



RFP-006-23 FOR FUEL DELIVERY SERVICES

Q&A for Answering Supplier Questions¹

No.	Questions	Answers	Additional Information
1.	What are the actual payment terms for invoices on this contract?	Thirty (30) days.	
2.	Section C. Scope of Work subsection 1. Quantities (page 19) references the annual volume for both gasoline and diesel. It does not reference the amount of diesel that should be winterized (either by date range or historic use). Also, is this usage consistent year-round or does it have seasonal variations?	The quantity of winterized diesel required ranges from approximately 120,000 to 150,000 gallons, depending on fluctuations in service levels.	
3.	Section C.3. Descriptions of Fuel Products, subsection A Documentation (page 20) states Safety Data Sheets will be provided with each delivery. Is this required beyond the first delivery? There are rarely any changes to the diesel or gasoline formulations. (At such point, additional, updated documents can be provided) Also in this section there is reference to compliance certificates. Do you have specifications on the exact document you require?	<p>Safety Data Sheets (SDS): Provide the SDS with the first delivery and update only if formulations change.</p> <p>Compliance Certificates: Include certificates with each delivery to confirm regulatory and quality compliance. No specific format is required, but ensure they include batch or production details in the truck.</p>	
4.	Section C.3. Descriptions of Fuel Products, subsection A Documentation (page 20) states that diesel will have a minimum cetane value of 45. The standard minimum cetane rating for on-road diesel in Maryland is 40 (see COMAR 03.03.05.02 Specifications for No. 1-D and No. 2-D diesel fuel). Please clarify this. Thus, will additives be allowed?	<p>Please see Addendum no.2. about the minimum cetane value.</p> <p>Yes, additives will be allowed.</p>	

¹ These answers are informational and don't change the RFP-006-23 For Fuel delivery services.

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5.	Section C.3. Descriptions of Fuel Products, subsection B Delivery and Handling (page 21) states certificates of analysis are required with each delivery. A true Certificate of Analysis is a chemical test that verifies the fuel complies with all ASTM standards set forth by both the EPA and the State of Maryland. Each test is approximately \$1,500 and requires sampling from the exact truck holding the fuel. Is it safe to assume what you actually need is company verification that the fuel delivered complies with applicable standards?	A Certificate of Analysis is not required for each individual delivery. However, a Certificate of Analysis is required of suppliers to ensure that the fuel complies with ASTM standards as mandated by the EPA and the State of Maryland. The supplier is responsible for conducting a certificate of analysis, which must be made available to RTA for verification upon request.	
6.	Section C.3. Description of Fuel Products, Additional Requirements states gas, and diesel must be blended to prevent gelling. Gasoline is not treated seasonally though diesel is. When should this occur?	RTA requires diesel to be winterized from November through April.	
7.	Can you please clarify if there will be a pre-bid meeting?	No pre-bid meeting.	
8.	If we make ten deliveries in one month, do we curate all invoices into one and send it once, or do we make separate invoices?	For each delivery you make, you will issue a separate invoice. Invoices must be generated and submitted to the RTA within thirty (30) days following each fuel delivery.	
9.	Clarification on this: "Price. Reasonableness of the total cost based on anticipated requirements; adequacy of data in support of figures quoted; basis on which prices are quoted. (40 points max.)"	This criterion aims to ensure that the quoted price is fair, transparent, and justified by relevant data, while being consistent with project requirements and industry standards. The evaluation allocates points based on the thoroughness, clarity, and logic of the bidder's pricing approach.	
10.	Can you clarify if it is OPIS should be use on both the bid and invoices?	Both.	
11.	Page 6 (No. 8 - Submission Deadline and Instructions) states – "Proposals can be emailed to ronaldo.joanis@transitrta.com".	Yes, please submit your proposal in the specified format: one original and two copies in two separates	

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	Are we to submit in the same format (original and two (2) copies of their proposal in two separate, sealed envelopes or files: "TECHNICAL PROPOSAL – RFP 006-23" and "FINANCIAL PROPOSAL – RFP 006-23"?	files, labeled as "TECHNICAL PROPOSAL – RFP 006-23" and "FINANCIAL PROPOSAL – RFP 006-23." Proposals can be emailed to ronaldo.joanis@transitrrta.com, but they should follow this format to ensure compliance with the submission requirements.	
12.	Are the two 20,000-gallon tanks above or below ground? If they are above ground, do you require a truck equipped with a pump or do you have a pump on site?	Our tanks are below ground.	
13.	Do you ever order split gasoline/diesel deliveries and if so, how often?	We typically order split deliveries twice a month.	
14.	Is the DBE goal 100% or 7% of the total contract value? What do you estimate the contract value to be?	The DBE goal for this contract is set at 100 % participation.	
15.	Is meeting the DBE goal mandatory to be deemed responsive or is showing good faith effort acceptable?	While achieving 100% DBE participation is not required for a bid to be deemed responsive, it is essential for earning the full 35-point credit. Bidders who demonstrate a good faith effort but fall short of the 100% goal will still be considered responsive but will receive proportionally fewer points based on their level of DBE participation.	
16.	Would you be able to provide a copy of the BOL and corresponding vendor invoice from one recent gasoline delivery and one recent diesel delivery?	No. RTA is unable to provide these copies due to confidentiality restrictions.	
17.	Does the supply disruption contingency plan need to be provided with our bid submission or only if awarded?	Yes, the supply disruption contingency plan needs to be provided with your bid submission.	
18.	Just to confirm, are we permitted to email our bid submission rather than mail it?	Yes.	
19.	If an MBE/DBE Company is bidding, does that count as 100% participation and not required to get MBE/DBE subcontractors?	Yes.	

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20.	Provide copies of all current delivery documents, particularly (COA) Certificate of Analysis.	No. RTA is unable to provide these copies due to confidentiality restrictions.	
21.	Will there be a deduction of points regarding unfavorable past performance of State of Maryland fuel contracts?	Past performance is a critical factor in our fuel procurement process. It will be evaluated.	
22.	Can you provide information about how payments will be received (check, EFT, ACH, credit, or procurement cards)?	You receive payments by check.	
23.	Does the State of Maryland have a list of certified DBE that are in the fuel industry?	Please contact the State of Maryland.	
24.	Who is the current incumbent?	Please see the first RTA Q&A posted on eMMA.	
25.	Is the current fuel supplier utilizing a DBE? If so, what is the name of the DBE company they are using?	Most fuel suppliers for the RTA are certified DBEs themselves; as a result, they do not utilize DBE subcontractors.	
26.	What is the average delivery size of gasoline?	Please see the first RTA Q&A posted on eMMA.	
27.	What is the average delivery size of diesel?	Please see the first RTA Q&A posted on eMMA.	
28.	Do you take split loads i.e. gasoline and diesel delivered on the same truck on the same day?	No. Each fuel type must be delivered separately to ensure compliance with safety and quality control standards.	
29.	Can you please provide bidders with a list of potential DBE subcontractors?	Please see the first RTA Q&A posted on eMMA.	
30.	Please clarify that the 100% DBE goal is the overall goal, meaning that ONLY qualified DBE certified fuel suppliers may bid on this project?	Yes, the 100% DBE goal is the overall goal. All vendors are encouraged to bid. All DBE bidders are required to be certified as a DBE with the state of Maryland. Any costs associated with maintaining compliance or DBE status with the State are solely the responsibility of the vendor.	