



CITY OF SUFFOLK

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ADDENDUM NO. 1

City of Suffolk

IFB #17015-AT

September 14, 2016

Purchasing Division

442 W. Washington Street, Room 1086

Suffolk, VA 23434-5237

Phone: (757) 514-7520 / Fax: (757) 514-7524

<http://www.suffolkva.us/purchasing>

Aviation Fuel

The Invitation for Bid (IFB) for Aviation Fuel originally issued August 19, 2016, has been amended as follows:

1) Bid opening date has been moved to Wednesday, September 28, 2016 @ 3:00 p.m.

2) Questions & Answers:

Please clarify the following from you IFB about credit card transactions and fees.

In addition to supplying aviation fuel and maintenance inspections, Contractor shall supply all necessary materials, equipment, and service to allow the airport operation to accept credit cards from at least four (4) of the major oil companies listed and all "other" major credit cards. Credit card fees or other charges related to this service will not be allowed.

OIL COMPANIES

Chevron
Exxon
BP
Mobil
Phillips
Shell
Sunoco
Texaco

OTHER CREDIT CARDS

Discover
Government, State and Federal
Mastercard
Multi Service
PHH
Universal
American Express
Visa

Does this mean that you are currently not paying the processing fees from your current supplier or is it that you intend to not pay processing fees on your next contract? **Don't pay processing fees.**

Even though you are currently branded Shell are you currently accepting other major oil company credit cards and how are they being processed? **through the QT system.**

Is your current supplier providing the processing equipment? **Indoor card readers.**

You refer to the award of the bid to be based on price, monthly charges for refuelers and marketing programs. What types of marketing is your current supplier offering? **Print advertising through trade publications.**

Page 6 – With the requirement to accept at least four (4) major oil credit cards, can we assume that you can now accept all the oil cards listed? If not, which ones can you presently accept? **All are accepted.**

Page 6 - Are all credit cards, both oil and major credits cards (VISA/MC, AMX, Discover, MultiService , Avcard, etc) presently processed at-a 0% rate? **No. The vendor charges a negotiated processing fee.**

Page 6 – We are not familiar with the PHH credit card for aviation fuel. Our research has produced nothing for aviation. Can you give me a little background on this card so we can potentially process it? **Replaced by AV Card.**

Page 13 – Payment Terms – Can you provide me details concerning the City's Purchasing Card? Fees? Payment turnaround? City already requires 45-days terms. We need to understand if there is an additional cost that is over and above the capital cost of 45-day terms? **The City will not pay using a P-card. You would be paid by a Purchase Order. There will be no additional costs or fees.**

Contract Officer: _____



Amy Trahan, Buyer I

If you have any questions regarding this Addendum, please contact Amy Trahan, Buyer I at atraham@suffolkva.us.

Acknowledged by: _____ Date: _____