ADDENDUM #1

IFB #20-SHS-028

On-Call and Automatic Fuel Delivery

TO: All Offerors
FROM: Sara Harvey, Purchasing Agent
DATE: February 7, 2020

This Addendum is issued to provide information to all prospective offerors.

1) **ADD**: Page 27, 12 PRICES

12.12 For calculating the CPI adjustment, the Purchasing Department shall follow the instructions below:


12.12.2 Under "All Urban Consumers (Current Series)", click on "One Screen Data Search" (magnifying glass).

12.12.2.1 Select "U.S. City Average” for No.1.

12.12.2.2 In search box for No. 2 input “Fuel oil and other fuels”, then select “Fuel oil and other fuels”.

12.12.2.3 Uncheck “Seasonally Adjusted” box in No. 3.

12.12.2.4 Select “Add to Selection” then “Get Data” button.

12.12.2.5 Select “More Formatting Options”.

12.12.2.6 In the table, select “12 Month Percentage Change” and “Select one time period: Annual Data”. Click “Retrieve Data”.

12.12.3 Use the chart: 12 Months Percent Change. Adjustment shall be based on the total of the last annual percentage change.

12.12.4 The CPI adjustment is NOT automatic. HCPS reserves the right to accept or reject the adjustment within sixty (60) days of receipt of request.
12.12.5 If the request is rejected, the Contract for that item may be terminated thirty (30) days from the date of HCPS rejection letter.

12.12.6 If adjustment request is rejected, HCPS reserves the right to purchase services or goods from the next most favorable responsive and responsible bidder, as the requested adjustment may change the award position. If the next most favorable responsive bidder(s) does not have service available within the requested timeframe, HCPS reserves the right to purchase from any source.

12.12.7 Awarded Bidder whose price adjustment has been rejected by HCPS shall be granted the right of first refusal and shall be given an opportunity to match the item pricing of the next most favorably ranked responsive and responsible bidder within ten (10) days of receipt of HCPS rejection notification.

12.12.8 Upon receipt of the Awarded Bidder(s) request, HCPS shall decide to accept, reject or modify the request for a price adjustment based upon its investigations and the information provided by the Awarded Bidder. If HCPS approves the price adjustment, the price shall remain firm for the renewal term for which it was requested.

12.12.9 HCPS reserves the right to decrease the unit price, if such downward adjustment is reflected with the CPI data.

12.12.10 Unit Price rate increase requests will not be considered if not accompanied with the proper information or within the designated time.

12.12.11 HCPS reserves the right to cap pricing adjustments.

2) **QUESTION:** For generators – the gallons listed are from testing the generator? And if there is an outage would the supplier be given the run times on each generator to be able to schedule approximately when the next delivery might need to be made? This helps a lot to forecast the deliveries even though someone, I am sure, will call. Keeps us alert

**ANSWER:** The gallons listed for generators on page 41 are the tank sizes. We rarely monitor run times unless it is a known potential storm for a long outage.

I hereby acknowledge receipt of Addendum #1 with Attachment dated, February 7, 2020, to IFB #20-SHS-028: On-Call and Automatic Fuel Delivery

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Authorized Signature _____________________ Date _____________________

**Note:** Offeror shall sign and submit Addendum with RFP submission. The same person signing Addendum shall sign the RFP Form. Failure to submit the Addendum may deem your RFP submission as non-responsive.