



Finance Department  
Purchasing Division

**INVITATION FOR BID (IFB)  
Specification No. 23-11579-C  
FOR  
BULK RENEWABLE DIESEL AND GASOLINE  
BIDS WILL BE OPENED AND READ PUBLICLY**

**ADDENDUM "C"**  
August 24, 2023

Dear Proposer:

Questions received from proposers along with answers are attached.

**Sealed Bids must be received no later than 2:00 pm, on September 21, 2023.** Bids are to be labeled "**Specification No. 23-11579-C**" and "**BULK RENEWABLE DIESEL AND GASOLINE**" and delivered to the location below. Please submit one (1) bid/offer form and the attachments in your sealed envelope.

**Deliver Bids To:**  
City of Berkeley  
Finance Department/General Services Division  
2180 Milvia Street, Berkeley, CA 94704

No Bids will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet  
General Services Manager

## Addendum "C"

### Questions and Answers for **Specification No. 23-11579-C** **BULK RENEWABLE DIESEL AND GASOLINE**

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 23-11579-C, BULK RENEWABLE DIESEL AND GASOLINE**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

**1. Q. May I please get a bid tabulation from the last time bulk fuel was out to bid?**

1. A. To obtain city documents a Public-Records-Request-Form must be submitted to the City. See instruction on the City of Berkeley website:

<https://berkeleyca.gov/your-government/public-records>

**2. Q. Who is the current incumbent?**

2. A. Diesel Direct

**3. Q. Can you please indicate if the fuel tanks are above ground or below ground at each of the delivery sites?**

3. A. Fuel Storage Tanks are below ground at the Corporation Yard and Transfer Station locations. The remainder are above ground generators with tanks.

**4. Q. Does the Corporation Yard ever take split loads of gasoline and renewable diesel delivered on the same truck on the same day?**

4. A. Yes

**5. Q. Are we required to bid all locations in order to be deemed responsive for this bid?**

5. A. The City is looking for a provider who can service all locations, but, per the ITB document, the City reserves the right to award to one or more than one vendor.

**6.Q. Are all the fire stations currently getting topped off on the same day?**

6.A. No. However, we prefer tanks to be topped off prior to weekend, or whenever requested.

**7.Q. In lieu of providing with the City with an OPIS subscription, can the successful vendor indicate the price of the OPIS for the day of delivery on the invoices?**

7.A. We prefer the OPIS Subscription.

**8.Q. Does the City currently have an OPIS subscription? If so, who is paying for it?**

8.A. No

**9.Q. For the City to receive more competitive pricing, will the City consider using Daily OPIS pricing instead of weekly OPIS pricing?**

9.A. Correction: Utilize the OPIS Daily Contract Average Price with Car on day of delivery.

**10.Q. Per California Code of Regulations for Engine Fuel Standards, diesel fuel may be blended up to 5% with biodiesel. Will the city please consider allowing bidders to bid RD95?**

10.A. Minimum requirement for Renewable is R99.

**11.Q. Can we attend the bid opening via Zoom or Microsoft Teams?**

11.A. No. The bid opening will not be accessible via Zoom or Microsoft Teams.

**12.Q. What information will be read at the bid opening?**

12.A. Vendor Name, location of vendor and City of Berkeley forms received.

**13.Q. Do you have a ballpark date of when this bid will go to City Council for approval?**

13.A. October 23<sup>rd</sup>.

**14.Q. Can you please provide more specific address for the Marina Lift Stations?**

14.A. See Exhibit #1 provided.

**15.Q. Can you please provide the number of tanks (size and type e.g. above ground or below ground) for the Marina Lift stations?**

15.A. All Generator tanks are located above ground. The fuel tank sizes are as follows:

Marina Lift Station #2:	85 Gals
Marina Lift Station #3:	75 Gals
Marina Lift Station #4:	75 Gals
Marina Lift Station #5:	125 Gals

**16.Q. Can you please provide the size of the generators for each of the generator locations?**

16.A. See Exhibit #2 provided.

**17.Q. For the generator locations, do you want Clear Renewable Diesel or Dyed Renewable Diesel?**

17.A. Clear

**18.Q. On the fuel cost proposal, will the additional charges per gallon be evaluated to determine who the lower bidder is?**

18.A. All bid information provided will be thoroughly reviewed in its entirety.

**19.Q. Can you please be more specific on which OPIS index you would like bidders to use i.e. San Francisco OPIS Daily Average?**

19.A. OPIS Daily Contract Average (10AM ET) for San Francisco, CA Rake to include:

- “OPIS GROSS CARFG ETHANOL (10%) PRICES WITH CAR COST (Unleaded);
- “OPIS GROSS RENEWABLE R99 ULTRA LOW SULFUR DISTILLATE.

**20.Q. The freight cost to deliver to Generator tanks is much higher than transport loads, will the City please consider adding a line to the Fuel Cost Proposal for the generator sites?**

20.A.

Table 2 – Fuel Cost Proposal (Continuation)			Cost/Price
Renewable	Diesel	–	c. RENEWABLE DIESEL R99 OPIS PRICING FOR SAN FRANCISCO REGION
Generator Sites			FIXED ADD-ON (+0)
			DISCOUNT (-)

Indicate Discount (-) from or Markup (+) to the OPIS, (select either discount or markup):

Discount: - \$ \_\_\_\_\_/GAL

Markup: +\$ \_\_\_\_\_/GAL.

Please enter Markup & Markdown in cents/gal, 4 decimal places (i.e .2363/gal). Be sure that Bid Price includes any and all delivery charges, surcharges, insurance, and conveyance adjustments to name a few. The quantities listed in Table 1 are averages from prior years for the comparison of bids.

Reference table 3, page 11 for annual usage rates for tabulating your Cost/ Price information. Row beginning with Public Safety Bldg. in left column begins Generators. Additionally, see exhibit 1 for pump station locations at Berkeley Marina area.

**21.Q. How much fuel does each of the generator sites use annually?**

21.A. Please Reference Table 3 regarding annual usage levels for fire Stations, Civic Center, Public Safety Building. The remaining locations are less than 100 gallons / Yr.

**22.Q. Can you please breakdown annual volume for each delivery location broken down by product?**

22.A. Table 3 breaks down the detail for the majority of locations. One Correction: Avg. Annual Usage for Corporation Yard Location (Gasoline) should read 140,000 Gals (Approximation).

**23.Q. Can you please clarify what OPIS Benchmark you want bidders to use for Renewable Diesel. It is recommended that the City consider using Carb Ultra Low Diesel San Francisco OPIS Average as the OPIS Benchmark for the Renewable Diesel products as there are only two unbranded OPIS posters for Renewable Diesel is San Francisco.**

23.A. Please utilize the San Francisco, Ca Rack: OPIS “GROSS RENEWABLE R99 ULTRA LOW SULFUR DISTILLATE PRICES”; Contract Average.

**24.Q. Does the city currently have tank monitors on any of the tanks? If so, please indicate which tanks have monitors and whether to awarded vendor will have remote access to the tank readings?**

24.A. Corporation Yard Station and Transfer Station Location have monitors. Fuel quantity will be provided at time of order. However, Monitors are antiquated and not sure if remote access is possible. At present, fleet staff contacts service provider on a weekly basis with order request.

**25.Q. How many decimal places do you want bidders to extend their Cost/Price to?**

25.A. Four Decimal places / per Gal.

**26.Q. Can you please provide bidders of a list of fees that should be included in the differential?**

26.A. Please utilize table just following Table 2, page 10 titled “Charge Type” to add all instances in which an additional charge may apply. Charges for Split loads, emergency and after hour deliveries are considerations.

**27.Q. Are the contract extensions unilateral or bilateral?**

27.A. City of Berkeley contract extensions are by letter from City Manager. Acceptance of extension offer is a business decision of a vendor.

**28.Q. Can you please provide the ASTM specifications you would like each product to meet?**

28. A.

- Unleaded Gas shall be inspected and tested according ASTM D4814-22 and CCR Title 13, Division 3, Chap 5, Article 1.
- Renewable Diesel Product shall be inspected and tested according to the test methods specified in ASTM D975.

**29.Q. Can you please provide the bid tabulations from when this contract was previously awarded?**

29.A. To obtain city documents a Public-Records-Request-Form must be submitted to the City. See instruction on the City of Berkeley website. See Answer #1.

**30.Q. Can you please provide a few recent BOL's and invoices?**

30.A. A Public-Records-Request-Form must be submitted to the City. See instruction on the City of Berkeley website. See Answer #1 for the web address.

**31.Q. What is the anticipated award date?**

31.A. The award date is based on council approval.

**32.Q. What is the anticipated start date of this contract?**

32.A. This date will be TBD following Council approval, and be mutually agreed upon.

**33.Q. For pricing are vendors to use the OPIS Daily 10am Rack Average or Low report?**

33.A. OPIS Daily 10AM Contract Average price with CAR.

**34.Q. What OPIS report date are vendors to use for proposal?**

34.A. For Consistency purposes, once addendums and answers are acceptable, purchasing will choose the date nearest proposal deadline.

**35.Q. Is there a conference call vendor can call in to listen to the bid opening?**

35.A. No, the bid opening will be a in person.

**36.Q. When will bid tabulations be available after opening?**

36.A. After bids are reviewed for responsiveness and responsibility, a tabulation will be completed.

**37.Q. Would the supplier be able to place monitors on the tanks (particularly the Fire Station tanks) to remotely monitor fuel levels?**

37.A. Yes, if possible. Fleet Maintenance would like access as well for monitoring purposes.

**38.Q. Who is the incumbent supplier for gasoline and the supplier for diesel?**

38.A. Diesel Direct

**39.Q. Would it be possible to see an invoice for the delivery of each?**

39.A. A Public-Records-Request-Form must be submitted to the City. See instruction on the City of Berkeley website. See Answer #1 for the web address.

**40.Q. Would it be possible to see a past bid tabulation?**

40.A. A Public-Records-Request-Form must be submitted to the City. See instruction on the City of Berkeley website. See Answer #1 for the web address.

**41.Q. Would a copy of the OPIS from the date of delivery sent with the invoice be acceptable proof of price?**

41.A. OPIS Subscription requested. And, OPIS Daily Contract Avg price with Car on delivery date to be attached / sent with invoice.

**42.Q. Is there a specific time that should be used for OPIS pricing?**

42.A. No. Contract Average 10AM ET.

**43.Q. Which OPIS index should be referenced? (i.e., contract high, Unbranded Rack low, etc.)**

43.A. San Francisco OPIS Daily Contract Average Price with CAR.

**44.Q. For the purpose of this bid, should a particular San Francisco rack be used in order to compare “apples to apples”?**

44.A. Utilize San Francisco OPIS Daily Contract Average Rack Price with Car, 10AM ET

**45.Q. Which locations must be delivered by bobtail versus a truck and trailer?**

45.A. Lower volume sites listed in Table 3 to include fire stations and Generator locations.

**46.Q. What methods of tracking delivery vehicles have been used in previous years?**

46.A. Fleet personnel will contact vendor to schedule order via email or phone. Vendor confirms requisition and requested delivery date and transmits confirmation back to fleet personnel. Once delivery is completed, monitors are checked against delivery receipt for accuracy.

**47.Q. Who is your current vendor?**

47.A. Diesel Direct

**48.Q. Is the extension period for the City of Berkeley based on mutual agreement between the awarded vendor and the city?**

48.A. Extensions are by a letter from the City Manager.

**49.Q. Can vendors choose not to extend the contract after the initial 4-year period?**

49.A. Agreeing to a contract extension is a business decision to be made by the vendor.

**50.Q. Please provide tabulations from the most current fuel bid.**

50.A. A Public-Records-Request-Form must be submitted to the City. See instruction on the City of Berkeley website. See Answer #1 for the web address.

**51.Q. What date should be used in establishing an OPIS baseline price on the Pricing Sheet?**

51.A. Bidders should provide markup or markdown only. In evaluating responses, the City will pick an OPIS date (close to the time of bid opening), and apply the same base price to all bid responses.

**52.Q. For each delivery site (except for generator sites), please indicate which type of tank is present. i.e.) Above Ground with or without pump or Underground with or without pump.**

52.A. Corporation Yard and Transfer Station have Underground storage tanks. All other delivery sites are aboveground. Provide quotes for both Pump up and Gravity feed.

**53.Q. Please specify which Renewable diesel if desired--clear or dyed? If both types are desired, please indicate which diesel type for each site.**

53.A. Clear

**54.Q. Please provide a current gas and (or) diesel invoice.**

54.A. A Public-Records-Request-Form must be submitted to the City. See instruction on the City of Berkeley website. See Answer #1 for the web address.

**55.Q. Please provide a current gas and (or) diesel Bill of Lading.**

55.A. A Public-Records-Request-Form must be submitted to the City. See instruction on the City of Berkeley website. See Answer #1 for the web address.

**56.Q. What is the average delivery size received by each location?**

56.A. Weekly Deliveries (Approximations):

- Corporation Yard: Weekly delivery: Unleaded Fuel - 2400 Gals; Bi-Weekly RD99 – (1800 – 2500 Gals.)
- Transfer Station: Weekly delivery: RD99 - 5,000 Gals.
- Fire Stations / Generators: Weekly delivery: RD99; 600-900 Gals.

**57.Q. On Table 1 of the IFB, the total annual estimated consumption for gasoline is 140,00 gallons, but on Table 3 the average annual usage for gasoline is 24,217 gallons--which amount is correct?**

57.A. Correction. Corporation Yard Location average unleaded usage should read 140,000 Gals Unleaded. Amounts are (Approximations).



**58.Q. Is the renewable diesel to be priced off the renewable Diesel OPIS posting?**

58.A. Yes. San Francisco Contract Average Rack pricing 10AM ET.

- SAN FRANCISCO “OPIS GROSS RENEWABLE R99 ULTRA LOW SULFUR DISTILLATE PRICES”

**59.Q. Is the renewable diesel to be priced off the CARB ULSD OPIS posting?**

59.A. No. Please reference San Francisco Contract Average Rack pricing 10AM ET.

- SAN FRANCISCO “OPIS GROSS RENEWABLE R99 ULTRA LOW SULFUR DISTILLATE PRICES”

**60.Q. Will the deadline for proposal submissions be extended to accommodate the acknowledgement of any issued addenda by vendors mailing their bids?**

60.A. New due date of September 21, 2023 accommodates all addenda and time to send responses to City.

**61.Q. Can vendors email an updated proposal, as well as resend an updated proposal, if an addendum is issued after it has been mailed?**

61.A. The City will provide ample time to mail bids following issuance of and addendum/a.

**62.Q. How will the Cost Proposal be weighted to determine the low bidder? (There is not a gallon range on the bid forms so all products appear to have equal weight)**

62.A. Please reference Table 1, Utilize column 4 “Total Annual Estimated Consumption” Column to calculate your markup and markdown. Transfer this information to Table 2 – “Cost/Price” Column.

Indicate Discount (-) from or Markup (+) to the OPIS, (select either discount or markup):

Discount: - \$ \_\_\_\_\_/GAL

Markup: +\$ \_\_\_\_\_/GAL.

Please enter Markup & Markdown in cents/gal, 4 decimal places (i.e .2363/gal). Be sure that Bid Price includes any and all delivery charges, surcharges, insurance, and conveyance adjustments to name a few. The quantities listed in Table 1 are averages from prior years for the comparison of bids.

**63.Q. Would the City of Berkeley please reconsider and allow proposals to be submitted electronically via email or via a submission portal? Electronic submissions would eliminate the carbon emissions produced by the postal service trucks and overnight courier trucks used for the delivery of the proposals.**

63.A. The City has not yet transitioned to accepting bid responses in electronic format. Please follow instructions to submit a hardcopy bid response.

**64.Q. Are there any examples of the Fuel Cost Proposals or Invoices from previous Bids?**  
64.A. A Public-Records-Request-Form must be submitted to the City. See instruction on the City of Berkeley website. See Answer #1 for the web address.

**65.Q. Is Bid for Fuel ONLY or are you requesting we add in FSC and delivery fees at this time?**

65.A. Each Bidder Shall provide bids as cents per gallon over or under OPIS published Daily Contract Average price for the San Francisco Ca, Rack. The bid price markup or markdown shall remain firm and fixed for the length of the initial contract. Prices will be based on F.O.B delivered; No separate Freight Charges or surcharges will be considered. In Summary, add all cost associated with delivering fuel to your markup or markdown pricing. Four decimals are adequate.

**66.Q. Are Electronic Signatures acceptable on the forms being submitted as part of the proposal?**

66.A. No.

**67.Q. Can you please clarify if the OPIS will be based on the daily OPIS date of delivery? Page 8 says daily, but page 11 references OPIS pricing for the published week.**

67.A. Correction. Daily OPIS Contract Average pricing with Car will be provided to each fuel delivery along with invoice.

**68.Q. I also wanted to ask about p. 13—can you describe what you mean by the Ability to track deliveries”? What have previous vendors done to accomplish this?**

68.A. Communication is the key. Fleet staff contacts vendor with fuel order. The request will include amount required, and date for delivery. Confirmation is relayed back from vendor agreeing to request and delivery is arranged.

**69.Q. Can you also please provide the sizes of the generators?**

69.A. Please reference Exhibit 2.

**70.Q. Do they generators take red renewable diesel or clear renewable?**

70.A. Clear

**71.Q. What are the insurance requirements?**

71.A. Discussion generally reserved for bid winner. Certificate of Liability Insurance will be required. The following are approximations only, but close to what will be required. Language will vary from what is provided below, but a good benchmark when calculating your markup or markdown cost:

- Commercial General Liability - \$1,000,000 each occurrence (Bodily injury, personal injury and property damage); \$2 Million aggregate
- Auto liability - \$ 1 Million per accident (combined single limit), bodily injury and property damage.
- Worker Comp- \$ As required by state of California.
- Umbrella Liability- \$1 Million each occurrence / \$1 Million Aggregate. (Excess coverage over the Commercial General Liability)
- Indemnification language will be required, as well as waiver from subrogation, and additionally insured will apply.

**72.Q. Is the index for the Renewable 99 or 100 on the OPIS renewable prices or ULSD?**

72.A. OPIS Renewable Diesel Daily Contract Average

**73.Q. What carriers are currently making these deliveries?**

73.A. Diesel Direct

**74.Q. What are the average delivery sizes for gas and diesel?**

74.A. Refer to question 56.

**75.Q. Which tanks are above ground? Which tanks are below ground?**

75.A. Refer to questions: 3 & 52.

Except as provided herein all other terms and conditions remain unchanged.