

**Petroleum Quality Pre-Proposal Conference**  
**February 7<sup>th</sup>, 2017.**  
**Questions and Answers**

1. For testing biodiesel content, does the bidder need to be BQ9000 certified?

Answer: No, this is not required

2. For diesel fuel cetane number, is the bidder required to use a cetane engine?

Answer: Yes, according to ASTM 613 an engine is required.

3. If the bidder has multiple laboratories, can they use any of them for testing?

Answer: Yes, see 1.7 of bidder qualifications.

4. Is the laboratory that currently has the contract, fee schedule available through FOIL?

Answer: You may submit a FOIL request via the Department's website at [foil@agriculture.ny.gov](mailto:foil@agriculture.ny.gov).

5. Can the bidder charge a fee for creating a hand blend of RBOB/CBOB plus 10% ethanol?

Answer: Yes, there is an area to enter this on the financial proposal.

6. Is the funding for the petroleum quality program stable?

Answer: The program has been in effect for more than 25 years and we are not aware of any plans to alter it.

7. Is there ability to modify the bid terms?

Answer: No.

8. How can bids be submitted?

Answer: Bids must be submitted via mail or hand delivered, see section 3.2 Submission Method.

9. If the Department is not satisfied with the winning bidder after the first year and does not want to renew with them, does the bid automatically go to the next lowest bid?

Answer: No, if the Department is not satisfied with the winning laboratory a new IFB will be released.

10. How are pick-ups corrected if cancelled due to inclement weather?

Answer: Whenever practical, cancelled pick-ups are corrected on Fridays.

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11. Is there a significant difference between the numbers of samples collected upstate as compared to downstate?

Answer: The number of samples is close to the same, however, the I-90 run typically has a high number of samples.

12. If a municipal or state official has extra samples at a pick-up, should the courier take it?

Answer: Yes, provided there is room.

13. What does the courier do if a municipal or state official does not have the scheduled number of samples?

Answer: Nothing, it is not uncommon for officials to have fewer samples than scheduled.

14. Are proficiency tests and round robins the same thing?

Answer: Yes.

15. How is turn-around-time for results calculated?

Answer: We do not count the day of pick-up, weekends or holidays.

16. If the lab experiences extenuating circumstances (e.g. staff member(s) illness, staff member(s) leave service, etc.) will the Department grant additional turn-around while the situation is corrected?

Answer: Yes, within reason.

17. What happens if ASTM changes a test method or adds an alternative test method during the contract term?

Answer: "The Department may modify at any time any test protocol or portion thereof." See last paragraph of "Test Protocols".

18. When considering bids, is price the sole qualifier?

Answer: No, bidder qualifications are also considered.

19. Is Rick Arnold still the FOIL officer?

Answer: Yes.

20. Can the Excel spreadsheet provided be used to submit the financial proposal?

Answer: No, the form supplied in the IFB must be used.

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21. Can you supply an example of what a monthly pick-up schedule looks like?

Answer: Yes, see attached example.

22. Regarding the eight routes for sample pick up, is there a rule of thumb on how many times a month we may be called to each route?

Answer: See below.

<b>Route</b>	<b>Typical pick-ups/month</b>
I90/I88	1
NYC	2
I90	2
Downstate	2
I81	1
Long Island	2
I87	1
I86/Rt17	1

23. In your bid's introduction part 1.1 Overview it states "The projected workload for gasoline includes approximately 11,000 samples from retail stations and 2,000 samples from distribution terminals. The projected workload for diesel fuel includes approximately 1,500 samples from retail stations and 650 samples from distribution terminals."

I assume this number is for a one year period. Am I correct?

Answer: Yes