

# City of Cambridge

## PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts  
Purchasing Agent

To: All Bidders  
From: City of Cambridge  
Date: April 17, 2015  
Re: File No. 6790 – Delivery of B20 Biodiesel - **Addendum No.1**

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The following questions were submitted:

**Question**

When is the award date?

**Answer**

As page 3 of the Invitation for Bid states, "Contract will be awarded with forty-five days of the bid opening, unless award date is extended by consent of all parties concerned."

**Question**

When is the first board meeting after the opening?

**Answer**

There is no "board meeting."

**Question**

Will decision be made before or at the board meeting?

**Answer**

There is no "board meeting."

**Question**

Are there any extensions available?

**Answer**

The bid opening date has not been extended and is scheduled for 11:00 a.m. Thursday, April 23, 2015.

**Question**

Have any addendums been released for this bid?

**Answer**

As stated on page 3 of the Invitation for Bid, Addenda “will be posted to the website to notify all bidders of the questions and answers. Please check the website for Addendums before submitting your bid to the City. Bidders will not be notified individually of Addendums [sic].”

**Question**

Can you do better than 30 days for payment terms, i.e. Net 10 or Net 15?

**Answer**

No.

**Question**

What is the average load size for gas and diesel?

**Answer**

This IFB is not for Gas. See attached list of deliveries from July 2013 to present, but this information is historical and actual amounts purchased through this bid can vary based on weather, Department operations and other factors.

**Question**

Will any of the tanks require a tank wagon delivery instead of a transport delivery? If so, which tanks at what locations will require pumps?

**Answer**

Terminology is unclear. Please refer to the Invitation for Bid.

**Question**

Can or will deliveries be split between locations?

**Answer**

Delivery Locations:

Capacity of tanks and estimated 12 month usage volume in gallons is listed below.

Location:	Department of Public Works 147 Hampshire Street Cambridge, MA 02139	Cambridge Cemetery 76-78 Coolidge Avenue Cambridge, MA 02138
Tank size:	10,000 gal	300 gal
Estimated annual usage:	70,000 gal	2,000 gal

The City reserves the right to add new delivery locations, delete delivery locations or change volume requirements at any delivery location during the contract period.

**Question**

If we were to insert any condition into our alternated firm fixed bid, would they be taken in to Consideration or rejected? Sample attached, please indicate which would clause would be cause for rejection?

**Answer**

As it states on page 1 of the Invitation for Bid, "The submitted bid must be without conditions, exceptions or modifications to the bid document."

**Question**

On a firm bid we would like to have a name and contract number for someone that can inform us of the low bidder as soon as possible.

**Answer**

You can check our website [www.cambridgema.gov](http://www.cambridgema.gov) , online services, Purchasing Bid List, Invitation for Bid, File No 6790. We will upload a tab sheet with the names of bidders and their respective bids after the bids have been opened.

**Question**

What information will you be reading out loud at the bidding opening?

**Answer**

At a bid opening the name of the bidder and the bid price are read.

**Question**

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

**Answer**

The bidders list is on our website [www.cambridgema.gov](http://www.cambridgema.gov) , online services, Purchasing Bid List, Invitation for Bid, File No 6790. This list represents vendors that have registered for this bid.

**Question**

Will any of the tanks require a tank wagon delivery instead of a transport delivery? If so, which tanks at what locations will require pumps?

**Answer**

See bid specifications, Delivery Location on page 7 of the Invitation for Bid.

**Question**

There is 7 day cancellation in the bid but the vendor who wins the bid has to go out and buy the product under state law to cover your gallons. How do they do that if you can cancel in 7 days? Would you put a clause in contract to only cancel for cause?

**Answer**

No.

**Question**

What is the lifting schedule of diesel?

**Answer**

Terminology is unclear. Please refer to the Invitation for Bid.

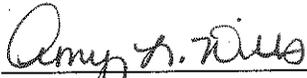
**Question**

Will the award be split between tankwagaon and transport delivers?

**Answer**

Terminology is unclear. Please refer to the Invitation for Bid.

All other details remain the same.



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Amy L Witts  
Purchasing Agent

**ADDENDUM NO 1**

Deliveries of Diesel/Biodiesel July 2013 - April 15, 2015

	Month	Location	
		DPW	Cemetery
		Gallons	Gallons
FY14	July	5,001	
	August	5,001	
	September	5,000	
	October		271
	November	5,000	
	November	3,999	
	December	6,000	
	January	4,300	200
	January		200
	February	4,286	255
	February	4,048	
	March	6,000	
	April	5,000	
	May	5,500	284
	June	2,342	
	June	2,000	
	June	300	
FY15	July		220
	August	4,500	
	September	5,000	
	October	5,001	176
	November	5,000	
	December	4,500	
	January	4,015	150
	January	1,500	272
	January	3,000	
	February	4,000	261
	February	3,000	
	February	5,003	
	March	3,501	
April to date	5,000	254	
Average Delivery	4,171	231	