

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 and/or affiliates own all 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 become 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 the tank will not 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.

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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 four 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. 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.

Request for Bids & Awards Schedule:

Request sent	October 01, 2025
Request deadline	October 15, 2025 by 4:00pm
Request opening	October 15, 2025 at 4:01pm
Request award	October 20, 2025
Beginning contract date	October 24, 2025

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 4:00pm on Wednesday, October 15, 2025, at which time they will be publicly opened beginning at 4:01pm. The bids will be received and opened in the Alleghany County Administration Office located at 348 South Main Street, LL80 in Sparta, NC 28675. 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 or submittal of a proposal. Alleghany County reserves the right to issue additional RFBs.

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Exhibit A

Propane Cost Proposal

Alleghany County is requesting the bids to reflect a commercial lock-in rate for the following specified time period: October 24, 2025 to June 30, 2026. Please indicate your price per gallon for the following:

Lock-in rate for all accounts _____

Contractor
Name & Title

Date