

City of Franklin Addendum No. 1 to

Purchasing Office Solicitation No.: 2020-004

1. Solicitation identified: This Addendum No. 1 applies to the following procurement solicitation:

supply and delivery of winterized diesel fuel to multiple delivery sites during a term of award

Purchasing Office Solicitation No.: 2020-004

2. Notice to Bidders publication date: **November 7, 2019**
3. Solicitation release date: **November 7, 2019**
4. Deadline for optional submittal in writing of questions of a non-procedural nature seeking to clarify or revise any aspect of this procurement solicitation: **November 13, 2019, 2:00 p.m. Central Time**
5. Addendum No. 1 release date: **November 13, 2019**
6. Bids submittal deadline and scheduled opening: **November 21, 2019, 2:00 p.m. Central Time**
7. Tentative date of release of City's tabulation of bids received and notice of intent to award: **November 29, 2019**
8. Tentative date of award: Meeting of Board of Mayor and Aldermen at which the procurement is tentatively scheduled to be awarded to the responsible bidder that submits the lowest priced responsive bid: **December 10, 2019**
9. Target effective date for term of award: **upon execution of the procurement agreement, tentatively December 20, 2019**

10. Addendum:

In reference to the City of Franklin's November 7, 2019 Purchasing Office Solicitation No. 2020-004 for the supply and delivery of winterized diesel fuel to multiple delivery sites during a term of award, the City has been asked certain questions about the solicitation by one or more vendors who are potential bidders.

The purpose of this Addendum No. 1 is to announce the City's responses to the questions that have been asked to date.

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Please note that the submittal deadline and scheduled opening of all bids received remains unchanged and is:

November 21, 2019, 2:00 p.m. Central Time

Below are the questions asked to date and the City's responses thereto:

Q1: Please provide the previous bid tabulation.

A1: Please see the bid tabulation attached as Appendix B.

Q2: Please provide the name of the current provider.

A2: The current provider is TriStar Energy.

Q3: Please provide the number of locations.

A3: Please see Appendix A.

Q4: Please provide the tank sizes.

A4: Please see Appendix A.

Q5: Please provide the estimated volume.

A5: Please see Specification No. 12.11.

11. Acknowledge addendum: Bidders shall acknowledge this addendum on the Bid Submittal Form in the space to the right of the text on that form that reads, "Acknowledge any and all issued addenda to this solicitation."
12. Questions seeking to clarify or revise the procurement solicitation: Questions seeking to clarify or revise any aspect of the procurement solicitation shall be submitted by contacting:

City of Franklin Purchasing Office
Franklin City Hall, Suite 107
109 3rd Ave. South
Franklin, TN 37064
purchasing@franklinton.gov
Tel: 615-550-6692
Fax: 615-550-0079

Such questions of a non-procedural nature shall be submitted before the deadline for optional submittal in writing of questions of a non-procedural nature seeking to clarify or revise the procurement solicitation.

Such questions of a procedural nature may be submitted either before or after the deadline for optional submittal in writing of questions of a non-procedural nature seeking to clarify or revise the procurement solicitation.

Depending upon the inquiry, the City may request that the question seeking to clarify or revise any aspect of the procurement solicitation be submitted in writing, and the City may choose to announce, typically in the form of an addendum, both the inquiry and the City's response thereto.

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13. Communication with City during procurement phase: Any questions seeking to clarify or revise any aspect of the procurement solicitation should be addressed to the City as described above. Until the procurement award has been made, suppliers / service providers shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any supplier / service provider that initiates unauthorized communication with the City during the procurement phase (that is, the period of time between when the procurement solicitation has been posted on the [Business Opportunities webpage](https://www.franklinton.gov) of the City's website (<https://www.franklinton.gov/>) and when the procurement award has been made).

Tabulation of Bids*

Purchasing Office Solicitation No.:	2017-002 (supply and delivery upon demand of winterized diesel fuel to multiple delivery sites during a term of service)					
Notice to Bidders published in the <i>Williamson Herald</i> on:	not applicable (value of purchase anticipated to be less than \$25,000 sealed bid / public notice threshold)					
Number of vendors that were notified of / that responded to this solicitation for bids:	8 / 3					
Date and time bids due and publicly reviewed:	10/13/16 2:00 PM					
Present at post-submittal-deadline review of bids:	Brian Walker of the City of Franklin Parks Department; and Natalie Keene, Suzanne Ward and Brian Wilcox of the City of Franklin Purchasing Office					
Target meeting of BOMA at which recommendation is scheduled to be considered:	not applicable (value of purchase anticipated to be less than \$25,000 sealed bid / public notice threshold)					
Bids received from:	Bid No.:	Does the bid include all required documents?	Does the bid MOES¹? / If not, how many exceptions do not MOES¹?	Total quoted bid margin (amount over wholesale rack average for ultra-low-sulfur diesel fuel at the Nashville terminal), per gallon:	Payment terms:	Bid and bid pricing is valid through:
Key Oil Company 1232 3rd Ave North Nashville, TN 37208 Tommy Janisse, Territory Sales Rep. 615-372-4961 tjanisse@keystops.com	1 of 1	No (missing CoF Standard Procurement Terms and Conditions with bidder's contact information inserted)	bidder takes no exceptions	\$1.9700	net 30 days	12/31/16
Reladyne 7281 Centennial Blvd. Nashville, TN 37209 Anthony Quarantello, Account Manager 615-708-1435 anthony.quarantello@reladyne.com	1 of 1	Yes	bidder takes no exceptions	\$0.7500	net 30 days	12/01/16
TriStar Energy, LLC 1740 Ed Temple Blvd. Nashville, TN 37208 Cheryl Kent, Commercial Fleet Mgmt. Consultant 615-456-8393 ckent@tristartn.com	1 of 1	Yes	bidder takes no exceptions	\$0.5000	net 30 days	11/30/16

¹MOES indicates "meet(s) or exceed(s) specifications"

*Shaded bid is apparent lowest best bid