's Response #3: The anticipated start date of the contract will be the award date of the contract(s) resulting from the solicitation.

Vendor's Inquiry #4: Can you please provide a complete list of all sites in the state that receive gasoline with tank and delivery information (product(s), tank size, average delivery size, etc)?

State's Response #4: Specific tank sites are not contemplated in this solicitation. Any governmental Authorized User, which include but is not limited to State Agencies, Political Subdivisions, and Quasi State Agencies are intended to be able to utilize the resulting contract(s) to meet their bulk fuel needs through the vendor(s) awarded the contract(s) for that Region. Vendors must be willing to deliver to any tank location within the awarded Region/Parishes.

Vendor's Inquiry #5: Can you please provide a complete list of all sites in the state that receive diesel fuel with tank and delivery information (product(s), tank size, average delivery size, etc)?

State's Response #5: See State's Response #4.

Vendor's Inquiry #6: Crucial information such as delivery and tank information was not provided in the original bid documents. Therefore, will the State consider extending the bid due date to give bidders ample time to respond to the released answers on April 2?

State's Response #6: The Calendar of Events and bid opening date has been revised, per Addendum No. 1.

Vendor's Inquiry #7: How will the preference to bidders who employ more than 50% of LA residents be applied in determining the winner?

State's Response #7: The Louisiana Preference and US Products clauses in the Special Terms and Conditions are to give specific percentage price preferences to either Louisiana companies providing Louisiana products or companies providing domestic products. Preferences are applied through the addition of a specific percentage to the apparent lowest responsive, responsible bidder who is bidding as specified ("apparent low"), assuming the claimant is not the apparent low. The percentage to be added is determined via the claimant's preference claims in the Special Terms and Conditions. If such addition displaces the apparent low to a higher price than the claimant, an award may be made to the claimant if all criteria for that specific preference are met.

Vendor's Inquiry #8: Who is the current incumbent for each region and product?

State's Response #8: Mansfield Oil Company is the current contractor for all listed Tank Wagon regions in this solicitation. Sunoco LLC is the current contractor for all listed Transport Truck regions in this solicitation.

Vendor's Inquiry #9: Please list the current incumbents for each zone and delivery type.

State's Response #9: See State's Response #8

Vendor's Inquiry #10: Can you provide the bid tabulations from the last time the State released a solicitation for a Supplemental Statewide Contract for Bulk Fuel, including bidders' submitted pricing?

State's Response #10: Please contact Tuan Nguyen at tuan.nguyen@la.gov to obtain a copy of the bid tabulation.

Vendor's Inquiry #11: Can you confirm the payment terms for this contract (for example, Net 30)?

State's Response #11: Payment is to be made within 30 days after receipt of a properly executed invoice or delivery, whichever is later. See Invitation to Bid, Page 4, number 4 Instructions to Bidders.

Vendor's Inquiry #12: Can you provide an example copy of the OPIS index that the current contract bases its fuel pricing on?

State's Response #12: OPIS reports utilized by the State are obtained through a paid subscription service and per the terms and conditions of the subscription, the State is not allowed to redistribute the reports.

Vendor's Inquiry #13: How many vendors does the state anticipate awarding this contract to?

State's Response #13: Please see Method of Award section on Page 7 of Attachment A – Special Terms and Conditions.

Vendor's Inquiry #14: Can you specify the award basis, and how the State will determine the lowest responsive and responsible bidder to award the contract?

State's Response #14: See State's Response #13.

Vendor's Inquiry #15: Can you confirm that bidders shall submit a letter with their bid to “opt-out” of any other potential users in the contract (as described in Document 8647200-01, page 4, Cooperative Purchasing)?

State's Response #15: Yes. Bidders who choose to partially or entirely “opt-out” of accommodating cooperative purchasing for such contract(s) should send in the formal written notification to the Office of State Procurement. See Page 4 of Attachment A – Special Terms and Conditions.

Vendor's Inquiry #16: Would the state be open to a minimum gallon flat fee for the smallest tank wagon delivery size?

State's Response #16: A Minimum Order Fee may be charged for Tank Wagon deliveries less than 200 gallons. The *Allowable Fees* tab, found in Attachment C – Price sheet, has been revised to allow the bidder to submit those rates along with the other fees for Tank Wagon order sizes.

All else remains as on original bid.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail, by hand delivery or courier to: Office of State Procurement, 1201 N. 3rd Street, Claiborne Building - Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: _____ By: _____

REVISION: If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to bid opening by mail, by hand or courier to: Office of State Procurement, 1201 N. 3rd Street, Claiborne Building - Ste. 2-160, Baton Rouge, LA 70802, and indicate the RFX number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

Revisions received after bid opening shall not be considered and you shall be held to your original bid.

Revision:

For: _____ By: _____

By: Tuan Nguyen
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