

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

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

The Transfer Facility, located at 431 Osborne Road, Sparta NC, utilizes off-road diesel. 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.

The Law Enforcement Center, located at 40 Alleghany Street, Sparta NC, utilizes off-road diesel for a generator. 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.

The Administration Building, located at 348 South Main Street, Sparta NC, utilizes off-road diesel for a generator. The tank size is approximately 700 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	Monday, May 6, 2024
Request Due	Friday, May 17, 2024 at 3:00pm
Request Opening	Friday, May 17, 2024 at 3:01pm
Request Award	Monday, May 20, 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 Friday, May 17, 2024, to be considered. They will be opened on Friday, May 17, 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 Bid" visibly on the envelope.**

Exhibit A

Fuel Oil, Kerosene, & Off-Road Diesel Fuel Cost Proposal

Alleghany County recognizes that 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 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 Friday, May 17, 2024.

	Contract Price Bid
Wholesale (rack) Cost (cents per gallon):	_____
Mark-up (profit & delivery) Cost (cents per gallon):	_____
Total Cost (as of 05/17/2024):	_____

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 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 Friday, May 17, 2024.

	Contract Price Bid
Wholesale (rack) Cost (cents per gallon):	_____
Mark-up (profit & delivery) Cost (cents per gallon):	_____
Total Cost (as of 05/17/2024):	_____

COUNTY OPERATIONS

Off-Road Diesel will be provided for the Transfer Station, Law Enforcement Center, & Administration Building. Collectively, these operations use an average of 7,000 gallons of off-road diesel fuel each year. Please break down your bid for this service as follows. The prices should be listed as of Friday, May 17, 2024.

	Contract Price Bid
Wholesale (rack) Cost (cents per gallon):	_____
Mark-up (profit & delivery) Cost (cents per gallon):	_____
Total Cost (as of 05/17/2024):	_____

_____	_____
Contractor Name & Title	Date