



February 6, 2019

To: All Prospective Proposers

Re: Addendum No. 1
Legal Notice No. GD 19-03
Fleet Gasoline Purchasing and Reporting Program

On February 6, 2019 at 10:00 a.m. a pre-proposal conference for the above referenced legal notice was held in the 600 Building of the Greater Dayton Regional Transit Authority (RTA). Those in attendance representing the RTA were as follows:

Ryne Baughn, Purchasing Agent
Daron Brown, Director of Maintenance
Joshua Sharp, Maintenance Supervisor

Other attendees consisted of the following individuals:
Rick Prebles, Speedway WEX

Ryne Baughn gave a brief overview of the procurement process highlighting key dates related to the procurement. With a major focus on the deadline for clarifications (2/19/19), due date (2/27/19), and award date (5/7/19).

Darron Brown and Josh Sharp then conducted a brief overview of the scope of work stating that the objective was to partner with a firm for gasoline Site-Cards and Fleet Reporting programs to RTA in the Dayton area.

The meeting then went into a question and answer session.

Q1: Would it be possible to provide the previous bid tabulations?

R1: Supplier – Wex Bank

Fuel Discounts

<u>Estimated Gallons Per Month</u>	<u>Discount Amount</u>
1 - 9,999	\$.05
10,000 - 19,999	\$.06
20,000 - 24,999	\$.07
25,000+	\$.08

- Q2:** What is the price of fuel that was paired with the contracted discount?
- R2:** We are essentially paying the retail price at the pump, then based on the monthly amount of fuel, we receive up to an 8cent discount per gallon. In addition, all vendors must supply RTA with a detailed breakdown of all fuel taxes so we can apply for a reimbursement from the state.
- Q3:** What is the length of the contract? Are there option years available?
- R3:** The Contract is for three (3) base years with no option to extend beyond that period.
- Q4:** Can you please clarify if Contract Section 5.18 applies?
- R4:** See above. Since there isn't an Option Reay available this section is Not Applicable. Please disregard the following in the procurement document;

“Option to Extend the Term of the Contract

The Greater Dayton Regional Transit Authority may extend the term of this contract by written notice to the Contractor within 30 days, provided that the RTA shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the RTA to an extension. If the RTA exercises this option, the extended contract shall be considered to include this option provision. The total duration of this contract, including the exercise of any options under this clause, shall not exceed **36 months.**”

This Addendum No. 1 shall become a part of the scope of work and contract documents and shall be taken into consideration when preparing your proposal; you are hereby notified accordingly.

Sincerely,

Ryne Baughn
Purchasing Agent