



ADDENDUM IV

SUBJECT: Request for Offer for Annual Contract for Gasoline and Diesel Fuels, (RFO 6100019225), Scheduled to Close: Wednesday, November 19, 2025; Date of Issue: Monday, October 6, 2025

FROM: Jennifer Johnson
Procurement Administrator

DATE: November 12, 2025

THIS NOTICE SHALL SERVE AS ADDENDUM NO. IV - TO THE ABOVE REFERENCED REQUEST FOR OFFER

THE ABOVE MENTIONED REQUEST FOR OFFER (RFO) IS HEREBY AMENDED AS FOLLOWS:

1. **Modify:** The RFO opening date has been extended to November 21, 2025; 10:00 AM CT.
2. **Add:** Pre-Submittal Conference Sign In Sheet, this document will be posted as a separate file.
3. **Modify:** RFO Document Section 004 – Specifications / Scope of Services:

Section 4.1 is changed to read:

4.1 **SCOPE:** The City of San Antonio is soliciting bids for a contractor to provide Ethanol E10 Fuel, #2 Ultra Low Sulfur Diesel and #2 Ultra-Low-Sulfur Diesel Non-Road Red Dyed to underground petroleum storage tanks with capacities greater than 10,000 gallons. The Ethanol E10 fuel blend specified herein shall be a blend of 90% regular gasoline and 10% denatured ethanol. During the prime ozone period of May through September, Vendor shall provide a fuel that meets or exceeds all federal, state or local rules, regulations or requirements. The #2 Ultra Low Sulfur Diesel is used for on road vehicles and #2 Ultra-Low-Sulfur Diesel Non-Road Red Dyed is used for heavy equipment non-road units utilized by the City of San Antonio, with tanks segregated for these purposes. The City intends to award contracts to up to four (4) bidders that meet all specifications and requirements outlined in the solicitation. Price will be a consideration in determining awards, along with compliance with all required terms and conditions. The exact number of awards will depend on the number of responsive and responsible bids received. The City reserves the right to award to fewer vendors than initially anticipated. This solicitation is intended to obtain on-call gasoline and diesel refueling for timely deliveries at the City's fuel site locations. Selection as an on-call fuel provider is not a guarantee of work. Individual fuel deliveries will be performed by the on-call provider that can provide timely delivery for the lowest cost as determined solely by City. ***This is not an exclusive contract.***

Section 4.2.1 is changed to read:

4.2.1 Contractor may invoice on a monthly basis or after each delivery.

Section 4.2.11 is changed to read:

4.2.11 **DELIVERY** - Price will be for transport loads delivered F.O.B. any City storage tank located within the City of San Antonio as directed by the Building and Equipment Services Department. Price shall include all delivery or freight charges, unless otherwise specified herein. There are 13 refueling sites located throughout the City. All fuel tanks associated with the sites listed are underground storage tanks (USTs). Delivery must be made between 8:00 am to 4:00 pm Central Time, unless otherwise approved in writing by City. Current delivery locations, tank quantities, tank fuel types and tank sizes are listed below. **The number of sites, locations and tanks are subject to change at City's discretion.**

Airport Maintenance – 10223 John Saunders – 1 diesel, 1 gasoline (10K each)

Southwest Service Center 6927 W. Commerce – 2 diesel, 2 gasoline (15K each)

Northeast Service Center – 10303 Tool Yard – 1 diesel (20K), 1 gasoline (12K)

Northwest Service Center 2 – 6939 W. Loop 1604 N. – 2 diesel (20K0), 1 gasoline (15K)

Patrol East Substation – 3635 E. Houston – 1 red dye diesel (12K), 2 gasoline (12K each)

Patrol North Substation – 13030 Jones Maltsberger – 2 gasoline (12K each)

Patrol Northwest Substation – 5020 Prue Road – 2 gasoline (12K each)

Patrol South Substation – 711 W. Mayfield – 2 gasoline (12K each)

Police Academy – 12200 S.E. Loop 410 – 1 gasoline (12K)

Public Safety Station – 515 S. Frio – 1 diesel, 2 gasoline (12K each)

Southeast Service Center 2 – 1318 SE Loop 410 – 2 diesel (20K), 1 gasoline (15K)

Alamodome – 100 Montana St., Parking Lot A – 1 diesel (10K)

S. Flores Police Substation – 1811 S. Flores – 2 gasoline (12K each)

Please note that the Northwest Police Substation fuel site requires a truck pump for fuel delivery.

Section 4.2.12 is changed to read:

4.2.12 **Prompt delivery is essential in the performance of this contract.** Upon City's request, Contractor may be required to make delivery of fuel on weekends or holidays and outside of normal working hours, or to drop a split load at no additional charge to the City. Deliveries are typically ordered in full truckload quantities to a single site; however, split load deliveries may be required on occasion to support the City's operational demands. Most deliveries will be routinely scheduled 24 to 48 hours in advance for each location requiring fuel; however, Contractor must be capable of making delivery within 24 hours' notice. City's orders are placed by email or telephone. The City will request fuel deliveries on an as-needed basis by issuing a purchase order through the City's procurement system. Each purchase order will specify the delivery location, product type, and standard load quantity. Vendors are expected to acknowledge and fulfill orders in accordance with contract requirements and established delivery timeframes.

4. Modify: RFO Document Section 005 – Supplemental Terms & Conditions:

Section Original Contract Term is changed to read:

Original Contract Term.

This contract shall begin upon the effective date of the ordinance awarding the contract, or April 1, 2026, whichever is later. This contract shall begin upon the date specified in the award letter, if it does not exceed \$50,000.00. This contract shall terminate on March 31, 2029.

5. Modify: RFO Document Section 006 – General Terms & Conditions to add:

Vendor Master Records. The City establishes a Vendor Master Record for payments once a contract has been awarded to a vendor. All vendors are required to register in PaymentWorks, which is used by the City to intake and validate key vendor information (including bank account information) and to set up a Vendor Master Record. Vendors awarded contracts through the competitive procurement process will be paid by Automated Clearing House (ACH).

Existing vendors that are awarded new contracts are also required to register in PaymentWorks. The City will send an invitation to register in PaymentWorks after a contract is awarded. Registration in PaymentWorks and the establishment of a Vendor Master Record is separate-and-apart from a supplier registration in the San Antonio Electronic Procurement System (SAePS).

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE:

On Thursday, October 9, 2025, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Request for Offer for Annual Contract for Gasoline and Diesel Fuels. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: Where are the City tanks physically located? Are they all in the same location?

Response: No, the City tanks are located at different facilities around the City of San Antonio. Please refer to Section 4.2.11 Delivery.

Question 2: Would all deliveries be to this 1 location?

Response: There are multiple locations for the fuel tanks. Please refer to Section 4.2.11 Delivery.

Question 3: Typically, what volume of fuels are you using each month/year for each type of fuel?

Response: The estimated gallons per transport are listed for all items as well as the estimate annual usage in Section 004 Scope of Specifications. Please refer to Section 4.3 for Item 1, 4.4 for Item 2, and 4.5 for Item 3.

Question 4: Can you please confirm whether the OPIS should be daily or weekly?

Response: OPIS prices will be monitored weekly each Friday. Please refer to Section 4.2.10 Price Escalation.

Question 5: Who is the incumbent supplier?

Response: The current supplier is TAC Energy LLC.

Question 6: How often are split loads being ordered?

Response: Deliveries are typically ordered in full truckload quantities to a single site; however, split load deliveries may be required on occasion to support the City's operational demands. Please refer to Section 4.2.12.

Question 7: Are the contract extensions mutually agreed upon?

Response: No, Renewals and Temporary Short-Term Extensions are at the City's sole option to renew/extend under the same terms and conditions. Please refer to Section 005 Supplemental Terms & Conditions, Renewals and Temporary Short-Term Extensions.

Question 8: Will the bid opening be publicly held? If so, is there an option to attend virtually?

Response: No, the bid opening is not publicly held for this type of solicitation.

Question 9: When is the award date?

Response: The award date has not been set since this project needs to be approved by the San Antonio City Council.

Question 10: If we do not attend the bid opening, how and when will we be notified of the low bidder and can we receive a copy of the bid tabulations?

Response: The recommended vendors will be approved for award by the San Antonio City Council. The Draft Bid Tabulation should be posted seven days after the bid opening date on the vendor portal website. Please refer to the website listed below to view the bid tabulation when it is posted.
<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Bidding-Contracting>

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS OF COMMUNICATION:

Question 11: For the CIQ forms who do we submit the documents to?

Response: All CIQ must be submitted to the Office of the City Clerks. Procurement will not deliver the forms to the City Clerk for vendors. Please refer to Section 003 Instructions for Offerors, State of Texas Conflict of Interest.

Question 12: How will the awarded vendors be requested for Fuel?

Response: The City will request fuel deliveries by email or telephone on an as-needed basis by issuing a Purchase Order. Each Purchase Order will specify the delivery location, product type, and standard load quantity. Vendors shall acknowledge and fulfill orders in accordance with contract requirements and established delivery timeframes. Please refer to Section 4.2.12.

Question 13: How will you select the awarded vendors? Will this be based on Price?

Response: City reserves the right to make an award on the basis of City's best interests. The City intends to award contracts to up to four (4) bidders that meet all specifications and requirements outlined in the solicitation based on price. The exact number of awards will depend on the number of responsive and responsible bids received. The City reserves the right to award to fewer vendors than initially anticipated. Please refer to Section 4.1 Scope.

Question 14: Is there a maximum number of vendors to be awarded the contract?

Response: See response to question 13.

Question 15: If you have multiple vendors awarded how will you schedule the vendors for delivery? Will delivery only be requested for the lowest vendor and the other vendors are for backup?

Response: The awarded contracts will be non-exclusive. No vendor is guaranteed a minimum volume, and the City makes no guarantee of usage. The City will assign deliveries on the basis of City's best interests and based on cost, operational needs and scheduling considerations. Otherwise, and to the extent practicable, deliveries will be rotated among the awarded vendors, except in situations of emergency, critical priority, or when a vendor is unavailable to meet a delivery request. Please refer to Section 4.1 Scope.

Question 16: Can you please clarify which fuel tanks are above ground and which fuel tanks are below ground?

Response: All fuel tanks are underground storage tanks (USTs). Please refer to Section 4.2.11.

Question 17: What information do you want included in our Insurance Provider's letter?

Response: The City will not require an Insurance Provider's Letter. Please see update to Attachment K – Bid Checklist.

Question 18: Are you able to provide Annual usage and tank information for each of the locations listed on the Attachment I Interlocal Rider Form?

Response: Information is not available at this time.

Question 19: Can you please provide bidders with a list of the Prebid meeting attendees?

Response: Please refer to the posted sign in list attached with Addendum I.

Question 20: Do you want Vendors to include taxes in our bid differential?

Response: No. Per section 003 Instruction for Bidders, Preparation of Offers and Section 009 – Attachment A - Price Schedule, Offerors must not include such taxes in offer prices.

Question 21: Under Scope of Services 4.2.1, the City specifies that invoices will be submitted and paid on a monthly basis. In the fuel industry, it is standard practice to invoice following each delivery, with payment due Net 30 from receipt of the invoice. To support efficient operations and accurate accounting for delivered volumes, would the City kindly consider allowing successful vendors to invoice after each delivery, with payment due Net 30 upon receipt of an undisputed invoice?

Response: Yes, awarded vendors can invoice after each delivery.

Question 22: In Section 4.2.6 Can you please clarify if you are looking for MSDS sheets or Certificates of Analysis for each product?

Response: As per section 4.2.5 and 4.2.6 both are required.

Question 23: How much on-road diesel fuel does the Airport Maintenance site consume annually?

Response: The City collectively purchases and dispenses approximately six (6) million gallons of fuel annually between all City fuel sites, consisting of about three (3) million gallons of diesel and three (3) million gallons of unleaded gasoline across all sites. The City does not guarantee any minimum or maximum quantities at any individual site. Fuel usage is subject to operational fluctuations and may vary annually based on City demands and fleet utilization.

Question 24: How much on-road diesel fuel does the Southwest Service Center site consume annually?

Response: See response to question 23.

Question 25: How much on-road diesel fuel does the Northeast Service Center site consume annually?

Response: See response to question 23.

Question 26: How much on-road diesel fuel does the Public Safety Station site consume annually?

Response: See response to question 23.

Question 27: How much on-road diesel fuel does the Southeast Service Station 2 site consume annually?

Response: See response to question 23.

Question 28: How much on-road diesel fuel does the Alamodome site consume annually?

Response: See response to question 23.

Question 29: How much unleaded fuel does the Airport Maintenance site consume annually?

Response: See response to question 23.

Question 30: How much unleaded fuel does the Southwest Service Center site consume annually?

Response: See response to question 23.

Question 31: How much unleaded fuel does the Northeast Service Center site consume annually?

Response: See response to question 23.

Question 32: How much unleaded fuel does Northwest Service Center 2 site consume annually?

Response: See response to question 23.

Question 33: How much unleaded fuel does Patrol East Substation site consume annually?

Response: See response to question 23.

Question 34: How much unleaded fuel does Patrol North Substation site consume annually?

Response: See response to question 23.

Question 35: How much unleaded fuel does Patrol Northwest Substation site consume annually?

Response: See response to question 23.

Question 36: How much unleaded fuel does Patrol South Substation site consume annually?

Response: See response to question 23.

Question 37: How much unleaded fuel does Police Academy site consume annually?

Response: See response to question 23.

Question 38: How much unleaded fuel does Public Safety Station site consumer annually?

Response: See response to question 23.

Question 39: How much unleaded fuel does Southeast Service Center 2 site consume annually?

Response: See response to question 23.

Question 40: How much unleaded fuel does S. Flores Police Substation site consume annually?

Response: See response to question 23.

Question 41: What is the size tank and type (i.e. above ground or below ground) for the Patrol East Substation Dyed Diesel tank?

Response: 12,000-gallon underground storage tank. Please refer to Section 4.2.11 Delivery.

Question 42: Do any of the Tanks require a truck pump or any special fittings?

Response: Yes. The Northwest Police Substation fuel site requires a truck pump for fuel delivery. Please refer to Section 4.2.11 Delivery.

Question 43: Can you label which tanks are above ground or below ground?

Response: Please refer to Section 4.2.11.

Question 44: Is Biodiesel acceptable or forbidden?

Response: No. Per Sections 4.4.1 and 4.5.1, the specifications allow biodiesel blends in concentrations up to 5% (B5) only. Straight biodiesel (B100) does not meet the requirements of this solicitation. All diesel fuel delivered must qualify as Texas Low Emission Diesel and comply with ASTM fuel quality standards.

Question 45: What is your preferred method of payment (Check, ACH, EFT, other)?

Response: Automated Clearing House (ACH). The City establishes a Vendor Master Record for payments once a contract has been awarded to a vendor. All vendors are required to register in PaymentWorks, which is used by the City to intake and validate key vendor information (including bank account information) and to set up a Vendor Master Record. Vendors awarded contracts through the competitive procurement process will be paid by ACH.

Existing vendors that are awarded new contracts are also required to register in PaymentWorks. The City will send an invitation to register in PaymentWorks after a contract is awarded. Registration in PaymentWorks and the establishment of a Vendor Master Record is separate-and-apart from a supplier registration in the San Antonio Electronic Procurement System (SAePS).

Question 46: Are common carriers considered subcontractors?

Response: See RFO Document Section 008 – Standard Definitions, Subcontractor.

Question 47: Is subcontracting allowed?

Response: Yes, please review all insurance requirements and subcontractor contract requirements listed throughout the RFO, including Section 005 Supplemental Terms & Conditions and Section 006 General Terms & Conditions.

Question 48: Can you provide the prior bid tabulation?

Response: This information is listed on the San Antonio City Website. Please use the attached link to search for the previous awarded gasoline contracts:

<https://webapps1dev.sanantonio.gov/TabsAndAwards/Default.aspx>

Question 49: Please provide an invoice and BOL example for the gasoline, clear diesel, and dyed diesel?

Response: City will supply this information upon request to the awarded vendors once approved through the City Council process.

Question 50: Will a listing of the intended subcontractors to be used need to be included with the bid submittal documents?

Response: No, but please be sure to review all insurance requirements and subcontractor contract requirements listed throughout the RFO, including Section 005 Supplemental Terms & Conditions and Section 006 General Terms & Conditions.

Question 51: Does the freight need to be included in the discount/upcharge price?

Response: Yes, vendors will need to include freight into the discount/upcharge price. Please refer to section 4.2.11 Delivery.

Question 52: Clarification on the OPIS weekly (5 day) average being inclusive of the branded rack prices (typically much more costly than the unbranded price) as well. Which will the City use for pricing purposes?

Response: Per Section 4.2.3: Prices must be priced using OIL PRICE INFORMATION SERVICE (OPIS) Weekly Gross Rack Average Price minus/plus the discount/up-charge only.

Question 53: State Taxes clarification: Page 5 states COSA is exempt from State limited sales excise and use taxes but does not mention the \$0.20 state fuel tax. I believe COSA is still charged the \$0.20 but wanted to ensure I was running my economics correctly. Will there be a separate line for this charge, or do you request this to be added in the discount/upcharge price?

Response: No. Per section 003 Instruction for Bidders, Preparation of Offers and Section 009 – Attachment A-Price Schedule, Offerors must not include such taxes in offer prices.

Question 54: For the Off-Road Dyed Diesel, there are two types of dyed diesel. Can you clarify if you need the off-road transportation or non-transportation type of diesel?

Response: Per section 4.5, # 2 Ultra Low Sulfur Diesel Non-Road Red Dyed is required.

Question 55: What is tentative start date?

Response: See RFO Document Section 005 – Supplemental Terms & Conditions, Original Contract Term. City anticipates an April 1, 2026, start date, but it may change depending on the City Council approval process.

Question 56: What cities must fuel be sourced from? What are the requirements regarding source city, and must we notify if we change sourcing?

Response: Per section 4.2.7 - Contractors must identify the plant producing the fuel that will be delivered. The City allows one backup plant in addition to the Contractor's primary source. Contractor must identify the backup facility in the bid submission. The City may require a sample of fuel from each plant for testing. Contractor will not be allowed to fluctuate from one brand or trade name product to another throughout the contract period without City's approval. A letter of intent must be submitted to the City of San Antonio Building and Equipment Director or Designee for approval to change brand or trade name products.

Question 57: DBE requirements are to be made in good faith?

Response: This contract does not have DBE requirements.

Question 58: Can you please confirm the cetane requirement for diesel?

Response: Please refer to section 4.4.1.

Question 59: How often will loads be orders that will have both gas and diesel on it?

Response: The City almost exclusively orders full truckloads of a single fuel type (gasoline or diesel) to individual sites. However, split-load deliveries containing both gasoline and diesel may be required on rare occasions to meet the City's operational demand.

Question 60: Are detergent additives needed year-round for the gasoline demand?

Response: Please refer to section 4.3.3 and 4.3.4.

Question 61: For the local preference program, will the 3% preference be applied to the discount/upcharge per gallon that is submitted by vendors? Or will it be applied to the total contract value?

Response: Under the Local Preference Program (LPP), if the City receives one or more bids from a bidder that is a City Business and whose bid is within three percent of the lowest bid price received by the City from a bidder who is not a City Business, City shall enter into a contract with the bidder that is a City Business, as applicable and subject to any exceptions in the City's LPP.

Question 62: Was the contract awarded to multiple vendors last time this was bid out? Is that vendor still supplying fuel at this moment?

Response: The previous contract was only awarded to one vendor. The contract is still active but set to expire.



Jennifer Johnson
Procurement Administrator
Finance Department - Procurement Division