



Ricky Dowdy
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605-1 Pine Street
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To Whom It May Concern,

The County of Carroll invites sealed bids on #2 Grade Heating Oil/Off Road Diesel service at (5) County locations from January 1, 2019 through December 31, 2020. Bid specifications may be obtained by contacting Felecia Bowman (Finance Generalist) at 276-730-3003.

The County of Carroll reserve the right to refuse or reject any or all bids or to accept a higher bid if it is felt the higher bid holds additional value to the County of Carroll.

All bids should be sent to Felecia Bowman, Finance Generalist, Carroll County Governmental Center, 605-1 Pine Street, Hillsville, Va. 24343 no later than 3:00 PM on Monday December 17, 2018. Bids arriving after specified time will not be opened and returned to bidder. Please mark the outside of sealed envelope with **“Heating Oil Bid”**

Sincerely,

Ricky Dowdy
Director of Maintenance

Carroll County Board of Supervisors
 Heating Oil/Off Road Diesel Service
 Specifications

1. Bid is for the purchase and delivery of #2 grade heating oil and off road diesel service to (5) locations from January 1, 2018 to December 31, 2020.
2. Successful bidder will deliver off road diesel on an **on call** basis to the **Carroll County Fire-Rescue Building, Carroll County Ball Fields,** and the **Governmental Center.** Successful bidder will deliver #2 grade heating fuel to the **Carroll County Garage and CAC Building** on an **automatic fill schedule.**
3. Successful bidder agrees by bidding on this service to if needed:
 - A) Provide, deliver, and set up (if needed) a 1000 gallon tank at the County Garage and a 500 gallon tank to the CAC Building at no cost.
 - B) Remove all existing #2 grade heating oil from both tanks and deposit all contents into new tank provided by successful bidder.
 - C) Remove or relocate any tanks at **no** cost when needed.
4. The format for bidding heating fuel/off road diesel service is as follows:

Terminal Cost (per gallon) + Differential Cost (per gallon) = Cost (per gallon)

Example:
 \$2.00 (your cost) + .50 cents (your bid price) = \$2.50 (our cost)

5. **Terminal cost & purchase date must be documented on each individual invoice sent for payment.**
 All tanks are individually numbered and are on attached sheet. Tank numbers are to be on all invoices showing each individual fill up location.
6. Successful bidder not meeting any or all specifications during contract will result in service **termination.**
7. The County of Carroll reserves the right to refuse or reject any or all bids or to accept a higher bid if it is felt the higher bid holds additional value to the County of Carroll.
8. County of Carroll reserves the right to discontinue Heating Oil/Off Road Diesel service at any location during the two year period.
9. **The company represents that no owner or officer of the company is an elected official of the County, the Authority, or any related governing body, agency or department thereof.**
10. All bidders must sign and turn in this sheet to be considered for this service.

The terminal cost that my company has paid for #2 Grade Heating Oil over the last (24) months averaged _____ per gallon.

The terminal cost that my company has paid for Off Road Diesel over the last (24) months averaged _____ per gallon.

My company will meet all specifications above and provide #2 Grade Heating Oil service to the County of Carroll for the amount of _____ (per gallon) over our terminal cost.

My company will meet all specifications above and provide Off Road Diesel service to the County of Carroll for the amount of _____ (per gallon) over our terminal cost.

Name of Company: _____
 Address: _____
 Signature of Bidder: _____
 Official Title: _____
 Date: _____ Telephone # _____

Tank Sites & Sizes

<u>Location & Tank #</u>	<u>Size</u>	<u>Type Fuel</u>	<u>Approximate fills per year</u>
Governmental Center (D1)	250	Off Road	3
Recreation Ball Fields (D2)	250	Off Road	3
Fire-Rescue (D7)	100	Off Road	2
County Garage (D10)	1000	Heating Oil	7
CAC Building (Woodlawn)(D11)	500	Heating Oil	7

