



**Purchasing Division**  
Finance Department

Room 120  
411 West First Street  
Duluth, Minnesota 55802



218-730-5340



[purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov)

### **Addendum 3**

#### **Solicitation 21-AA27**

#### **Service Station Fuels**

This addendum serves to notify all bidders of the following changes to the solicitation documents:

If a single bidder is submitting bids for multiple options, each option must be submitted as a separate bid. For example, a bidder who submits a bid for an account with specific stations should have a separate bid if they are also submitting a bid for use of a universal card account.

Questions asked are answered below:

1. Do you want the answers to questions listed under them or separate? *The Word version of the Requirements document was provided to allow bidders to enter the information directly on that form. Answers may also be attached, but must directly correlate to and reference the questions asked in the Requirements list.*
2. Are you looking for a proprietary or Universal Card? *The card can be a universal or proprietary card as long as it can be limited to fuel purchases within the city limits of Duluth, MN.*
3. If Universal are you looking for a Rebate for those transactions? *We are looking for the lowest fuel cost. Any rebates should be included in the invoice for the month they were earned, and not on the following month's invoice.*
4. When answering questions under Requirements is ok to answer them within the document and refer to attachments? *Yes, the Word version of the Requirements is available on the Purchasing web page in the Station Fuels solicitation for this purpose.*
5. We will be bidding Retail Minus vs Cost Plus – how do I indicate that on the Bid form in a manner that does not “alter” the bid? *The pricing structure is addressed in Requirement 2. Bidders will need to calculate how their retail minus correlates to cost plus and enter the cost plus price as their bid amount. Since retail prices can vary from station-to-station, it is not possible to accurately compare bids based on a retail minus scenario.*
6. If a Universal rebate is given where would I put that offer so as not to “alter” the bid? *Bidders will need to calculate how the rebate correlates to a Cost Plus bid.*

Please acknowledge receipt of this Addendum by initialing and dating Addendum 3 below the bid form on the invitation for bids.

Posted: **October 15, 2021**