

**Fuel Additives and Test Kits**  
**Solicitation 6100049473**

**I. CONTRACT SCOPE/OVERVIEW:** This Invitation for Bid (IFB) 6100049473, will cover the requirements of the Commonwealth of Pennsylvania, primarily the Department of Transportation, for fuel management using various diesel fuel and bio-diesel fuel additives.

**II. ONLY CERTIFIED SMALL BUSINESSES ARE ELIGIBLE FOR AWARD:** The Department of General Services has designated this contract as a Small Business Procurement to provide DGS-certified small businesses with opportunities to compete against other DGS-certified small businesses for Commonwealth agency and DGS statewide contracts under the Small Business Procurement Initiative (SBPI) set forth in Executive Order 2011-09. Only certified small businesses are eligible to submit a bid and receive an award. The small business requirements and certification process can be found on the following site:

<https://www.dgs.pa.gov/Small%20Business%20Contracting%20Program/Pages/default.aspx> .

The Small Business Certification will be provided after a supplier completes the self-certification process on the SBPI website. A valid Department of General Services (DGS) Small Business certificate will be required as part of the bid in order to be deemed a responsive bidder. Bids from suppliers without a valid certificate as of bid due date and time may be rejected as non-responsive.

**III. PROJECT DESCRIPTION:** Through this IFB, DGS will secure a supplier to directly provide standard commercially available fuel additive products from a single supplier and single manufacturer, available to all Commonwealth Agencies, which comply with all federal, state, and local environmental laws. Diesel and bio-diesel fuel additives cannot negatively impact the fuel requirements in Pennsylvania Commercial Item Description (PCID) 1056 – Diesel Fuel and PCID 1107 Biodiesel Fuel. The awarded supplier as a component of this IFB shall also provide Fuel Test Kits.

The primary user of this contract is the Pennsylvania Department of Transportation (PADOT) and design of this IFB is based upon their fuel management needs. Historical calendar year 2018 spend on the existing Fuel Additives Contract was \$187,000.00. This figure does not include the fuel test kit component of this solicitation. The Commonwealth makes no guarantees regarding future spend under the new Fuel Additives Contract.

**IV. TERM OF CONTRACT:** The initial term of the contract shall commence on the Effective Date, to be no earlier than February 1, 2020, as defined in Section V.2 of the Terms and Conditions.

**V. TYPE OF CONTRACT:** If the Issuing Office enters into a contract as a result of this solicitation, it will be an “Established-Price Contract” with Price Adjustment at time of annual renewal as

defined in Attachment A Fuel Additive Bid Sheet on tab “INSTRUCTIONS” and will contain the Contract Terms and Conditions attached to this solicitation.

**VI. PRICE SUBMISSION AND INSTRUCTIONS:** Suppliers will submit their pricing responses utilizing the Excel “6100049473 Attachment A Fuel Additives Bid Sheet”. When completing the Bid Sheet, Suppliers are to select the manufacturer tab for the product they submitting and must complete the yellow cells for each product.:

- Product Description
- Cost per Bottle Picked up (optional)
- Cost per Bottle Delivered
- Minimum Case Order Quantity
- Fuel Test Kit description and price
- Picked up location address (Optional if price per bottle picked up is provided)

**VII. TESTING SPECIFICATIONS:** Testing will be seasonal testing in two categories on a monthly basis as follows:

- A. Summer Months: April – September (inclusive)
  - i. Bottom sediment and water, % vol (ASTM D2709)
  - ii. Anaerobic Microorganisms (Easicult S or equivalent)
  - iii. Aerobic Bacteria (Easicult Combi or equivalent)
  - iv. Aerobic Yeasts (Easicult Combi or equivalent)
  - v. Aerobic Fungi (Easicult Combi or equivalent)
  
- B. Winter Months: October – March (inclusive)
  - i. Cold Filter Plug Point = CFPP

**VIII. TEST KITS(S):** Shall be comprised of the following:

- Corrugated Shipping Box; Regular Slotted Container (RSC) capable of maintaining integrity for the sample(s) that are enclosed required for the tests to be performed in the Testing Specifications above.
- Sample Containers (primary containment) of adequate size, strength and composition to safely and legally be used in the submission of samples through the selected method of submission (Shipping) (UPS, USPS, Fedex, etc.).
- Plastic bag(s) (secondary containment) of adequate size, strength, millage and composition to perform as a back-up should leakage occur.
- Packing materials for void filling, bracing and blocking if needed shall be provided to stabilize and protect samples during shipping. Packing materials shall be identified by the supplier based upon the box and sample size and carrier used to ship samples to the testing facility.
- Labels for the sample container(s) with space to indicate the date of sample, method of sampling, district location and tank number.

- Return shipping label including postage to return package to the testing facility.
- Carton Sealing Packing Tape; Clear 2" X 110 yards 2.0 Mil. minimum. One roll annually per tank sampled.
- Fine point permanent marker. One marker annually per tank sampled.

**IX. TEST KIT(S) ORDERING:** Test Kits shall be ordered by Purchasing Credit Card (Pcard) or Purchase Order (PO) and shall be delivered either via mail or courier to the facility placing the order.

**X. TEST KIT(S) RESULTS AND REPORTING:** Results for samples as defined in Testing Specifications above shall be one of the methods below:

A. Available via a Supplier Portal:

- Access for requesting agency/specific supplying location.
- Access for requesting agency (Super User for all locations)
- Results will indicate the specific condition of sample(s) provided.
- Results shall be posted within five (5) business days for all testing except for bacteria which shall be posted up to ten (10) business days of receipt of sample(s).
- Results will provide recommendations for the addition of additives based upon condition of sample results, time of year (weather conditions) and recommendation for tank cleaning if the fuel condition is beyond the ability of an additive to correct fuel quality in a positive manner.

B. Returned via email to:

- The requesting agency supplying location (email will be provided for each location).
- In addition to i. above for PADOT samples to their resource account [RA-\\*\\*\\*\\*\\*@PA.gov](mailto:RA-*****@PA.gov).
- Results will indicate the specific condition of samples provided.
- Results shall be returned within five (5) business days for all testing except for bacteria which shall be returned up to ten (10) business days of receipt of samples.
- Results will provide recommendations for the addition of additives based upon condition of sample results, time of year (weather conditions) and recommendation for tank cleaning if the fuel condition is beyond the ability of an additive to correct fuel quality in a positive manner.

**XI. TEST KIT(S) QUANTITY AND FREQUENCY PADOT:** Per PADOT INFO 09-007 revised "Equipment INFORMATION Bulletin" (most recent edition) testing will be monthly. Testing frequency is only estimated and the Commonwealth makes no guarantee regarding the quantity of test kits that will be ordered. At this time there are 159 diesel storage tanks in the PADOT system please see Attachment B for locations. Test Kits will be ordered by each location by Purchasing

Credit Card (Pcard) or Purchase Order (PO) individually. The awarded supplier shall not send Test Kits in advance of Test Kit Order.

**XII. PRICING:** Pricing shall remain fixed for the initial term (1 year and 8 months) of the contract. At the time of contract renewal, the awarded supplier may submit a price increase or reduction for the fuel additive products listed and Fuel Test Kits annually thereafter.

- A. Delivered price shall include all cost related to the product and its delivery to include all costs including profit Freight on Board (FOB) delivery location.
- B. Picked Up price shall include all cost related to the product to include all costs including profit Freight on Board (FOB) picked up location (optional).
- C. Offerors must provide a delivered price only for each additive for the selected manufacturer (Innospec or FPPF) (picked up pricing is optional) and the price for the Fuel Test Kit to be considered for an award.

**XIII. INCURRING COSTS:** The Commonwealth is not liable for any costs or expenses incurred by suppliers in the preparation of their bids.

**XIV. DOCUMENTS TO BE RETURNED WITH BID:** The following documents must be completed and attached to the electronic bid submission in order to be considered a responsive and responsible bidder.

- Attachment A Fuel Additive Bid Sheets in Excel format. Do *not* provide in PDF format. Failure to return this document or to return it without bid pricing will result in the bid being rejected.
- State of Manufacture Chart (This is the Reciprocal limitations Act GSPUR-89 included as Attachment C to this Solicitation)
- Iran Free Procurement Certification Form
- Copy of active DGS Certified Small Business certification

Note: If your company is not registered as a supplier with the Commonwealth of Pennsylvania, please do so by completing an online registration at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) . On the website, the “Supplier Service Center” tab provides detailed information on the registration process.

**XV. LOW PRICE DETERMINATION:** Low price determination is made by lowest combined total price for each manufacturer’s “cost per gallon to treat delivered” product line including fuel test kits. The lowest combined cost per gallon to treat delivered price will be calculated by the spread sheet based upon the offer’s completion of the yellow cells of “Attachment A Fuel Additive Cost Submittal”. The spread sheet will add the cost of “one” fuel test kit entered in the yellow cell for the cost of a fuel test kit. The total will be displayed as “TOTAL BID PRICE”

Two Innospec products are determined to be "or equals" “equivalents” to two FPPF products established during the solicitation development process by manufacturer representatives.

Therefore, the cost of each of these “or equals” will be doubled to calculate equivalent cost for comparison as identified in the “Multiplier for Equivalent” column.

If multiple suppliers bid the same manufacturer’s product line, the award will be made to the single supplier with the lowest combined “TOTAL BID PRICE”. Thus, only one supplier will be awarded for one manufacturer’s entire product line of fuel additives and fuel test kits. The contract is a single award and agencies may order only from the supplier awarded a contract.

**XVI. ADDITIONAL LINE ITEMS:** Additional line items that are reasonably construed to be within the scope of the contract may be added to the contract through mutual agreement of the supplier, the Using Agency, and the Department of General Services contract manager. Fair and accepted pricing will be comparable to similar items or the appropriate based line items.

**XVII. REPORTING REQUIREMENTS:** Suppliers are required to provide a monthly report to the contracting officer of the quantity and total price of each item delivered to Commonwealth facilities. The report must be in MICROSOFT EXCEL format and contain the following data elements at minimum: facility name, facility address, type of product delivered, Order number/Purchase Order (PO) #, quantity of product delivered (by container size), and total monthly cost of each individual product delivered. The report is due fifteen (15) calendar days after the last date of the reporting month. If the date for filing the report falls on a weekend or a national or state holiday the report is due the next business day. Example: The report for January is due February 15. Failure to file timely delivery reports may result in the termination of a supplier’s contract.

**XVIII. INQUIRIES:**

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