

SOLICITATION ADDENDUM

Date: **11.03.2022**

Subject: **Fuels Truck Transport & Limited Tank Wagon**

Solicitation Number: **6100056933**

Due Date/Time: **11.14.2022/ 14:00**

Addendum Number: **#2**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

This Solicitation # 6100056933 and all related documents are now available on the PA Supplier Portal. Responses must be submitted through the PA Supplier Portal – No Paper bids will be accepted. The Bid Sheet is located on the Portal for your use. For links to the PA Supplier Portal and Supplier Service Center- www.pasupplierportal.state.pa.us

List any and all changes:

Questions and Answers

1. Q. Can the bid opening be attended remotely? If so, please provide instructions for doing so.
A. *A virtual bid opening is not scheduled*
2. Q. If we do not attend the bid opening, how and when will we be notified of the low bidder and can we receive a copy of the bid tabulations?
A. *A bid tabulation will be posted to eMarketplace*
3. Q. On page 15, under section V.7 it states that Purchase Orders under \$10,000 may be made using a Commonwealth Purchasing Card. On page 18, under section V.22, it states the Commonwealth shall have the option of using the purchasing card to make purchases. Please verify if any orders can be done via p-card, or only if under \$10,000.
A. *In the Terms and Conditions as of this writing Purchase Orders under ten thousand dollars (\$10,000) in total amount may also be made in person or by telephone using a Commonwealth Purchasing Card.*
4. Q. Will we still be considered for an award if we are unable to accept any payments via credit card and include a note/exception as such with our submission?

- A. *From the Terms and Conditions: "Contractors agree to accept payment through the use of the Commonwealth Purchasing Card." This is not a normal or frequent occurrence but can occur. The majority of purchase orders are for 60,000 gallons spanning several deliveries or months being paid electronically through the ACH system.*
5. Q. The bid states that vendors must complete and return the attached Lobbying Certification Form and the Disclosure of Lobbying Activities Form with their submission. We did not see these forms in the downloaded documents. Please provide the proper forms to be completed.
- A. *The Lobbying Certificate was inadvertently omitted and now can be found as a downloadable document in the solicitation in the PA Supplier Portal as "Exhibit 9 Lobbying Certification Form BOP-1307".*
6. Q. Please verify the Annual Estimated gallons for the Heating Oil tab on Exhibit 1. The TT total of 492,000 does not match the combined location totals in the sheet (1,233,000). This is a large discrepancy and should be verified which is correct. Is the total correct, or are the individual facility totals correct?
- A. *Exhibit 1 is the **fuel tank locations**. When referencing the total for Heating Oil Tank Locations the total of column "J" is 1,233,000 gallons for Truck Transport this is less the Tank Wagon Quantities. On this fuel tank locations sheet the total does not equal 492,000 gallons.*
7. Q. While most quantities match between exhibits #1 and #2, there are a few discrepancies. Please verify which quantities are accurate for the following...
- For Gasoline... Regions 8 (Dauphin County), Region 8 (Franklin County) and Region 9 (Blair County)
 - For Diesel... Region 2 (Bradford & Tioga Counties), Region 8 (Junata & Mifflin Counties), and Region 8 (Franklin County)
 - For Heating Oil... Region 2 (Clearfield County), Region 4 (Lackawanna & Luzerne Counties), Region 5 (Berks & Schuylkill), Region 6 (Montgomery County), Region 8 (Juniata & Franklin Counties), Region 8 (Perry County), Region 8 (Cumberland County), and Region 9 (Fulton County)
- A. *As a basis for the bid "Exhibit 2 Bid Item Sheets Fuels Truck Transport with Limited Tank Wagon" is to be used. These are "estimated" quantities as stated frequently throughout the Specifications. From the Specifications: "All estimated quantities and historical consumption information included in Exhibits 1 and 2 are provided for informational purposes only and do not represent a firm commitment for purchase from an awarded supplier."*
8. Q. Have you ever had cause to cancel a fuel contract for convenience?
- A. *I am unaware of any fuel Truck Transport with Limited Tank Wagon contract being canceled for convenience.*

Additional helps:

Below are links to assist you in the management of your Commonwealth PA Supplier Registration.

PA Supplier Portal Administrator Support/ Management of your PA Supplier Registration guides can be found at:

<https://www.budget.pa.gov/Services/ForVendors/Pages/PASP-Admin-Support.aspx>

PA Supplier Service Center guides can be found at:

[Supplier Service Center | Department of General Services | Commonwealth of Pennsylvania](#)

Locating and Responding to a Solicitation/ Electronic Bidding Procedures:

<https://www.dgs.pa.gov/Documents/Procurement%20Forms/Supplier%20Service%20Center/Electronic%20Bidding%20Procedures.docx>

If you are already a Registered Supplier with the Commonwealth of PA, from the PA Supplier Portal click the Log on button at the top right of the page to access your account.

The screenshot shows the Pennsylvania Supplier Portal website. At the top right, there is a search bar and a 'Log on' button highlighted with a red box. The navigation menu on the left includes 'PA Supplier Portal Home', 'Supplier Registration', 'Supplier Service Center', and 'OB Services for Vendor'. The main content area features a 'Welcome to the Pennsylvania Supplier Portal' message, followed by a paragraph explaining the portal's purpose and contact information. Below this, there is a section titled 'System Compatibility: VERY IMPORTANT – Microsoft is no longer supporting Internet Explorer. Current browsers provide a more secure and optimized experience. To maintain access, please update your browser to Edge or Chrome.' This section lists 'Unsupported browsers with known compatibility issues' as Mozilla Firefox and Safari browsers. A 'Latest News' section follows, containing two bullet points: one about the release of a new vendor management system and another about receiving remittance information via email.

Please reference the Registration Help and Bidding Help hotlines from the Supplier Service Center, highlighted below.

The “Non-ITQ/RFP Bidding Guide” contains step by step bidding guide once you have logged in your company Portal.

Supplier Service Center

The Supplier Service Center assists with registration, bidding, and account management. This site provides assistance to companies that want to sell materials or services to state agencies. If you wish to provide construction services to the Commonwealth, please visit [Design & Construction](#).

Contractor Notice of Vaccination/COVID-19

Announcing the release of our new SB, SDB, and VBE vendor management system, PRISM Compliance Software.

[Click Here for more information.](#)

[Click here for Special Notice on Windows 10 Known Compatibility Issues.](#)

PA Supplier Portal Registration:

- [New Vendor Registration Guide.pdf](#)
- [PA Supplier Portal](#)
- [PA SUPPLIER Administrative Support](#)
- [Reset Password/Find User ID](#)
- [e-Alerts](#)

Registration Help:

- [Online Vendor Help](#)
- (877) 435-7363
- Choose option 1
- [Contact Us](#)

Bidding (IFB, eMarketplace)

- [eMarketplace / Solicitations](#)
- [Non-ITQ/RFP Bidding Guide](#)
- [Attaching Documents](#)
- [Electronic Bidding Portal](#)
- [Bid Protests](#)

Bidding Help:

- (877) 435-7363
- Choose option 2
- [Contact Us](#)

Supplier Service Center

Aggregates & Anti-Skid Materials

Disaster & Emergency Procurement

COSTARS (Cooperative Purchasing)

Public Works Employment Verification

Procurement Handbook

Procurement Resources

ITQ Application Guide

RELATED LINKS:

- [Supplier FAQ Section](#)
- [Supplier Guides](#)

Type of Solicitation: Electronic Bid (SRM) - Review the Questions section of your solicitation response to ensure you have responded, as required, to any questions relevant to solicitation addenda issued subsequent to the initial advertisement of the solicitation opportunity.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

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