Petroleum Products for a 12-month Period  
July 1, 2018 to June 30, 2019  
Bid No. M-18-001  

ADDENDUM 1  
May 1, 2018  

STATEMENTS:  

1. Page 1 and 2 of the Instruction to Bidders have been adapted under attached Attachment A to allow for Electronic Bids. Please insert Page 1 and 2 (Attachment - A) of Instructions to Bidders in place of the original.  

2. There were corrected items on Page 2 of the Specifications. Please insert Page 2, (Attachment – B), in place of the original Page 2 of the Specifications.  

3. See attached a location map (Attachment – C) for further clarification of the locations of the tanks described in Items 1 through 7 on pages 3 and 4 of the Specifications.  

QUESTIONS:  

Question: With regard to the four (4) islands that each contain a 1,500-gallon tank, what is the accessibility by fuel truck; ie., how have they been fueled in the past?  
Answer: The four islands are fully accessible with a District escort. Currently they are filled using a 10-wheel tanker pump truck.  

Question: Who was your previous fuel distributor?  
Answer: Our previous distributor was Dime Oil Company, 27495 Lake Drive, Cape Charles, VA 23310  

Question: What was the previous winning bid amount?  
Answer: Winning Bidder Sheets attached (Attachment – D).  

Question: Are all sites easily accessible by tank wagon?  
Answer: Yes, as long as the vehicle has a hose with a 65-foot reach.  

Question: Are all tank sites manned during the 8:00 a.m. to 4:00 p.m. window?  
Answer: Most locations are manned, however the District will provide escorts in areas not manned.  

Question: Do any of the tanks contain tank monitors and, if not, may the carrier put tank monitors on at their discretion?  
Answer: Bid Items 4, 5, 6 & 7 are all monitored by Veeter Root. Bid Items 1-3 are not. The District does not wish to electronically monitor Bid Items 1-3.
Petroleum Products for a 12-month Period
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Bid No. M-18-001

ADDENDUM 1
May 1, 2018

Question: It is my understanding that gasoline may not be transported through any tunnel—therefore, will the sites need to be accessed from the North?
Answer: Item 4 on Page 3 of the Specifications entitled “Regular 87 Octane Unleaded Gasoline - Maintenance Garage Building, Wise Point Area (Northampton County)” must be accessed from the North.

Question: Are there any sites that can be accessed from the South?
Answer: All bid items with the exception of Item 4 on Page 3 of the Specifications can be accessed from the South. Item 5, on Page 4 of the Specifications, entitled “Regular 87 Octane Unleaded Gasoline – South Toll Plaza Garage”, must be accessed from the South.

Question: Can we have a copy of the tabulations from the rejected bid?
Answer: No, this is an ongoing bid process. No bid tabs will be released prior to execution of the contract.

Question: Will the bid award be split by location or awarded all to one bidder?
Answer: Bids will be awarded in accordance with Item 10 on page 2 of the Instruction to Bidders, however the District reserves the right to do any of the above per page 2 of the Instruction to Bidders, last paragraph.

Question: Have any addendums been released for this bid?
Answer: No Addendum has been released prior to this one.

Question: What taxes and fees are to be included in our bid price:
Answer: The following taxes and fees apply to the following items:

Gasoline:
Lust Tax
Oil Spill Recovery Fee
Underground Storage Tank Fee

Diesel Fuel:
Lust Tax
Oil Spill Recovery Fee
Underground Storage Tank Fee

Heating Oil:
NORA (National Oil Heat Research Alliance)
Lust Tax
Oil Spill Recovery Fee
Underground Storage Tank Fee

ADDENDUM 1 - PAGE 2 OF 3
Petroleum Products for a 12-month Period
July 1, 2018 to June 30, 2019
Bid No. M-18-001

ADDENDUM 1
May 1, 2018

Question: Will a metered bill of lading be acceptable in place of the metered truck requirements?
Answer: No. The District requires a metered truck ticket.

Question: What is the average load size for Item 4?
Answer: The average load size for last 12-months is 2,647 gallons.

Question: On a firm bid we would like to have a name and contact number for someone that can inform us of the low bidder as soon as possible.
Answer: The lowest responsible and responsive bidder will be called on the day it is awarded, anticipated to be May 8, 2018, if awarded.

Question: How many gallons did you lock in last year and which months did you lock in?
Answer: The estimated volumes are stated in the Specifications. Depending on type of pricing, quantities are dealt with differently. Read Sections 3.a. and 3.b. of the Specifications.

Question: 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 tabulation?
Answer: The lowest responsible and responsive bidder will be called on the day it is awarded, anticipated to be May 8, 2018, if awarded. No bid tabs will be provided prior to having an executed contract in hand.

Question: Can we please have a list of bidders invited to submit a proposal?

Question: Does bid require a bid or performance bond?
Answer: No.

Question: Do you only need one signature on page 6? There are lines for two.
Answer: Whoever is authorized for your company shall sign the appropriate page of this bid package. If your company only requires one signature, then only sign one of the areas provided.

Question: What will you be reading out loud at the bid opening?
Answer: The price bid for each line item.

ATTACHMENT – A – Instructions to Bidders, Pages 1 and 2.
ATTACHMENT – B – Page 2 of Specifications.
ATTACHMENT – C – Location Map.
ATTACHMENT – D – Bid Sheets from previous winning bid.
ATTACHMENT – E – Bidders list.
Petroleum Products Contract M-18-001

CHESAPEAKE BAY BRIDGE AND TUNNEL DISTRICT

INSTRUCTIONS TO BIDDERS

1. Sealed Bids for this Invitation to Bid will be received until 2:00 p.m. on Friday, May 4, 2018, and will then be publicly opened in the office of the Director of Maintenance, Chesapeake Bay Bridge and Tunnel District, Administration Building, North Toll Plaza (Wise Point Area), 32386 Lankford Highway, Cape Charles, Virginia 23310. Bids will also be accepted electronically, via email to tholloway@cbbt.com. Email title must state “Petroleum Product Contract Bid No. M-18-001”. Please use read receipt. Electronic bids via email will be opened after 2:00PM along with sealed bids publically.

2. Bids must be submitted with the bid number, name of bidder, and the opening date clearly marked on the outside face of the envelope; otherwise, your bid will be opened upon receipt in order to determine the inquiry to which it is applicable. The bid number is M-18-001.

3. Bidders should not include payment of tolls in their proposal. Toll-free access will be allowed for deliveries over the Chesapeake Bay Bridge and Tunnel facility, where required, via passes picked up at the toll plazas on either end of the facility.

4. Any comments or questions concerning these specifications and Invitation to Bid should be directed in writing to Mr. Timothy R. Holloway, Director of Maintenance, 32386 Lankford Highway, Cape Charles, Virginia 23310, and shall be received by April 30, 2018 with the final Bid Addendum to be posted on the District Website no later than Close of Business (COB) on May 2, 2018. The District is not responsible for any explanation, clarification or approval made or given in any manner except by an Addendum. All bidders are responsible for checking the District website, http://www.cbbt.com/request-for-proposals/, and assuring that the information posted in the Addendum is taken into consideration in the preparation of their Bid. Any Addenda so issued are to be considered part of the Bid.

The successful bidders pricing shall be taken to the May 8, 2018 Commission meeting. If awarded, the successful bidder shall be notified by close of business on May 10, 2018. All line items of Bids received by 2:00P.M. on Friday, May 4, 2018, shall be good through May 10, 2018.

5. No federal or state tax is to be included in the Bid; A Tax Exemption Form will be furnished to the Contractor for his use during the time limit set forth in the Contract.

6. All material shall be in accordance with Specifications included in the Invitation to Bid. Bids containing exceptions to the Specification will be discarded from the bidding process.

7. This Invitation to Bid is intended to be in conformity with the Chesapeake Bay Bridge and Tunnel District’s Purchasing Policy, revised November 10, 2009, which is based upon the Virginia Procurement Act. In case of any ambiguities, misinterpretations, or questions regarding this Invitation to Bid, the Chesapeake Bay Bridge and Tunnel’s Purchasing Policy shall prevail.
8. By signing this bid, the bidder certifies that they are in compliance with all Federal, State and Local laws governing Equal Employment Opportunity, Discrimination and employment of illegal aliens.

9. The District does not discriminate against small businesses and businesses owned by women, minorities, and service disabled veterans who offer products and services that meet the procurement needs of the District. (Section 2.2-43 10)

10. The award of this Contract, should it be awarded, will be made to the lowest responsible and responsive bidder. In determining the lowest responsible and responsive bidder, the following factors will be considered:


   b. Ability, capability, and skills of the bidder to perform the contract work.

   c. Whether the bidder can perform the contract work promptly and within the time frame specified.

   d. The character, integrity, reputation, judgment, experience, and efficiency of the bidder and his proposed subcontractors.

   e. The quality of performance of previous contracts and bids.

   f. The financial resources and ability of the bidder to perform the contract work.

   g. In the case of a tie bid, preference shall be given to goods and services performed by Virginia persons, firms, or corporations, if such a choice is available; otherwise, the tie shall be decided by lot.

   h. Withdrawal of Bid Due to Error – The District will allow withdrawal of a bid due to error, provided the request for the withdrawal is written and signed by a person(s) who is qualified to execute the Bid. The request must be received by the District at least one hour prior to the time specified for receiving bids.

All bid package pages to be submitted for bid are designated with Bid Package in the upper right hand corner. This entails a Company bid acknowledgement page, an Acknowledgement of Revisions page, two Bid Form pages and a District Use Only page (five in total).

The District reserves the right to cancel this solicitation; reject any or all bids; to waive any informalities or irregularities in the bidding; accept or reject any or all items of any bid; further negotiate with the lowest bidder; and/or to accept other than the lowest bid should it be deemed in the best interest of the District.
The quantities are approximate based on best available knowledge.

Under the Fixed Price Option only, should it be awarded in this manner, if the District exceeds 100% of the estimated gallons in the current term for a specific line item, the District agrees to pay the successful bidder the OPIS on the date of fuel purchase plus adder for all excess quantities. The adder shall be the number listed in the so named column on the Fixed Price Bid Sheet. The successful bidder may also choose to extend the current contract fixed price for the line item in question.

Under the Fixed Price Option, should it be awarded in this manner, if the District purchases less than 95% of the estimated gallons in a given term, the District agrees to pay the successful bidder reasonable liquidated damages for such deficient un-lifted volumes. This shall not be perceived as a penalty, but a deficiency fee equal to the difference between the awarded fixed price for the un-lifted volume and the lowest OPIS posting for the un-lifted volumes during the last week of the viable term. The successive bidder shall not be entitled to any amounts from the District if the lowest OPIS posting is greater than the fixed price contract rate per gallon.

4. Terms: Cash discount for prompt payment is taken into consideration in determining low Bidder, if allowed; it must be stated in the appropriate location on the bid sheets. Discount period will be assumed to begin with receipt of invoice.

5. Quantities: The quantities are approximate. Estimates are based on best available knowledge.

6. Delivery Tickets: Printed meter tickets for all deliveries to be signed at time and place of delivery by designated employee or representative of the Chesapeake Bay Bridge and Tunnel District, and a copy delivered or mailed to the District.

7. The initial term of the Bid is from July 1, 2018 through June 30, 2019. At the end of the Initial Term, with mutual agreement, per negotiated terms between the Chesapeake Bay Bridge and Tunnel District and the successful bidder, the time limit of this contract may be extended for two (2) additional one (1) year periods for a total, not to exceed three (3) years.

8. Deliveries:
   a. High Sulfur #2 Diesel Heating Oil - Supplier shall be required to keep the tanks filled at a minimum reserve capacity at all times. Spilling around filler must be avoided. During summer months, tanks are not to be left less than 3/4 full, or 12" from the top of the tank.
   b. Low Sulfur #2 Diesel Fuel - The supplier shall be notified when diesel fuel is needed.
   c. Regular 87 Octane Unleaded Gasoline - The supplier will be required to keep tanks filled to a minimum reserve capacity at all times. The minimum reserve for the Regular 87 Octane Unleaded Gasoline at the Maintenance Garage Building, Wise Point is 4,000 gallons. The minimum reserve utilized on all other tanks is approximately 500 gallons. When the District approaches the approximate minimum reserves, the District
# CHESAPEAKE BAY BRIDGE AND TUNNEL DISTRICT

## BID FORM

**INVITATION TO BID - BID #M-15-001**

Petroleum Product Requirements for a 12 Month Period
Beginning July 1, 2015 and Ending June 30, 2016

<table>
<thead>
<tr>
<th>Item</th>
<th>Delivered Fixed Price for Duration of Contract</th>
<th>Delivery and Other Costs as Specified in Contract Per Gallon</th>
<th>Fixed Net Delivery Price / Gallon</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ITEM#1:</strong> High Sulfur #2 Diesel Heating Oil (Wise Point Area)</td>
<td>$2,223.2</td>
<td>included</td>
<td>2,223.2</td>
</tr>
<tr>
<td><strong>ITEM#2:</strong> High Sulfur #2 Diesel Heating Oil (South Toll Plaza)</td>
<td>$2,223.2</td>
<td>included</td>
<td>2,223.2</td>
</tr>
<tr>
<td><strong>ITEM#3:</strong> High Sulfur #2 Diesel Heating Oil (4 Island Vent. Bldgs.)</td>
<td>$2,223.2</td>
<td>included</td>
<td>2,223.2</td>
</tr>
<tr>
<td><strong>ITEM#4:</strong> Regular 87 Octane Unleaded Gasoline (Wise Point Area)</td>
<td>$2,070.7</td>
<td>included</td>
<td>2,070.7</td>
</tr>
<tr>
<td><strong>ITEM#5:</strong> Regular 87 Octane Unleaded Gasoline (South Toll Plaza)</td>
<td>$1,970.7</td>
<td>included</td>
<td>1,970.7</td>
</tr>
<tr>
<td><strong>ITEM#6:</strong> Low Sulfur #2 Diesel Fuel (Wise Point Area)</td>
<td>$2,206.4</td>
<td>included</td>
<td>2,206.4</td>
</tr>
<tr>
<td><strong>ITEM#7:</strong> Low Sulfur #2 Diesel Fuel (South Toll Plaza)</td>
<td>$2,206.4</td>
<td>included</td>
<td>2,206.4</td>
</tr>
</tbody>
</table>

**TERMS:** Net 30% Cash Discount for payment in 45 days.

Specify terminal and brand of fuel used for quotation, as of February 27, 2015:

Shell Norfolk for Diesel
Western Norfolk Gas (South Plaza)
Wise Point Gas Salisbury MD
CHESAPEAKE BAY BRIDGE AND TUNNEL DISTRICT

BID FORM

INVITATION TO BID - BID #M-15-001
Petroleum Product Requirements for a 12 Month Period
Beginning July 1, 2015 and Ending June 30, 2016

<table>
<thead>
<tr>
<th>Item</th>
<th>F.O.B. Terminal</th>
<th>Delivery, Profit and Discount Per Gallon</th>
<th>Net Delivery Price / Gallon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Posted Price / Gallon Effective 2/27/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITEM #1: High Sulfur #2 Diesel Heating Oil (Wise Point Area)</td>
<td>$ 1.9717</td>
<td>$ .0587</td>
<td>$ 2.0304</td>
</tr>
<tr>
<td>ITEM #2: High Sulfur #2 Diesel Heating Oil (South Toll Plaza)</td>
<td>$ 1.9717</td>
<td>$ .0587</td>
<td>$ 2.0304</td>
</tr>
<tr>
<td>ITEM #3: High Sulfur #2 Diesel Heating Oil (4 Island Vent. Bldgs.)</td>
<td>$ 1.9717</td>
<td>$ .0587</td>
<td>$ 2.0304</td>
</tr>
<tr>
<td>ITEM #4: Regular 87 Octane Unleaded Gasoline (Wise Point Area)</td>
<td>$ 1.80</td>
<td>$ .0927</td>
<td>$ 1.8927</td>
</tr>
<tr>
<td>ITEM #5: Regular 87 Octane Unleaded Gasoline (South Toll Plaza)</td>
<td>$ 1.78</td>
<td>$ .0444</td>
<td>$ 1.8444</td>
</tr>
<tr>
<td>ITEM #6: Low Sulfur #2 Diesel Fuel (Wise Point Area)</td>
<td>$ 1.9717</td>
<td>$ .0587</td>
<td>$ 2.0304</td>
</tr>
<tr>
<td>ITEM #7: Low Sulfur #2 Diesel Fuel (South Toll Plaza)</td>
<td>$ 1.9717</td>
<td>$ .0587</td>
<td>$ 2.0304</td>
</tr>
</tbody>
</table>

TERMS: Net 30 % Cash Discount for payment in NA days.

Specify terminal and brand of fuel used for quotation, as of February 27, 2015:

Shell Norfolk for Diesel, Gas (South Plaza)
Western Norfolk Gas Wise Point Western Salisbury MD
Petroleum Products for 12-Mor.
Beginning July 1, 2018 and ending June 30, 2019
Bid No.: M-18-001
Sent on April 24, 2018 to the following:

Ms. H. Lynn Keffer
Crossroads Fuel Service Inc.
1441 Fentress Road
Chesapeake, VA 23322

Mr. Martin Kemp
Pep-Up
24411 Lankford Highway
Tasley, VA 23301

Langham-Hill Petroleum Inc.
4801 Lauderdale Ave
Virginia Beach, VA 23455

Mr. Scott Effinger
Papco, Inc.
4920 Southern Blvd.
Virginia Beach, VA 23462

Sharp Energy, Inc.
36078 Lankford Highway
Belle Haven, VA 23306

Williams Fuel Oil
1620 Atlantic Avenue
Chesapeake, VA 23324

James River Petroleum
10487 Lakeridge Pkwy Ste 100
Ashland, VA 23005

Ms. Gayle Newton
Petroleum Traders Corp.
7120 Pointe Inverness Way
Fort Wayne, IN 46804

Bogue Oil Co.
5839A Adderley St.
Norfolk, VA 23501

Mr. H. D. Parker
H W Drummond, Inc.
24295 Cooke Street
Parksley, VA 23421

Floyd Energy, Inc.
36310 Lankford Highway
Belle Haven, VA 23306

Mears Oil Co. Inc.
6213 Lankford Highway
New Church, VA 23415

Mr. Pete Phoebus
Cato, Inc.
P O Box 1030
Salisbury, MD 21803-1030

Great Lakes Petroleum
4500 Renaissance Pkwy
Cleveland, OH 44218

Pugh Lubricants
P O Box 4006
Ashboro, NC 27204

Lykins Energy Solutions
5163 Wolfpen Pleasant Hill
Milford , OH 45150

Miller Oil Company
1000 E City Hall Ave
Norfolk, VA 23504

Mr. Paolo Reed
TAC Energy
100 Crescent Ct Ste 1600
Dallas, TX 75201

Ms. Charlene J. Reynolds
Creative NxGen Petroleum, LLC
8012 Midlothian Tpk., Ste 202B
North Chesterfield, VA 23235

Ms. Deborah Justin
Direct Energy Business Marketing LLC
194 Wood Ave South 2nd Floor
Iselin, NJ 08830