

ALLEGHANY COUNTY, NC
REQUEST FOR BIDS
FUEL OIL, OFF ROAD DIESEL & KEROSENE PURCHASES

Alleghany County, North Carolina is requesting bids to provide fuel oil, off-road diesel and kerosene fuel to County operations and programs on an annual basis. The following details each County operation / program and the type of service that is required by each County operation / program.

Department of Social Services (DSS) – Crisis Fuel Assistance Program

This program supplies heating fuel oil and kerosene in emergency situations to individuals in the County who cannot afford the fuel purchase. Individuals who need this assistance must apply at DSS. Once it is determined that these individuals qualify for the assistance, DSS employees will directly order the fuel from the successful bidder. The maximum amount supplied to any individual home annually will not exceed \$600. This fuel is supplied on an as-needed basis. Since this oil / kerosene must be supplied in emergency situations, same day or next day response will be required. The successful bidder must demonstrate the capacity to deliver this service. Alleghany County's present and past experience with vendors' delivery of this service will be taken into consideration when awarding the contract. If it is determined that the lowest bidder is unable to provide this service, the contract may be awarded to the vendor who can provide these services.

Transfer Facility

Located at 431 Osborne Road, Sparta, NC. The transfer facility uses off-road diesel. The tank size is approximately 500 gallons. This fuel is supplied through an automatic fill-up procedure. The successful bidder will be required to supply fuel in a manner that will ensure that the tank will not become empty.

Council on Aging – Senior Services

Located at 84 East Whitehead Street, Sparta, NC. The Council on Aging uses fuel oil. The tank size is approximately 1,000 gallons. This fuel is supplied through an automatic fill-up procedure. The successful bidder will be required to supply fuel in a manner that will ensure that the tank will not become empty.

Request for Bids & Award Schedule:

| | |
|------------------|--------------------------------------|
| Request Sent Out | October 21, 2020 |
| Request Due | October 30, 2020 at 3:00pm |
| Request Opening | October 30, 2020 at 3:01pm |
| Request Award | November 2, 2020 |
| Contract Dates | November 3, 2020 to November 2, 2021 |

Proposal Requirements

1. A detailed cost proposal. Please use **Exhibit A** to submit a fuel-cost proposal.
2. Bids must be received by Alleghany County in a sealed envelope no later than 3:00pm on October 30, 2020, to be considered. They will be opened on October 30, 2020 at 3:01pm at the Alleghany County Administration Office located at 348 South Main Street, Sparta, NC. All bidders are invited to attend the opening.

Please send or deliver to:

Alleghany County Administration Office
Post Office Box 366 (mailing address)
348 South Main Street LL80 (physical address)
Sparta, NC 28675

***Please clearly print "Fuel Oil Bid" visibly on the envelope.**

Exhibit A

Fuel Oil, Kerosene & Off-Road Diesel Cost Proposal

Alleghany County recognizes the fuel prices often change. In order to properly compare bids, Alleghany County requests that the bids be broken down into two categories. These categories are Wholesale (rack) and Mark-Up (profit & delivery). Alleghany County understands that wholesale costs may vary but the mark-up cost must stay constant through the contract. Alleghany County will monitor wholesale costs throughout the contract.

The prices will be broken down into two areas. These areas are County Operations and County Programs. Alleghany County reserves the right to accept or reject each of the following individual bids. Since Alleghany County reserves the right to award these bids individually or as a whole, the prospective contractor may submit their bids for each scenario. If your company wishes to submit separate bids for these scenarios, please submit as follows; prices entered under the heading "Entire Contract Price Bid" will represent your company's bid if all individual accounts are awarded to your company. If your bid would be different due to an individual account award, please enter bid under the heading "Individual Price Bid".

COUNTY OPERATIONS

Fuel oil will be provided for Council on Aging. This service will be provided using an automatic fill-up procedure. Please break down your bid for this service as follows. The prices should be listed as of October 21, 2020.

| | Entire Contract Price Bid | Individual Price Bid |
|------------------------------------------------------|------------------------------|-------------------------|
| Wholesale (rack) Cost (cents per gallon): | _____ | _____ |
| Mark-up (profit & delivery) Cost (cents per gallon): | _____ | _____ |
| Total Cost (as of 10/21/2020): | _____ | _____ |

Off-road diesel fuel will be provided for the Transfer Facility. These services will be provided using an automatic fill-up procedure. Please break down your bid for this service as follows. The prices should be listed as of October 21, 2020.

| | Entire Contract Price Bid | Individual Price Bid |
|------------------------------------------------------|------------------------------|-------------------------|
| Wholesale (rack) Cost (cents per gallon): | _____ | _____ |
| Mark-up (profit & delivery) Cost (cents per gallon): | _____ | _____ |
| Total Cost (as of 10/21/20) | _____ | _____ |

COUNTY PROGRAMS

Fuel oil will be provided for the Crisis Fuel Assistance Program. This service will be provided on an as-needed basis. The maximum amount of fuel oil supplied to any individual home annually will not exceed \$600. Please break down your bid for this service as follows. The prices should be listed as of October 21, 2020.

| | Entire Contract Price Bid | Individual Price Bid |
|------------------------------------------------------|------------------------------|-------------------------|
| Wholesale (rack) Cost (cents per gallon): | _____ | _____ |
| Mark-up (profit & delivery) Cost (cents per gallon): | _____ | _____ |
| Total Cost (as of 10/21/20): | _____ | _____ |

Kerosene will be provided for the Crisis Fuel Assistance Program. This service will be provided on an as-needed basis. The maximum amount of kerosene provided to any individual home annually will not exceed \$600. Please break down you bid for this service as follows. The prices should be listed as of October 21, 2020.

| | Entire Contract Price Bid | Individual Price Bid |
|------------------------------------------------------|------------------------------|-------------------------|
| Wholesale (rack) Cost (cents per gallon): | _____ | _____ |
| Mark-up (profit & delivery) Cost (cents per gallon): | _____ | _____ |
| Total Cost (as of 10/21/20): | _____ | _____ |

| | |
|----------------------------|-------|
| _____ | _____ |
| Contractor Name & Title | Date |