



***GARLAND INDEPENDENT SCHOOL DISTRICT***

**PURCHASING DEPARTMENT**

*501 S. Jupiter  
Garland, Texas 75042*

**September 24, 2025**

**ADDENDUM 1, RFP #23-26 (183599)**

**Fuel Servicing**

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. Can you confirm this solicitation is only for direct to bus fueling services, and is not for the bulk tanks located at 326 Stadium Drive?
2. Who is the current incumbent?
3. The bid documents state the lot received approximately 3,800 gallons of diesel per day, but the example Daily Fuel Sheet shows 1,749.6 gallons delivered in one day. Can you provide additional historical data to give bidders nightly?
4. Is the district exempt from any taxes? If so, which ones?
5. How many gallons of DEF does the district receive each day.
6. What unit does the district purchase DEF as (jugs, barrels, totes, bulk, etc.)?
7. Can you confirm the district only received fuel deliveries 5 times a week, Monday through Friday?
8. Are all 185 (half of the 370 bus fleet) buses that need to be fueled at a central location? If not, where are the vehicles located?
9. Do you intend to issue multiple awards for this contract? If so, how will Garland ISD determine which vendor they will use for the fuel deliveries?
10. Is this contract currently awarded to multiple vendors?

**RESPONSE:**

1. Yes, that is correct. This solicitation is only for bus fuel servicing.
2. The current approved vendor is SB Fleet Lube LLC.
3. The correct delivery for Exhibit A should be 2574. The gallons of fuel vary daily for several reasons: buses are out on field trips, buses are sent out for repairs, and are locked up in the shop after hours.
4. Yes, Garland ISD is tax-exempt; exempt from state tax and sales tax.
5. DEF is only delivered once a week and varies from 500 – 600 gallons.
6. Units are currently purchased in gallon jugs.
7. Yes, deliveries are 5 days a week, Sunday through Thursday.
8. Yes, all buses are located at a central location.
9. The intent is to award one vendor with an alternate. The primary vendor would be used for the fuel servicing.
10. The current RFP is awarded to one vendor.

**2. QUESTION:**

1. Do you know the actual address of where the DEF tanks are located?
2. Do you know what the monthly volumes for the diesel is per location?
3. Do you know what the typical delivery size is for diesel?
4. Are there any renewal options for this bid and would those be mutual agreed upon?
5. Do you have bid tabulations from the last bid?
6. What is the average delivery size for the DEF?
7. Can you clarify the data conversion fee. Is this a per gallon addition onto the markup or markdown or would this be a one-time fee that you are paying or would the vendor be paying?
8. For this statement are you looking for all fuel and DEF deliveries between 8pm and 5:00am or can we deliver during the day as well?

1. Daily fueling to be performed between 8:00 PM and 5:00 AM.

9. If we submit our bid online to we still have to mail in a flash drive?

**RESPONSE:**

1. There are no bulk DEF tanks on location.
2. The monthly volumes are estimated to be around 43,300 gallons.
3. We typically order delivery size for 7500, but the drops range from 7300-7500 gallons.
4. Yes, this award will be for one year with four annual renewal options.
5. Yes, tabulations may be found on our website, <https://garlandisd.net/connect/how-do-business-us/bid-tabulations>
6. The average DEF delivery size varies from 500 – 600 gallons.
7. Yes, this is a one-time fee determined by the gallons and will be paid by Garland ISD.
8. We would like to keep the deliveries between 8 pm and 5 am.
9. If you submit your bid online through Sourcing (Oracle), you don't need to mail in a flash drive.

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

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title