

**REQUEST FOR BIDS  
DELIVERY OF GASOLINE, DIESEL FUEL,  
AND OTHER PETROLEUM PRODUCTS  
COUNTY OF ALLEGHANY  
April 8, 2019**

**I. General:**

The COUNTY of Alleghany (COUNTY) is seeking reliable suppliers of gasoline, diesel, and other related products to meet the County's ongoing fuel needs for a period of one year. The successful bidders shall provide acceptable evidence guaranteeing an on-demand, uninterrupted supply of the products listed in this Request for Bids.

Inquiries concerning this request should be directed to: Mr. Gary Hepler or Mr. Mike Hendrickson, Public Works Superintendents, (540) 863-6650. **All questions must be submitted in writing to the address below. No questions will be accepted after May 24, 2019.**

Sealed bids shall be submitted to Mr. Gary Hepler or Mr. Mike Hendrickson, Public Works Office, 9212 Winterberry Ave, Suite A, Covington VA 24426. Bids will be accepted until Friday, May 24, 2019 at 2:00 PM Eastern Standard Time, at which time bids will be opened and read aloud at the Public Works office. Any bids received after this deadline will be returned unopened to the address on the envelope. Please mark envelope "Fuel Bid".

**II. Requirements and Specifications:**

The successful bidders shall be responsible for keeping the storage tanks at the Alleghany County Governmental Complex on an automatic fill status. On-demand delivery shall be made Monday through Friday, between the hours of 8:00 AM and 3:30 PM, to the Alleghany County Governmental Complex located at 9212 Winterberry Avenue, Covington, Virginia 24426.

**Submittal Requirements:**

1. Minimum of three (3) current customer references not more than one year old.
2. A completed bid form with pricing effective May 22, 2019, using Tank Wagon and Transport Truck delivery pricing based on the following consumption:
  - a. Approximately 80,000 gallons, Unleaded Gasoline, 89 Octane rating  
Gasoline Tank capacity at Complex – 10,000 gallons
  - b. Approximately 30,000 gallons, Diesel, Low-Sulfur, On-Road fuel  
Diesel Tank capacity at Complex – 10,000 gallons
  - c. Approximately 1,100 gallons, motor oil, 15W-40 for gasoline and diesel engines, API rating should cover 1995-2018 turbo/non-turbo engines.  
Oil tank capacity at Complex – 125 gallons
  - d. Approximately four (4) 55 gallon drums of 5W-20 synthetic blend motor oil. API rating for modern engines.

- e. Approximately 4,000 gallons High Sulfur, off-road diesel fuel, delivered to the Island Ford Transfer Station located at 1807 Valley Ridge Road, Covington, Virginia 24426
- f. Bid form must note the Terminal Rack Price and Distributor.
- g. Bidders must provide a minimum in gallons of product (gas **or** diesel) that will be delivered to the site.

**All invoices must note the Fuel Rack Price and Distributor being used with a payment term of net 45 days.**

### **III. Basis for Contract Award:**

The Contracts, if awarded, will be awarded to the lowest responsive and responsible bidders, if any, subject to the County's right to reject any and all bids and to waive informality and irregularity in bids and in bidding. In the event the bids from the lowest responsive and responsible bidders exceeds available funds, the County may negotiate with apparent low bidders to obtain a contract price within available funds, pursuant to Virginia Code Section 11-53. Such negotiations with apparent low bidders may include discussions of reducing the quantity, quality, or other cost saving mechanisms.

### **IV. Instructions for Submitting Bids:**

#### **A. Submission of Bids:**

1. **The COUNTY will not accept oral bids or bids received by telephone, electronic mail (e-mail), FAX machine, or telegraph.**
2. All erasures, interpolations, and other changes in the Bids shall be signed or initialed by the Bidders.
3. The Bids must be signed in order to be considered. If the Bidders are a firm or corporation, the Bidders must print the name and title of the individual executing the bid.
4. The Bids and any other documents required shall be enclosed in a sealed opaque envelope.
5. The envelope containing the bids shall be sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the bids.
6. The time bids are received shall be determined by stamp in the COUNTY office. Bidders are responsible for insuring that their bids are stamped by COUNTY office personnel by the deadline indicated.

#### **B. Bidder's Representation:**

1. All Bidders, by submitting a bid in response to this Request for Bid, represents that the Bidders have read and understand the Specifications and Requirements and have familiarized themselves with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress or performance of the contract work.
2. The failure or omission of any Bidders to receive or examine any form, instrument, addendum or other documents, or to acquaint themselves with conditions existing at the site, shall in no way relieve any Bidders from any obligations with respect to their bids or to the contract.

#### **C. Trade Secrets/Proprietary Information:**

Trade secrets or proprietary information submitted by Bidders in response to this Request for Bid shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidders must invoke the protection of this section prior to or upon submission of data or

materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Section 11.52D of the Code of Virginia).

## CONTRACT PROVISIONS

### V. Anti-Discrimination:

By submitting their bids, Bidders certify to Alleghany County that they will conform to the provisions of the *Federal Civil Rights Act of 1964*, as amended, as well as the *Virginia Fair Employment Contracting Act of 1975*, as amended, where applicable, the *Virginia With Disabilities Act*, the *Americans With Disabilities Act* and section 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious beliefs, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with the County to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with County funds shall be subject to audit by the public body. (*Code of Virginia*, sec. 2.2-4343.1 E).

A. The contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sex, natural origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractors. The contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

B. The contractors, in all solicitations or advertisements for employees placed by or on behalf of the contractors, will state that such contractors are an equal opportunity employer.

C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractors will include the provisions of the foregoing paragraphs A, B, and C in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

### VI. Cooperative Procurement:

The County may participate in, sponsor, conduct, or administer a cooperative procurement agreement with one or more other public bodies, or agencies of the United States, for the purpose of combining requirements to increase efficiency or reduce administrative expenses. Any public body which enters into a cooperative procurement agreement with the County shall comply with the provisions and procedures included in the *Virginia Public Procurement Act* and the *Commonwealth of Virginia Agency Procurement and Surplus Property Manual*.

### VII. Insurance:

By signing and submitting bids under this solicitation, the bidders certify that if awarded the contract, they will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractors will have workers compensation Insurance in accordance with section 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidders further certify that the contractors and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage

will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

The Contractors shall have limits equaling or exceeding the following minimum amounts:

Comprehensive Automobile Liability Insurance:

- 1) One million dollars (\$1,000,000.00) combined single limit for each occurrence for bodily injury and property damage.
- 2) One million dollars (\$1,000,000.00) combined single limit for each occurrence for bodily injury and property damage while operating an owned, non-owned or hired vehicle.

Commercial General Liability/Excess Liability:

Two million dollars (\$2,000,000.00) combined single limit for bodily injury and property damage per occurrence, including broad form contractual, personal injury, products and completed operations, coverage for work performed by independent contractors and subcontractors, broad form property damage, fire, legal liability, and "XCU" hazards.

Workers' Compensation and Employers' Liability:

Coverage must be at the statutory limits for the Commonwealth of Virginia and "other states" coverage, with the County of Alleghany named as additional insured.

In addition to the above, Bidders shall submit a certificate indicating insurability at this level. The successful Contractors will be required to provide a Certificate of Insurance for all applicable policies that states that the County of Alleghany is endorsed on the insurance policy as an additional insured.

**VIII: Attachments**

Attachment 1 – Bidders Data Sheet

Attachment 2 – Bid Price Sheet

Attachment 3 – Evidence of Workers' Compensation Coverage

Attachment 4 – Authority to Transact Business in Virginia

Attachment 1

**BIDDERS DATA SHEET**

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid non-responsive.

1. Qualification: The Bidders must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Bidder's Primary Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

\_\_\_\_\_ Years \_\_\_\_\_ Months

4. Bidder's Information:

FIN or FEI Number: \_\_\_\_\_ If Company, Corporation, or Partnership

Social Security Number: \_\_\_\_\_ If Individual

Commonwealth of Virginia Contractor License Number: \_\_\_\_\_

5. Indicate below a listing of at least three (3) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods or services. Include the length of service and the name, address, and telephone number of the point of contact.

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project: \_\_\_\_\_

\_\_\_\_\_  
Dates of Service: \_\_\_\_\_ Monetary Value: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project: \_\_\_\_\_

\_\_\_\_\_  
Dates of Service: \_\_\_\_\_ Monetary Value: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project: \_\_\_\_\_

\_\_\_\_\_  
Dates of Service: \_\_\_\_\_ Monetary Value: \_\_\_\_\_

I certify the accuracy of this information.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Attachment 2

# Bid Form

Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Fuel Rack Price: \_\_\_\_\_

Distributor: \_\_\_\_\_

	Bid Item	Tanker	Tank Wagon	55 gallon drum	
1	89 Octane Gasoline				Price per gallon
2	On-Road Diesel, Low-Sulfur				Price per gallon
3	Off-Road Diesel, High-Sulfur				Price per gallon
4	15W-40 Motor Oil				Price per gallon
5	5W-30 Motor Oil				Price per drum

Tanker Only Minimum Delivery Requirement:

Gasoline \_\_\_\_\_ gallons

Diesel \_\_\_\_\_ gallons

Authorized Bidder:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

Attachment 3

**EVIDENCE OF WORKER'S COMPENSATION COVERAGE**

**COMMONWEALTH OF VIRGINIA  
WORKERS' COMPENSATION**

Certificate of Coverage

Section 2.2-4332, Code of Virginia (1950), as amended, requires construction Contractors and Subcontractors to obtain and maintain workers' compensation insurance while performing work on behalf of the Commonwealth of Virginia, its departments, institutions or agencies. This same requirement applies on behalf of local governments.

Evidence of coverage must be provided prior to commencement of work.

This form must be returned to the organization contracting the work.

The undersigned organization stipulates that it:

A. has workers' compensation insurance and is in compliance with the Worker's Compensation statutes of the Commonwealth of Virginia \_\_\_\_ Yes \_\_\_\_ No.

Insurance Company \_\_\_\_\_

Policy expiration date \_\_\_\_\_

or

B. is self-insured for workers' compensation \_\_\_\_ Yes \_\_\_\_ No.

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Attachment 4

### **AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA**

Pursuant to Virginia Code Section 2.2-4311.2 (effective July 1, 2010) all Bidders organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia, (1950), as amended, or as otherwise required by law, is required to include in their bids their Virginia State Corporation Commission (SCC) Identification Number. Any bidders not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under title Title 13.1 or Title 50 or as otherwise required by law are required to include in their bids or proposals a statement describing why the Bidders are not required to be so authorized.

Please complete the following:

A. \_\_\_\_\_ Bidder is a Virginia business entity organized and authorized to transact business in Virginia and such bidder's SCC Identification Number is \_\_\_\_\_.

B. \_\_\_\_\_ Bidder is an out-of-state (foreign) business entity authorized to transact business in Virginia and such Bidder's SCC Identification Number is \_\_\_\_\_.

C. \_\_\_\_\_ Bidder does not have an Identification Number issued to it by the SCC and such Bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach additional sheets of paper if you need more space to explain why such Bidder is not required to be authorized to transact business in Virginia.