

IFB 23-19
Petroleum Product One-Year Supply
Q & A

MATA responses follow in **BOLD**:

1. Will Memphis Area Transit Authority guarantee to lift all the volume when entering a fixed price contract?
Yes, we will.
2. Can you please verify that there is a 0% DBE goal for this bid/contract?
There is a 0% DBE goal for this project.
3. Is it still possible for vendors to submit required documents indicating interest in MATA fuel procurement process? The date listed in the IFB is 7/7/2023 and it looks as though this IFB was released 7/10 according to the front page.
MATA sent out a Solicitation Letter on June 30, 2023. Our agency sent the notice to those fuel companies that expressed interest in the past in doing business with MATA. If your agency's name was not on the list, or if your agency's contact person changed, you may have missed the solicitation. The Solicitation Letter is a requirement to submit a proposal for this IFB. Your company's solicitation letter was due on July 7, 2023, by 10:00 a.m. Our agency usually posts the actual procurement within five (5)-days after the notices are received. The release date for the procurement was July 12, 2023. If your company did not submit a solicitation letter you are ineligible to participate in the procurement. If you would like to do business with our agency in the future, please contact Frances Boyland at fboyland@matatransit.com for a vendor application or to update your contact information.
4. When will this bid be officially awarded?
The official award of the bid is determined based on the lowest cost received after board approval and quotes from spot market pricing.
5. When will bid tabulations be made available after the award?
There are no tabulations or evaluations for this bid.
6. Is there a conference call or zoom meeting option to listen to bid openings?
There will be no conference calls or zoom meetings for bid openings.
7. What is the official start date of this contract?
The official start date for the contract is the day after the current contract ends. The contract end date is October 31, 2023.
8. What is the length of this contract?
The length of this contract is 1-year.
9. Is there a contract renewal option?
There is not a contract renewal option.
10. Please specify how payments will be made? (Check, Purchasing Cards, ACH...)
All payments are made by checks.
11. Is there an average order size for the unleaded portion of this contract?
There is not an average order size for unleaded fuel. The unleaded fuel total gallons per contract period is 200,000 gallons.
12. Is there a requirement for where fuel is pulled from?
If the fuel meets the specifications according to the IFB, there are no specific requirements for where the fuel is pulled.
13. Can previous bid tabulations please be provided?

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There are no tabulations available. All are best and final based on sales per gallon based on the market.

14. What period of time was requested for the previous bid? (For example 7/10 – 10/31 is requested for this bid)

The same period was requested for the previous bid.

15. Who was this bid previously awarded to?

Hartland Fuel Products LLC.

16. Can previous BOL and invoice examples please be provided from the previous contract/awardee?

The information you are requesting falls under FOIA. We are required to submit FOIA requests to our General Counsel.

17. Could you please advise what documents were due 7/7/2023 (Page 12 Section 1.2)

(See question #3):

The document was a Solicitation Letter of Interest to participate in the bidding process. It has become apparent that some did not receive this notice because the contact person may not work for the company any longer. If we do not receive a solicitation letter your agency cannot bid in this procurement.

18. Could you please advise the actual quote dates? Page 12 states 7/10/23-10/31/23.

MATA suggests that all vendors keep a trend of the spot market pricing for fuel. Our agency looks at pricing for this period to determine what trends are taking place. We will also request each participant to submit their best and final daily before 10:00 a.m. The best and final will come from the spot market pricing for diesel and unleaded fuel.

19. I hope you are well! I'm simply following up on my previous email. Do you plan to respond via email or amendment? If you will release an amendment, when do you anticipate releasing it?

Your previous email(s) were received. Our agency strictly adheres to fair and competitive bidding in our procurement process. If there are any addendums, they will be posted on MATA's website at www.matatransit.com/aboutus/doingbusiness.

20. Can you please confirm the due date? Page 1 and page 5 say August 11, 2023, at 11AM but page 3 says August 22, 2023 at 10AM.

Bids are due August 11, 2023, at 11:00 A.M.

21. If our bid is submitted via email does a physical copy also have to be submitted by the due date?

If you submit a response via email, a physical copy is not required.

22. Is there an updated date to submit the required documents indicating a vendor's interest in participating in MATA's fuel procurement process? This bid seems to have been released after July 7, 2023, as listed on page 12.

See response to questions #3 and #17.

23. Who is your current vendor and how long have they held the contract?

The current vendor is Hartland Fuel Products LLC. has had the contract for one year.

24. Does your current vendor utilize DBEs? If so, who are they subcontracting with?

There is no DBE goal attached to this solicitation.

25. Can you please provide a copy of the bid tabulation for the last time this contract was awarded?

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The information you are requesting falls under FOIA. We are required to submit FOIA requests to our General Counsel.

26. Can you please provide a copy of a recent gasoline and diesel invoice?

The information you are requesting falls under FOIA. We are required to submit FOIA requests to our General Counsel.

27. Can you please provide a copy of a recent gasoline and diesel BOL?

The information you are requesting falls under FOIA. We are required to submit FOIA requests to our General Counsel.

28. Is there still nor provided bid form? How are you requesting prices to be submitted for this bid

The IFB is not your typical bidding process. The companies that submitted a Solicitation Letter by the deadline of July 7th are only considered for this process. The companies are to maintain a record of fuel market pricing beginning July 10th. Our agency will require those companies to submit their records after bid closing on August 11th. MATA will begin keeping a daily fuel market pricing for diesel and unleaded fuel that can go until October 31, 2023. Each company is required to submit their BAFO before 10:00 a.m. daily until MATA has determined a price that meets our preferred price. Once that price is determined, we will lock that fixed price in.

The company that provides the best price is awarded the contract for a year.

29. Will bids be considered responsive if electronic signatures are used? (i.e. DocuSign)

Or are wet signatures required for bids to be considered responsive?

Bids are considered responsive with a DocuSign signature. If using a wet signature, submitted documents must be sent via email to the assigned email address to this procurement.

30. Please provide the tabulations for the current contract.

There was no tabulations for the current contract. The award of the contract was based on best and final offer. Please review questions #13 and #28.

31. Who is the current vendor?

Hartland Fuel Products LLC.

32. Is the current contract fixed price, index, or both?

Fixed price.

33. Could you please confirm the start and end date of this contract?

Anticipated start date November 1, 2023, ending October 31, 2023.

34. Are deliveries currently shipped on a tank wagon or transport truck?

Tank wagon

35. Please provide the estimated number of gallons that are expected to be delivered by Transport truck and how many are to be delivered by Tank Wagon?

Deliveries are only made by tank wagon and the number of gallons to be delivered is based on a day-to-day basis. The minimum number of gallons is 1,000 gallons and maximum number of gallons is 2,500 gallons.

36. Is the regular gasoline 87 octane to contain up to 10% ethanol?

Yes

37. We prefer to receive payment via ACH/bank draft. What is your current payment method? (i.e. ACH, Check, Credit Card)

Checks are the current payment method.

38. Can you please confirm that the first day for sending daily quotes will be 8/22/2023?

The first day to send quotes is after the due date for proposals. Please note that those who submitted solicitation letters must have a running daily quote submission starting from July 10, 2023 to that date. MATA wants to review pricing prior to actual submission date.

39. Can we get a copy of all tax exemptions?

Yes.

40. What cetane spec is the current vendor providing? How is the current vendor providing that spec (i.e. additive, pipeline spec)?

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- By providing a Certificate of Analysis sheet and it is provided by a pipeline spec.**
41. Can you please confirm the DBE goal for this contract is 0%?
Yes, it is 0%
42. Please provide all bid submission and contract documents from the last awarded bidder.
The information you are requesting falls under FOIA. We are required to submit FOIA requests to our General Counsel.
43. Please provide a current invoice.
The information you are requesting falls under FOIA. We are required to submit FOIA requests to our General Counsel.
44. Please provide bill of ladings for all fuel grades on this solicitation.
The information you are requesting falls under FOIA. We are required to submit FOIA requests to our General Counsel.
45. Are gas and diesel delivered together on the same shipment?
Depends on if it is the same vendor.
46. Can the contract award be split between multiple vendors?
Yes.