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# Northside Independent School District

## **REQUEST FOR PROPOSAL** **Purchase of Bulk Fuel & Propane**

**RFP #2018-177**

RFP Due Date: **September 19, 2018 @ 10:30 A.M. CDT**

**Addendum #1: Questions with Answers**



A handwritten signature in black ink, appearing to read 'G. Ayala'.

**PURCHASING DEPARTMENT**

George M. Ayala, Director of Purchasing  
607 Richland Hills Drive, Suite 700  
San Antonio, Texas 78245  
Telephone: (210) 397-8845  
Email: [amanda-1.flores@nisd.net](mailto:amanda-1.flores@nisd.net)

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**Northside Independent School District  
QUESTIONS & ANSWERS  
Purchase of Bulk Fuel & Propane**

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	<b>Question</b>	<b>Response</b>				
1.	Who is the incumbent?	Fleet Corp. (Texas Fleet Fuel)				
2.	May I have a copy of the current contract?	Yes, the current contract is TCPN #R161501 which can be found at <a href="http://www.nationalipa.org/Pages/Contracts-search.aspx?k=fuel%20man">http://www.nationalipa.org/Pages/Contracts-search.aspx?k=fuel%20man</a>				
3.	Are there any diversity goals for WBE/SBE vendors?	Yes, The District's Supplier Diversity Program ensures that the District will use its best efforts to ensure that small, women-owned and minority businesses are informed of current and future purchasing activities and will promote and encourage the participation of minority-owned, women-owned, and small businesses in purchasing of all goods and services.				
4.	Does NISD currently have cards to use out of town? If so, how many?	Yes 60 transportation, 10 purchasing, 5 maintenance.				
5.	May I have a copy of a recent weekly report?	Yes, see attached document.				
6.	Will we have remote access to each tank to obtain the data for the weekly report?	Only for fuel levels on tank levels by dial up currently.				
7.	Will you accept invoices per delivery instead of per month?	No , billed weekly of usage per department paid monthly				
8.	Will you accept pricing from OPIS on the day of delivery?	No, San Antonio OPIS Tuesday Rack Price shall be used for the week of delivery.				
9.	What specific OPIS price do you want us to use? San Antonio OPIS Rack Average?	See response to question 8.				
10.	Are we to use the OPIS price for the date of delivery? Or the Tuesday price for the week of delivery?	See response to question 8.				
11.	Are you requiring any Bonds for this bid?	Not at this time.				
12.	<p>Do you want standard environmental fees included in our price?</p> <p>TEXAS GAS FEDERAL LUST TAX 0.001000 FEDERAL ENVIRONMENTAL FEE 0.002143 UST TAX/CLEAN UP/LOAD FEE NOTE 6 Note 6 - TX Load Fee TX Environmental Delivery Fee - for loads purchased in TX and delivered in TX</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Gallons Delivered</td> <td style="width: 20%; text-align: right;">Fee</td> </tr> <tr> <td>Less than 2,500</td> <td style="text-align: right;">\$1.70</td> </tr> </table>	Gallons Delivered	Fee	Less than 2,500	\$1.70	Please include all, we will pay all state standard fees required that need to be paid.
Gallons Delivered	Fee					
Less than 2,500	\$1.70					

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	<b>Question</b>	<b>Response</b>
	2,500 but less than 5,000                                 \$3.45 5,000 but less than 8,000                                 \$5.45 8,000 but less than 10,000                               \$6.95	
<b>13.</b>	Who is your current supplier?	Fleet Corp / Mansfield / Fuelman
<b>14.</b>	What is your current pricing formula?	WEEKLY TUESDAY RACK PRICE
<b>15.</b>	When does this expire?	RFP is a 3-year agreement with a projected <b>November 1, 2018</b> implementation date. Northside ISD reserves the right to renew and extend without competing the award of this contract in part or in it's entirety, for up to and not to exceed two (2) additional one-year terms.
<b>16.</b>	According to letter Q, page 18 you are requesting reports. <i>*See Attachment 1</i> How does the awardee get this information?	NISD will ask awardee for detailed reports consisting of : Usage by fuel type, gallons, unit number, department's cost on a weekly, monthly, quarterly and yearly basis.
<b>17.</b>	Is this reporting applicable to propane fueling?	Yes
<b>18.</b>	Will the fuel management be supplied by the school or by the awardee?	Awardee

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**Attachment 1**

**According to letter Q, page 18 you are requesting reports.**

- 1. How does the awardee get this information?**

*From awardee fuel data management system*

- 2. Is this reporting applicable to propane fueling?**

*Yes will be required aswell*

**3. Will the fuel management be supplied by the school or by the awardee?**

*Awardee*

- A. Reports:**

The vendor shall invoice NISD on a monthly basis for only the fuels/propane dispensed into authorized district vehicles and equipment. All invoices shall be submitted to the Accounts Payable Department, Northside Independent School District, 5900 Evers Road, San Antonio, Texas 78238. All invoices must reference the Purchase Order Number assigned at the time the contract is signed.

**Contractor, at its sole expense, shall provide weekly reports to the Department Directors.** The required weekly report shall include but not be limited to the following:

- a. Vehicle department
- b. Vehicle number and description
- c. Date and time of fueling
- d. Name of driver or fueler
- e. Location of fueling
- f. Vehicle mileage
- g. Gallons dispensed into vehicle
- h. Type of fuel
- i. Price and extended total of fueling
- j. Miles per gallon on vehicle

Monthly reports shall include the following:

- a. Monthly recap of weekly report information
- b. Beginning and ending mileage
- c. Provision for maintenance service description and amounts
- d. Cost per mile for fuels used

**Pricing:**

**On page 20, Item number 3; You are requesting Mont Belvieu's pricing. Would you please clarify which specific Mont Belvieu price, in a specific BPN publication, that you would use?**

**1.0.1.1.1 PRICING:**

For clarification purposes, the terms used in this specification shall be defined as follows:

- (1) Bidder – Business entity submitting response to the RFP invitation.
- (2) Vendor – Shall be the successful bidder on this RFP.
- (3) **Fuel Index Price PerGallon (Mont Belvieu's Price as published in BPN (Butane-Propane News))**
- (4) Fuel Price per Gallon -shall be the posted Mont Belvieu's Price per gallon and the proposer contract price per gallon.
- (5) Regulatory Fees – Federal and state mandated fees.

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(6) Total Selling Price per Gallon – shall be the total of the posted Fuel Index Price per Gallon, Contracted Fuel Price per Gallon and Regulatory Fees per Gallon.

**On page 20, Final Invoice; Can we use the total price per gallon?**

**Final Invoice shall include:** shall be the total of the posted Fuel Index Price per Gallon, Contracted Fuel Price per Gallon, Regulatory Fees per Gallon, delivery fees, and any additional services provided

Invoice #54194236

NISD CULEBRA TRANSPORTATION

View this invoice a vehicle at a time

Location - Unit

	Date	Employee	Product	Odo	MPG	Gallons	Total
<b>724002 - 2001 GMC B7 71P</b>							
+	2018-09-04 07:22 AM (Tue)	LOERA,ALFRED	Liquid Propane Gas Fuel	1,762	7.1	6.500	\$15.55
+	2018-09-04 07:23 AM (Tue)	LOERA,ALFRED	Liquid Propane Gas Fuel	1,762	0.0	10.200	\$24.40
+	2018-09-05 07:28 AM (Wed)	LOERA,ALFRED	Liquid Propane Gas Fuel	1,808	28.8	1.600	\$3.83
+	2018-09-05 07:29 AM (Wed)	LOERA,ALFRED	Liquid Propane Gas Fuel	1,808	0.0	4.000	\$9.57
+	2018-09-05 07:30 AM (Wed)	LOERA,ALFRED	Liquid Propane Gas Fuel	1,808	0.0	5.000	\$11.96
+	2018-09-06 07:22 AM (Thu)	LOERA,ALFRED	Liquid Propane Gas Fuel	1,854	2.1	21.800	\$52.15
+	2018-09-07 07:23 AM (Fri)	LOERA,ALFRED	Liquid Propane Gas Fuel	1,902	8.6	5.600	\$13.40
+	2018-09-07 07:24 AM (Fri)	LOERA,ALFRED	Liquid Propane Gas Fuel	1,902	0.0	11.300	\$27.03
<b>Subtotal:</b>						<b>66.000</b>	<b>\$157.89</b>

**724007 - 2001 GMC B7 71P**

+	2018-09-06 10:01 AM (Thu)	TURK, CINDIA	Unleaded Fuel	3,081	0.0	8.000	\$16.84
<b>Subtotal:</b>						<b>8.000</b>	<b>\$16.84</b>

**724036 - BUS**

+	2018-09-06 04:48 PM (Thu)	SOLIS, MANUEL	Uls Diesel Fuel	137,995	6.4	28.240	\$68.35
<b>Subtotal:</b>						<b>28.240</b>	<b>\$68.35</b>

**724037 - BUS**

+	2018-09-04 04:14 AM (Tue)	SOLIS, MANUEL	Uls Diesel Fuel	167,264	5.7	30.750	\$74.43
<b>Subtotal:</b>						<b>30.750</b>	<b>\$74.43</b>

**724038 - BUS**

+	2018-09-05 05:19 PM (Wed)	LOZOYA, LETICIA	Uls Diesel Fuel	111,870	0.0	28.750	\$69.59
<b>Subtotal:</b>						<b>28.750</b>	<b>\$69.59</b>

**724040 - BUS**

+	2018-09-05 10:38 AM (Wed)	LOZOYA, LETICIA	Uls Diesel Fuel	148,528	6.2	32.010	\$77.48
<b>Subtotal:</b>						<b>32.010</b>	<b>\$77.48</b>

**724046 - 2005 IHC 47P**

+	2018-09-05 11:34 AM (Wed)	KUTTNER,DAVID	Uls Diesel Fuel	84,370	0.0	14.300	\$34.61
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**Subtotal: 14.300 \$34.61**

**724056 - BUS**

+ 2018-09-04 08:32 AM (Tue)	GUICHARD, GARRY	Liquid Propane Gas Fuel	1,612	11.7	4.100	\$9.81
+ 2018-09-04 08:35 AM (Tue)	GUICHARD, GARRY	Liquid Propane Gas Fuel	1,612	0.0	4.800	\$11.48
+ 2018-09-04 08:42 AM (Tue)	GUICHARD, GARRY	Liquid Propane Gas Fuel	1,612	0.0	9.700	\$23.20
+ 2018-09-05 04:55 AM (Wed)	SOLIS, MANUEL	Liquid Propane Gas Fuel	1,646	2.3	14.800	\$35.40
+ 2018-09-05 05:49 PM (Wed)	LOZOYA, LETICIA	Liquid Propane Gas Fuel	1,704	2.9	20.100	\$48.08
+ 2018-09-06 05:04 PM (Thu)	SOLIS, MANUEL	Liquid Propane Gas Fuel	1,765	2.8	21.700	\$51.91
			<b>Subtotal:</b>		<b>75.200</b>	<b>\$179.88</b>

**724061 - BUS**

+ 2018-09-04 11:49 AM (Tue)	CERVANTES, PAUL	Liquid Propane Gas Fuel	1,740	5.9	18.500	\$41.66
+ 2018-09-05 11:48 AM (Wed)	CERVANTES, PAUL	Liquid Propane Gas Fuel	1,170	0.9	15.800	\$35.58
+ 2018-09-05 05:33 PM (Wed)	CERVANTES, PAUL	Liquid Propane Gas Fuel	1,155	0.0	13.600	\$30.63
+ 2018-09-06 12:03 PM (Thu)	CERVANTES, PAUL	Liquid Propane Gas Fuel	1,755	25.3	22.300	\$50.22
+ 2018-09-06 06:29 PM (Thu)	CERVANTES, PAUL	Liquid Propane Gas Fuel	1,190	2.2	16.200	\$36.48
			<b>Subtotal:</b>		<b>86.400</b>	<b>\$194.57</b>

**724066 - BUS**

+ 2018-09-04 05:42 AM (Tue)	GUICHARD, GARRY	Liquid Propane Gas Fuel	4,019	2.6	26.200	\$62.67
+ 2018-09-05 09:32 AM (Wed)	GUICHARD, GARRY	Liquid Propane Gas Fuel	4,092	2.8	26.400	\$63.15
+ 2018-09-07 05:45 AM (Fri)	GUICHARD, GARRY	Liquid Propane Gas Fuel	4,166	2.6	28.400	\$67.93
			<b>Subtotal:</b>		<b>81.000</b>	<b>\$193.75</b>

**724075 - BUS**

+ 2018-09-01 04:02 PM (Sat)	CRISP, CLAUDIA	Liquid Propane Gas Fuel	4,201	3.7	24.600	\$58.84
+ 2018-09-04 04:16 AM (Tue)	GONZALES, JUAN	Liquid Propane Gas Fuel	4,216	1.2	12.300	\$29.42
+ 2018-09-05 08:52 AM (Wed)	RHOADS, JAMES	Liquid Propane Gas Fuel	4,332	61.1	1.900	\$4.54
+ 2018-09-05 08:53 AM (Wed)	RHOADS, JAMES	Liquid Propane Gas Fuel	4,332	0.0	3.400	\$8.13
+ 2018-09-05 08:54 AM (Wed)	RHOADS, JAMES	Liquid Propane Gas Fuel	4,332	0.0	27.700	\$66.26
+ 2018-09-06 08:40 AM (Thu)	LOZOYA, LETICIA	Liquid Propane Gas Fuel	4,414	2.8	29.100	\$69.61
			<b>Subtotal:</b>		<b>99.000</b>	<b>\$236.80</b>

**724077 - BUS**

+	2018-09-01 09:47 PM (Sat)	COLUNGA, JAVIER	Liquid Propane Gas Fuel	4,921	2.2	22.800	\$54.54
+	2018-09-04 09:46 AM (Tue)	RHOADS, JAMES	Liquid Propane Gas Fuel	4,959	2.5	15.000	\$35.88
+	2018-09-05 10:04 AM (Wed)	RHOADS, JAMES	Liquid Propane Gas Fuel	5,047	36.7	2.400	\$5.74
+	2018-09-05 10:05 AM (Wed)	RHOADS, JAMES	Liquid Propane Gas Fuel	4,959	0.0	3.600	\$8.61
+	2018-09-05 10:06 AM (Wed)	RHOADS, JAMES	Liquid Propane Gas Fuel	4,959	0.0	20.000	\$47.84
+	2018-09-06 09:03 AM (Thu)	RHOADS, JAMES	Liquid Propane Gas Fuel	5,132	6.9	25.000	\$59.80
				<b>Subtotal:</b>	<b>88.800</b>	<b>\$212.41</b>	

**724083 - BUS**

+	2018-09-04 01:14 PM (Tue)	TUTSCHKE, STEVEN	Liquid Propane Gas Fuel	1,394	21.8	17.300	\$38.96
				<b>Subtotal:</b>	<b>17.300</b>	<b>\$38.96</b>	

**7241019 - 2017 CHEVY**

+	2018-09-04 09:55 AM (Tue)	LOZOYA, LETICIA	Unleaded Fuel	4,692	7.8	19.020	\$40.01
+	2018-09-05 05:00 PM (Wed)	LOZOYA, LETICIA	Unleaded Fuel	4,833	8.3	16.990	\$35.74
				<b>Subtotal:</b>	<b>36.010</b>	<b>\$75.75</b>	

**7241025 - 2017 CHEVY**

+	2018-08-31 07:38 PM (Fri)	STEWART, JUSTEN	Unleaded Fuel	1,035	6.1	11.980	\$25.68
				<b>Subtotal:</b>	<b>11.980</b>	<b>\$25.68</b>	

**724104 - 2004 IHC 71P**

+	2018-09-05 04:25 AM (Wed)	SOLIS, MANUEL	Uls Diesel Fuel	158,970	14.4	20.070	\$48.58
				<b>Subtotal:</b>	<b>20.070</b>	<b>\$48.58</b>	

**724107 - BUS**

+	2018-09-06 09:57 AM (Thu)	LOZOYA, LETICIA	Uls Diesel Fuel	139,858	7.1	28.030	\$67.84
				<b>Subtotal:</b>	<b>28.030</b>	<b>\$67.84</b>	

**724121 - BUS**

+	2018-09-04 10:02 AM (Tue)	LOZOYA, LETICIA	Uls Diesel Fuel	132,866	0.0	14.470	\$35.02
+	2018-09-04 05:27 PM (Tue)	TREVINO, DAVID	Uls Diesel Fuel	132,877	37.9	0.290	\$0.70
				<b>Subtotal:</b>	<b>14.760</b>	<b>\$35.72</b>	

**724129 - BUS**

+	2018-09-07 07:55 AM (Fri)	HEITKEMP, WILLIAM	Uls Diesel Fuel	176,385	8.2	27.970	\$67.70
				<b>Subtotal:</b>	<b>27.970</b>	<b>\$67.70</b>	



**724134 - BUS**

+	2018-09-05 09:35 AM (Wed)	LOZOYA, LETICIA	Uls Diesel Fuel	149,410	0.0	31.450	\$76.13	
						<b>Subtotal:</b>	<b>31.450</b>	<b>\$76.13</b>

**724148 - BUS**

+	2018-08-31 04:56 PM (Fri)	ALDERETE, DANIEL	Liquid Propane Gas Fuel	4,302	0.0	1.100	\$2.63	
+	2018-08-31 05:01 PM (Fri)	ALDERETE, DANIEL	Liquid Propane Gas Fuel	4,302	7.3	6.200	\$14.83	
+	2018-09-04 07:53 AM (Tue)	ALDERETE, DANIEL	Liquid Propane Gas Fuel	4,361	17.4	3.400	\$8.13	
+	2018-09-04 07:55 AM (Tue)	ALDERETE, DANIEL	Liquid Propane Gas Fuel	4,361	0.0	26.400	\$63.15	
+	2018-09-04 04:44 PM (Tue)	ALDERETE, DANIEL	Liquid Propane Gas Fuel	4,414	35.3	1.500	\$3.59	
+	2018-09-05 07:54 AM (Wed)	ALDERETE, DANIEL	Liquid Propane Gas Fuel	4,442	6.1	4.600	\$11.00	
+	2018-09-05 07:56 AM (Wed)	ALDERETE, DANIEL	Liquid Propane Gas Fuel	4,446	1.0	4.000	\$9.57	
+	2018-09-05 04:50 PM (Wed)	ALDERETE, DANIEL	Liquid Propane Gas Fuel	4,512	13.8	4.800	\$11.48	
+	2018-09-06 07:50 AM (Thu)	ALDERETE, DANIEL	Liquid Propane Gas Fuel	4,547	1.3	26.800	\$64.11	
+	2018-09-06 04:59 PM (Thu)	ALDERETE, DANIEL	Liquid Propane Gas Fuel	4,602	2.4	23.000	\$55.02	
+	2018-09-07 07:51 AM (Fri)	ALDERETE, DANIEL	Liquid Propane Gas Fuel	4,638	4.1	8.800	\$21.05	
						<b>Subtotal:</b>	<b>110.600</b>	<b>\$264.56</b>

**724161 - BUS**

+	2018-09-01 03:45 PM (Sat)	LOZOYA, LETICIA	Liquid Propane Gas Fuel	4,640	11.9	7.900	\$18.90	
+	2018-09-01 03:48 PM (Sat)	LOZOYA, LETICIA	Liquid Propane Gas Fuel	4,640	0.0	20.300	\$48.56	
+	2018-09-04 09:34 AM (Tue)	CRISP, CLAUDIA	Liquid Propane Gas Fuel	4,702	2.4	25.700	\$61.47	
+	2018-09-05 10:33 AM (Wed)	RHOADS, JAMES	Liquid Propane Gas Fuel	4,788	3.8	22.900	\$54.78	
+	2018-09-05 10:33 AM (Wed)	RHOADS, JAMES	Liquid Propane Gas Fuel	47,881	0.0	1.000	\$2.39	
+	2018-09-06 08:58 AM (Thu)	GUICHARD, GARRY	Liquid Propane Gas Fuel	4,863	3.6	20.800	\$49.75	
						<b>Subtotal:</b>	<b>98.600</b>	<b>\$235.85</b>

**724167 - BUS**

+	2018-09-04 07:58 AM (Tue)	TREVINO, DAVID	Liquid Propane Gas Fuel	12,652	2.6	38.800	\$92.81	
+	2018-09-06 07:48 AM (Thu)	TREVINO, DAVID	Liquid Propane Gas Fuel	12,747	3.0	32.000	\$76.54	
						<b>Subtotal:</b>	<b>70.800</b>	<b>\$169.35</b>

**724178 - BUS**