



GARLAND INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT

*501 S. Jupiter
Garland, Texas 75042*

July 31, 2025

ADDENDUM 1, RFP #7-26 (175599)

Fuel Quoting

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addendum may be used as an evaluated factor.

1. QUESTION:

1. Are these tanks in ground tanks or above ground tanks?
2. What are the physical addresses for each tank?
3. Because prices change each day and delivery may not occur same day the bid is awarded is their an escalation clause either up or down from bid allowed due to daily price changes

RESPONSE:

1. These services are for the delivery of ground tanks.
2. The physical address for each tank is 326 Stadium Drive, Garland, Texas 75040
3. Yes, we have section 1.2.10 PRICE ESCALATION PROVISIONS

1.2.10. PRICE ESCALATION PROVISIONS

The District may elect to place several orders during the term of this Request for Proposal. Proposers must specify minimum order quantities – if any – and are required to hold proposed prices for 90 days from date of award. After this time, proposed increases may be submitted in writing for approval. Proof of change in market conditions must accompany a request for price increase. Any price increase request is subject to Purchasing Department review and approval. Increases may be submitted for approval but shall not exceed the Consumer Price Index – All items less food and energy. If vendor cannot agree to the CPI increase by default the next lowest vendor may provide a quote that can result in new award.

2. QUESTION:

1. Can GISD please provide an example of a purchase order?
2. CAN GISD please provide additional details or an instructions document that outlines how vendors are to prepare and submit a price notice format compatible with Oracle iSupplier?
3. May vendors send daily automated price letters referencing the OPIS pricing mechanism in lieu of attaching or providing OPIS copywritten documents with each invoice?

RESPONSE:

1. Yes, attached you will find an example of a Purchase Order, see pages 4-6.
2. Yes, if any assistance is needed with the submittal through Oracle (iSupplier), please call (972) 487-9009.
3. No, we prefer the OPIS documents with each invoice.

3. **QUESTION:**

1. Am I supposed to put a price quote on this bid? It reads like this is for your bulk FTL loads which are normally quoted on the online sourcing portal.
2. If a price quote is needed, would it be in the form of (OPIS Daily AVG + Margin) i.e OPIS Avg \$2.40 + 0.0800 Margin
3. Is this bid strictly for the FTL bulk drops only and does not include the daily wet hosing of the busses?

RESPONSE:

1. Yes, please provide a price sample on the lines of this solicitation.
2. Yes, the district requires vendors to utilize a transparent pricing model based on the current OPIS rack price plus a fixed markup. Additionally, vendors must include the OPIS pricing report with every quote submitted.
3. Yes, it is for the FTL bulk drops only.

4. **QUESTION:**

1. Do you know what the monthly volumes for each fuel product is per location?
2. Do you know what the typical delivery size is for both gas and diesel?
3. Just to confirm we need to bid clear diesel?
4. Are there any renewal options for this bid and would those be mutual agreed upon?
5. Is there a specific day you want us to quote the rack price for the bids? Could we also use OPIS Rack average for our price quote on the bid?
6. Do we have to mail in a copy of the bid if we are submitting everything online?

RESPONSE:

1. The estimated volumes are, Unleaded – 8,500 per week, and Diesel – 7,500 every two months.
2. The typical delivery size is for 8,500 Unleaded & 7,500 Diesel.
3. Yes, bid clear diesel.
4. Yes, this solicitation is for one year with four annual renewals. Please reference section 1.2.8

TERM OF CONTRACT

1.2.8. TERM OF CONTRACT

The term of the contract shall be from November 1, 2025 (or date of award) through November 30, 2026, with contract renewing annually for four years unless cancelled by either party as stated in CANCELLATION FOR CONVENIENCE or CANCELLATION FOR CAUSE.

5. Quotes will be sent out as a need basis, and you can use OPIS rack average price.
6. No, mail copy if not needed if submitting everything online, through iSupplier (Oracle).

5. **QUESTION:**

In the specifications document, page three, Evaluation Criteria, purchase price has a maximum award value of 40 points but there is not a provided bid pricing sheet. Page 12, Section 3. Terms and Conditions, 3.2. purchase orders and confirmation states, *purchase orders will serve as the award instrument(s) against this Request for Proposal.*

Is this solicitation to qualify vendors the right to bid on fuel quantities at a later date? If prices are to be submitted with this solicitation for a maximum of 40 awarded points, may GISD provide a bid pricing sheet with estimated product volumes and the requested pricing index?

RESPONSE:

That is correct, 40 points is the maximum award value; the price should be entered under the lines of this solicitation, not using a pricing sheet.

Yes, all awarded vendors will have the opportunity to submit a quote through our online bidding system when we send out a Request for Quote (RFQ) on an as-needed basis. The pricing needs to be submitted under the lines of this solicitation, which includes an estimated quantity; please review section 1.2.10 PRICE ESCALATION PROVISIONS regarding the pricing index.

Mayte R. Martinez
Mayte R. Martinez
Assistant Director of Purchasing

Company Name

Address

City

State

Zip

Signature

Title

Purchase Order EXAMPLE

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Standard Purchase Order

Garland Independent School Districtwww.garlandisd.net**GISD Purchasing (972) 487-3009**

**PO Box 469026
Garland, TX 75046-9026
United States**

Type	Standard Purchase Order
Order	
Revision	
Order Date	09-JUL-2025
Created By	Franco, Yanet
Revision Date	09-JUL-2025
Current Buyer	Franco, Yanet

Supplier: **United States**

Bill To: **Garland ISD - Accounts Payable
P.O. Box 461228
Garland, TX 75046-1228
United States**

Ship To: **Transportation
326 Stadium Drive
Garland, TX 75040
United States**

Supplier No.	Payment Terms	Freight Terms
	NET 30	Prepaid
Confirm To/Telephone	Requester/Deliver To	

Notes: (RFQ , Fuel - July 10)

I have read the attached document and understand the proposed pricing includes all costs including applicable taxes and fees. Enter 1 for No and 2 for Yes = 2

Reference Documents: GISD - RFQ - Fuel Instructions (I-Sourcing).doc

All prices and amounts on this order are expressed in USD

Line	Part Number / Description	Delivery Date/Time	Quantity	UOM	Unit Price (USD)	Amount (USD)
1	REGULAR UNLEADED FUEL 87 OCTANE	Needed: 13-JUL-2025 23:59:00	8500	Gallon		
This line references Contract Agreement						
1-1	Ship To:	Use the ship-to address at the top of page 1				
	Deliver To:					
2	TEX REM FEE	Needed: 13-JUL-2025 23:59:00	1	Each		
This line references Contract Agreement						
2-1	Ship To:					

Proprietary and Confidential

Standard Purchase Order

Garland Independent School District

Line	Part Number / Description	Delivery Date/Time	Quantity	UOM	Unit Price (USD)	Amount (USD)
Use the ship-to address at the top of page 1						
Deliver To:						
3	FEDERAL OIL SPILL RECOVERY FEE	Needed: 13-JUL-2025 23:59:00	1	Each		
This line references Contract Agreement						
3-1	Ship To: Use the ship-to address at the top of page 1					
Deliver To:						
4	L.U.S.T. TAX	Needed: 13-JUL-2025 23:59:00	1	Each		
This line references Contract Agreement						
4-1	Ship To: Use the ship-to address at the top of page 1					
Deliver To:						
						Total: (USD)
Terms and Conditions						
<p>The Terms and Conditions of an existing contract between Garland ISD and the Supplier identified in the header of this order shall govern. In the absence of an existing contract, the Terms and Conditions listed below shall govern the purchase order.</p> <ol style="list-style-type: none"> Shipment of Goods or delivery of service is acceptance of the Purchase Order and amendments will not be made after delivery. Do not deliver goods or services unless you agree with the compensation noted on the Purchase Order. Prices and quantities shall be firm and not subject to adjustment or variation unless specifically approved by issuance of a Revised Purchase Order. This order may have been distributed to multiple individuals within your organization dependent on the address information provided in iSupplier. Seller is responsible for ensuring only one order is shipped to Garland ISD. Seller shall be responsible for all cost associated with returns for double shipments. Garland ISD reserves the right to make changes to this document by submitting a Revised Purchase Order. The Revised Purchase Order will clearly indicate a "Revision" greater than zero in the PO Header after the PO number following the comma, as well as in the PO page 1 within the Header Box in the Revision field. The supplier will be responsible for all cost to return goods if double shipped. The District fiscal year is from July 1 through June 30th. This Purchase Order is valid until June 30th of the same fiscal year. Shipping terms shall be F.O.B. destination, Freight Prepaid. Nonconforming goods will be returned at seller's expense. Payment will be made within thirty days after receipt of an invoice or delivery of goods or service whichever occurs later. Order is exempt from State Sales Tax and Federal Excise Tax. A tax Exemption Certificate is available upon request. Venue and jurisdiction for any legal action files relative to this purchase order shall be in Dallas County, Texas. 						
Certifications						
The order is cancelled and you should notify the purchasing department by sending an email to Bids@garlandisd.net if you cannot affirm and certify compliance with the certifications below:						

Standard Purchase Order

Garland Independent School District

Line	Part Number / Description	Delivery Date/Time	Quantity	UOM	Unit Price (USD)	Amount (USD)
<p>1. Company certifies that the individual and/or firm is not listed on the government wide Excluded Parties List System in the System for Award Management (SAM) and is not debarred or suspended from receiving awards from state and federal entities.</p> <p>2. Pursuant to Texas Government Code Chapter 2252, Company certifies that it is not a company identified on the on a list prepared and maintained pursuant to Texas Government Code § 806.051, 807.051, or 2252.153 ("Foreign Terrorist Organization List").</p> <p>3. Pursuant to §200.322 Domestic preferences for procurements, Company certifies to the extent consistent with law, and to the greatest extent practicable, Garland ISD provide preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).</p> <p>(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.</p> <p>(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.</p>						
						<p><i>Mark A. Booker</i></p> <hr/> <p>Mark A. Booker Director of Purchasing</p>