



Elizabeth Unger
Purchasing Agent

City of Cambridge

PURCHASING DEPARTMENT

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Goods & Services

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Assistant Purchasing Agent for
Design & Construction

TO: All Bidders

FROM: City of Cambridge

DATE: February 26, 2024

**RE: File No. 11416 Delivery of Biodiesel Fuel for the City of Cambridge and City of
Newton FY25- Addendum No. 1**

This addendum is comprised of:

QUESTIONS & ANSWERS

1. **Q:** When will the bid be awarded and how will we be notified of award?

A: Award information will be publicly available via tab sheet typically within 45 days of bid opening unless pursuant to Ch.30b § 5g

2. **Q:** Is there a conference call, zoom meeting, or in-person opportunity, etc., to listen to bid openings?

A: See bid documents.

3. **Q:** Are common carriers considered subcontractors?

A: Yes?

4. **Q:** Are there any bonds?

A: No.

5. **Q:** Are payments via Purchase cards required?

A: No.



6. **Q:** What are your terms and forms of payment (check, ACH, etc.)?

A: The Cities of Cambridge and Newton both use Checks/ACH

7. **Q:** Please provide an example of a BOL and invoice.

A: Invoicing will come from the awarded vendor to the Cities.

8. **Q:** Who was previously awarded the bid?

A: Broco Oil

9. **Q:** Please provide prior bid tabs.

A: Please see attached prior tab sheet.

10. **Q:** Is this a fixed cost through the duration of the contract?

A: Please refer to the price proposal section in the bid documents.

11. **Q:** What is the monthly volume per product type?

A: Monthly volume may fluctuate, see annual estimates in the bid specifications for expected usage. Estimated monthly volume for the City of Cambridge is:
Cambridge DPW est. 4,500gal every 2 weeks
Cambridge Fire Department est. 2,500gal every month

12. **Q:** What is the average order size of each product type?

A: For the City of Newton: 5,000gal. Please see above for City of Cambridge estimates

13. **Q:** Which locations require a tank wagon or transport truck?

A: Neither locations listed for the City of Newton require tank wagons or transport trucks. All locations for City of Cambridge require transport truck only.

14. **Q:** Which locations have above ground and below ground tank? Are truck pumps required?

A: Both locations listed for the City of Newton are above-ground. Yes, pumps are required. City of Cambridge locations are below ground, and truck pumps are not required.



All other details remain the same.

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Addendum No. 1



File No. 10817A Date: 04/03/2023	REBID Delivery of Biodiesel Fuel for the City of Cambridge and City of Newton FY24	
Broco Oil, Inc.	\$863,087.20	