



**REQUEST FOR INFORMATION**  
**FOR**  
**FUEL DELIVERY SERVICES**

REGIONAL TRANSPORTATION AGENCY OF CENTRAL MARYLAND  
(RTA)

**Date issued:**  
**July 07, 2023**

# **Request for Information (RFI) for Fuel Delivery Services**

## **INTRODUCTION**

Transit Management of Central Maryland (hereinafter, TMCM), dba Regional Transportation Agency of Central Maryland (RTA) is seeking information from interested vendors or suppliers who have current managerial, logistic, and financial capacities to provide diesel fuel and unleaded gasoline and delivery services. The information obtained from any responses may be used to plan an approach to contract wholesale fuel purchases over an extended period in accordance with local, state, and federal procurement requirements. RTA appreciates your input and participation in this process.

## **BACKGROUND INFORMATION**

RTA currently uses fuel delivery services from a different local supplier after requesting quotes every two weeks. We are interested in exploring other options to ensure we are getting the best value. RTA is looking for a potential company that can give competitive prices during a long contract period.

## **RESPONSE INFORMATION**

<p>1. BUSINESS IDENTITY</p> <p>RESPONDENT LEGAL ENTITY NAME: _____</p> <p>DBE or/and MBE number (If available): _____</p> <p>Address: _____</p>
<p>2. RESPONDENT CONTACT PERSON:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Phone number: _____</p> <p>E-mail address: _____</p>
<p>3. Provide a brief description of your company's experience providing fuel and delivery.</p>
<p>4. Describe briefly potential problems, issues and risks that RTA may experience that should be considered when buying fuels.</p>

Is your company able to give a pricing based on the rack terminal price on the day of delivery for gas and diesel fuels, plus the supplier's markup, which shall include charges for delivery to site, plus applicable State and Federal taxes (or exclusive taxes)? The markup will remain firm or fixed throughout the contract and shall be expressed as CENTS PER GALLONS.
Are the options presented above appropriate and reasonable?
5. Please provide input on alternative approaches or additional things to consider that might benefit RTA.
6. Is your fuel price based on <u>PADD 1B report for Oil Price Information Service for Maryland Area</u> ? If not, which Price Reporting Agency do you use for determining pricing?
7. If you are awarded the contract, are you able to provide an explanation of the method for determining fuel price, timing of price changes, and method of conveying changes to RTA?

## GENERAL INFORMATION AND GUIDELINES

All responses to this RFI must be delivered electronically to [ronaldo.joanis@transitrta.com](mailto:ronaldo.joanis@transitrta.com) and be no more than three pages in length.

Any submitted information you believe to be confidential and exempt by law from public disclosure should be mentioned in the response document. The responses to this RFI will become RTA's property and will be considered as confidential.

Commercial and product descriptions and marketing information should not be included in response to this RFI. RTA will not reimburse costs associated with preparing any documents for this RFI. Please note that responding to this RFI is not a requirement for responding to any future solicitations related to this topic and will not create any contract obligations.

Comments must be provided by no later than 4:00 P.M. on July 21<sup>st</sup>, 2023. The deadline to submit your response to this RFI is **on July 28, 2023, at 4:00 P.M.**

All questions must be directed to the email listed above.

Thank you for your interest.