

ALLEGHANY COUNTY, NC
REQUEST FOR BIDS
FUEL OIL PURCHASES

Alleghany County, North Carolina is requesting bids to provide fuel oil 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, a same day or next day response will be required. The successful bidder must demonstrate the capacity to deliver this service. Alleghany County's previous 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.

The bidder will be required to enter information into an Energy Provider Portal for their vendor contract and for payment consideration. The bidder will not be required to participate in Direct Deposit, but it is highly recommended. Since the program is for low-income participants, the bidder should consider waiving the delivery fee for the fuel assistance.

Request for Bids & Award Schedule:

Request Sent Out	Monday, March 25, 2024
Request Due	Wednesday, April 24, 2024, at 3:00pm
Request Opening	Wednesday, April 24, 2024, at 3:01pm
Request Award	Monday, May 6, 2024
Contract Dates	Monday, July 1, 2024 - Monday, June 30, 2025

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 by 3:00pm on Wednesday, April 24, 2024, to be considered. Bids will be opened on Wednesday, April 24, 2024, at 3:01pm at the Alleghany County Administration Office located at 348 South Main Street LL80, Sparta, NC. All bidders are invited to attend the opening.

Please send or deliver to:

Alleghany County Administration Office
PO 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

Alleghany County recognizes the fuel prices often change. 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.

Alleghany County reserves the right to accept or reject each of the following individual bids.

COUNTY OPERATIONS

Contract
Price Bid

Wholesale (rack) Cost (cents per gallon): _____

Mark-up (profit & delivery) Cost (cents per gallon): _____

Total Cost (as of 4/24/2024): _____

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 Wednesday, April 24, 2024.

Contract
Price Bid

Wholesale (rack) Cost (cents per gallon): _____

Mark-up (profit & delivery) Cost (cents per gallon): _____

Total Cost (as of 4/24/2024): _____

Contractor
Name & Title

Date