

ALLEGHANY COUNTY, NC  
REQUEST FOR BIDS  
PROPANE PURCHASES

Alleghany County, North Carolina is requesting bids to provide propane 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. Alleghany county or affiliates owns all of the propane tanks listed below.

**Courthouse**

Located at 12 North Main Street, Sparta, NC. There are two underground 1,000 gallon tanks onsite. This propane 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 be come empty.

**Health Department**

Located at 157 Health Services Road, Sparta, NC. There is one underground 1,000 gallon tank onsite. This propane 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.

**Alleghany Group Homes**

Located at 133 Health Services Road, Sparta, NC. There is one underground 1,000 gallon tank onsite. This propane 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 no become empty.

**New River Cottage**

Located at 82 Davis Lane, Sparta, NC. There is one underground 500 gallon tank onsite. This propane 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.

**Law Enforcement Center**

Located at 40 Alleghany Street, Sparta, NC. There are two aboveground 1,000 gallon tanks onsite. This propane 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.

**Animal Shelter**

Located at 2948 US Highway 21 North, Sparta, NC. There is one aboveground 120 gallon tank onsite. This propane 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.

### **Fairgrounds – Concession Stand**

Located at 1545 US Highway 21 North, Sparta, NC. There is one aboveground 500 gallon tank onsite. This propane 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.

### **Emerson Black Building**

Located at 29 Bledsoe Creek road, Sparta, NC. There are two aboveground 120 gallon tanks onsite. This propane 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.

### **Wilkes Community College**

Located at 115 Atwood Street, Sparta, NC. There are two aboveground 1,000 gallon tanks onsite. This propane 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.

### **EMS Building**

Located at 40 Cox Street, Sparta, NC. There are two aboveground 120 gallon tanks onsite. This propane 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. There is an additional 1,000 gallon propane tank onsite for a backup generator and **this tank will only be filled as needed on a will-call basis.**

### **Maintenance Garage**

Located at 37 Cox Street, Sparta, NC. There is a single 250 gallon tank on site.

### **Duncan Recreation Center (Pool)**

Located at 490 Trojan Avenue, Sparta, NC. There is one aboveground 1,000 gallon tank onsite. **This propane is supplied through a will-call fill-up procedure.**

**Request for Bids & Awards Schedule:**

Request sent	October 20, 2021
Request deadline	October 29, 2021 by 3:00pm
Request opening	October 29, 2021 at 3:01pm
Request award	November 1, 2021
Beginning contract date	November 2, 2021

**Proposal Requirements**

1. A detailed cost proposal. Please use **Exhibit A** to submit a propane proposal.
2. Bids must be hand delivered to Alleghany County in a sealed envelope no later than 3pm on Friday, October 29, 2021 at which time they will be publicly opened. The bids will be received and opened in the Alleghany County Administration Office located at 348 South Main Street, LL80 in Sparta. All bidders are invited to attend the opening.

**Hand deliver bids to:**

Administration Office  
348 South Main Street, LL80  
Sparta, NC 28675

**Or mail bids to:**

Administration Office  
PO Box 366  
Sparta, NC 28675  
(Please put "Propane Bid" clearly on the envelope)

**Rights of Alleghany County**

The County reserves the right to accept or reject any or all proposals or parts thereof. The County is not obligated for any costs incurred by any contractor in the preparation of submittal of a proposal. Alleghany County reserves the right to issue additional RFBs.

**Exhibit A**

**Propane Cost Proposal**

Alleghany County is requesting the bids to reflect a commercial lock-in rate for the following specified time period: November 2, 2021 to November 1, 2022. Please indicate your price per gallon or the following:

Lock-in rate for all accounts \_\_\_\_\_

\_\_\_\_\_  
Contractor  
Name & Title

\_\_\_\_\_  
Date