



**HOUSTON COUNTY BOARD OF COMMISSIONERS  
PURCHASING DEPARTMENT**

2020 KINGS CHAPEL ROAD • PERRY, GEORGIA 31069-2828  
TELEPHONE (478) 218-4800 • FACSIMILE (478) 218-4805

**VANESSA A.  
ZIMMERMAN**

DIRECTOR OF PURCHASING

November 16, 2023

Dear Vendor:

The Houston County Board of Commissioners is soliciting sealed bids for a period of twelve (12) months, beginning January 1, 2024, and continuing until December 31, 2024, for the provision of the following:

1. **Approximately 230,000 gallons of Unleaded Plus Gasoline (minimum 89 octane) containing 10% Volume Ethanol – EIO; AND**
2. **Approximately 370,000 gallons of Clear-15 Ultra Low Sulfur Diesel Fuel (NO Biodiesel).**

There will be three (3) drop points for the gasoline and diesel fuel, which will be ordered on an "as needed" basis and will be designated at the time of each order with a specified delivery schedule. We would like your quote to show **ALL FREIGHT CHARGES**. Please do not include the GUST, Federal Excise Tax, State Road Tax or Sales Tax in your quote. Please quote your prices on a cents per gallon mark-up on the daily OPIS average price quote through the Department of Administrative Services of the State of Georgia for delivery to Macon, Georgia.

The initial term of the base contract will begin on January 1, 2024, and continue through December 31, 2024. This contract will also include yearly a renewal option as follows:

**Option 1 = Period beginning January 1, 2025, and ending December 31, 2025.**

**You must respond to the Fuel Bid and Option 1 in order for your bid to be considered.** "Option" means a unilateral right in the contract by which, for a specified time, Houston County may elect to extend the term of the contract. Evaluation of the option will not obligate Houston County to exercise the option.

To receive consideration, your sealed bid must be marked with your company name and bid number on the outside of the sealed envelope and received by the deadline at 2:00 p.m. on Thursday, December 7, 2023. Your bid envelope should resemble the following:

Your Company Name Address City, State	Houston County Board of Commissioners Purchasing Department 2020 Kings Chapel Road Perry, Georgia 31069-2828  <b><u>SEALED BID #24-12 – FUEL BID</u></b>
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Bids will be evaluated, recapped and presented to the Houston County Board of Commissioners during their regularly scheduled meeting on Tuesday, December 19, 2023, at 5:00 p.m. at the Houston County Annex Building in Warner Robins, Georgia. The bid award will be based on the best value to Houston County.

**THE HOUSTON COUNTY BOARD OF COMMISSIONERS RESERVES THE RIGHT TO ACCEPT NONE, ALL OR ANY PART OF YOUR BID AND WAIVE ALL INFORMALITIES.**

If you should have any questions regarding this bid request, please feel free to contact the undersigned at the above telephone number.

Sincerely,

**Vanessa A. Zimmerman  
Director of Purchasing  
Houston County Board of Commissioners**

Attachments



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### GENERAL INSTRUCTIONS TO BIDDERS

#### **FUEL BID #24-12: 01/01/2024 – 12/31/2024**

1. These instructions will bind bidders to terms and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.
2. The following criteria are used in determining low responsible bidders:
  - (a) Ability, capacity, and skill of bidder to perform required service.
  - (b) Whether bidder can perform service promptly or within specified time.
  - (c) The character, integrity, reputation, judgment, experience, and efficiency of bidder.
  - (d) The performance of previous contracts.
  - (e) The suitability of equipment or material for County use.
  - (f) The ability of bidder to provide future maintenance and parts service; and
  - (g) Awards will be based on the best value to Houston County.
3. The County is exempt from all State Sales Tax and Federal Excise Tax.
4. The bids should be tabulated, totaled, and checked for accuracy. The unit price will prevail in case of errors.
5. All required information should be included in the bid for your proposal to receive full consideration.
6. Any questions or clarifications may be directed to **Vanessa A. Zimmerman, Director of Purchasing**, at any of the above-listed numbers, e-mail or address.
7. Quote all prices **FOB Destination**. Destination to be specified at time of order.
8. **SEALED BIDS** shall have your company name on the outside of the envelope, be marked "**SEALED BID #24-12 – FUEL BID**" and addressed to: **Houston County Board of Commissioners, Purchasing Department, 2020 Kings Chapel Road, Perry, Georgia 31069-2828**
9. All bidders must be recognized dealers in the materials, services or equipment specified and be qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office that he has the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
10. Houston County will reject any materials, supplies or equipment that do not meet specifications, even though the bidder lists the trade name or names of such materials on the bid or price quotation form.



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**FUEL BID #24-12  
01/01/2024 – 12/31/2024  
BID CERTIFICATION**

Quote your cents per gallon mark-up on the OPIS Average Daily Price <u>INCLUDING</u> freight charges. Do <u>NOT</u> include GUST and applicable taxes.	<b>Unleaded Plus (Midgrade) 89 Octane 10% Ethanol</b>	<b>Diesel Fuel Ultra Low Sulfur Clear (No Biodiesel)</b>

I hereby certify that our bid quote meets or exceeds Houston County’s specifications. In compliance with this bid request, the bidder agrees if this bid is accepted within thirty (30) days from opening, to furnish any or all items upon which prices are quoted, at the price set opposite each item, and to deliver as a bid. By signing below, I also certify that I have read, understand and am able to comply with all requirements included in this bid package.

Option 1 =  Yes  No

Company Name		Contact Person
Address		
Telephone Number	Fax Number	E-Mail Address
Authorized Signature	Printed Name	Date

**Contact Person:** Vanessa A. Zimmerman, Director of Purchasing  
Houston County Board of Commissioners  
Purchasing Department  
2020 Kings Chapel Road  
Perry, GA 31069-2828  
Telephone: 478-218-4800  
[vzimmerman@houstoncountyga.org](mailto:vzimmerman@houstoncountyga.org)

## HOUSTON COUNTY BOARD OF COMMISSIONERS FUEL TANK INFORMATION (AS OF 11/16/2023)

### Fuel Orders:

1. When the order is placed, Houston County Purchasing Office will submit the order to the Vendor via e-mail and provide the following information to the vendor:
  - Date delivery is requested for;
  - Location that fuel is to be delivered to;
  - Number of gallons needed for each tank (a load will be no less than 7,200 gallons);
  - Our purchase order number;
  - Request for invoice(s) and daily OPIS price(s) to be sent to Purchasing Department via e-mail;
  - The last day of invoice processing for next County Check. The county pays their bills the first and third Tuesdays of each month. When the order is placed, Vendor will be provided with the last day for invoice processing for that next check. If we receive the invoice after that date, it will be processed for the following check.
2. The Vendor should send confirmation of the order and delivery schedule to Houston County via e-mail. Deliveries are expected within a 24-hour time frame unless otherwise specified. If there are any problems with meeting this schedule, the Purchasing Office should be notified immediately.
3. As soon after the delivery as possible, we ask that the Vendor provide the following via e-mail:
  - Separate invoice for each tank. Each invoice must indicate which tank the invoice references, the type of fuel, and quantity of gallons, unit price, taxes, and other fees.
  - Daily OPIS for each delivery indicating which OPIS price is to be used.

### Fuel Drops:

Tank Location / Delivery Info	Tank Size	UST/AGST (Above or Below Ground Tank)	Product	Frequency	Existing Tank Monitoring Equipment	Additional Instructions
<b>Houston County Landfill</b> 2080 Hwy 247 S, Mile Marker 2 Kathleen, GA 31047 478-987-0089 OR 478-973-8326 Monday-Friday / 7:00am-4:00 pm (Please Note: deliveries after 4:00 pm will be turned away)	Tank 1 – 15,000 gals Diesel (Tank 1 has Green Cap)	Below	ULS Clear Diesel <u>NO Biodiesel!</u>	Approximately one delivery per month	Yes, ATG	Approximately 8,250 gals ordered monthly <u>NO deliveries accepted after 4:00pm</u>
	Tank 2 – 1,000 gals Gas (Tank 2 has Blue Cap)	Below	UNL+ 89 Octane 10% Ethanol	Approximately one delivery every two months	Yes, ATG	Approximately 300 gals ordered monthly <u>NO deliveries accepted after 4:00pm</u>
<b>Houston County Public Works</b> 2018 Kings Chapel Road Perry, GA 31069 478-218-4800 OR 478-973-8326 7 days a week / 24 hours a day	Tank 1 – 10,000 gals Gas (Tank 1 has Blue Cap)	Below	UNL+ 89 Octane 10% Ethanol	Approximately two deliveries per month	Yes, ATG	Approximately 5,000 gals ordered monthly
	Tank 2 – 10,000 gals Gas (Tank 2 has Blue Cap)	Below	UNL+ 89 Octane 10% Ethanol	Approximately two deliveries per month	Yes, ATG	Approximately 3,000 gals ordered monthly
	Tank 3 – 10,000 gals Diesel (Tank 3 has Yellow Cap)	Below	ULS Diesel <u>NO Biodiesel!</u>	Approximately two deliveries per month	Yes, ATG	Approximately 8,000 gals ordered monthly
<b>Houston County Sheriff's Office</b> 200 Carl Vinson Pkwy Warner Robins, GA 31088 478-548-2115 OR 478-973-8326 7 days a week / 24 hours a day	Tank 1 – 10,000 gals Gas (Tank 1 has Blue Cap)	Below	UNL+ 89 Octane 10% Ethanol	Approximately two deliveries per month	Yes, ATG	Approximately 12,000 gals ordered monthly
	Tank 2 – 10,000 gals Diesel (Tank 2 has Yellow Cap)	Below	ULS Diesel <u>NO Biodiesel!</u>	Approximately two deliveries per month	Yes, ATG	Approximately 4,100 gals ordered monthly