



**HOUSTON COUNTY BOARD OF COMMISSIONERS  
PURCHASING DEPARTMENT**

200 CARL VINSON PKWY • WARNER ROBINS, GEORGIA 31088  
(478) 236-1700

**VANESSA A  
ZIMMERMAN**

DIRECTOR OF PURCHASING

November 18, 2024

Dear Vendor:

The Houston County Board of Commissioners is soliciting sealed bids for a period of twelve (12) months, beginning January 1, 2025, and continuing until December 31, 2025, 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. Failure to meet the scheduled delivery twice will constitute a breach of the contract and will be enforced by fine or termination of the contract. 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 GA OPIS average price quote through the Department of Administrative Services of the State of Georgia for delivery to Macon, Georgia. Access to the GA OPIS is at this link <https://doas.ga.gov/state-purchasing-division/statewide-contracts/fuel-price-index>.

The initial term of the base contract will begin on January 1, 2025, and continue through December 31, 2025. This contract will also include yearly a renewal option as follows:

**Option 1 = Period beginning January 1, 2026, and ending December 31, 2026.**

**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 5, 2024. Your bid envelope should resemble the following:

Your Company Name	
Address	
City, State	
	Houston County Board of Commissioners Purchasing Department 200 Carl Vinson Pkwy Warner Robins, Georgia 31088
	<b>SEALED BID #25-08 – FUEL BID</b>

Bids will be evaluated, recapped and presented to the Houston County Board of Commissioners during their regularly scheduled meeting on Tuesday, December 17, 2024, 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**



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### **GENERAL INSTRUCTIONS TO BIDDERS** **FUEL BID #25-08: 01/01/2025 – 12/31/2025**

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 **Aindrea Braswell, Fuel Manager**, 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 #25-08 – FUEL BID**" and addressed to: **Houston County Board of Commissioners, Purchasing Department, 200 Carl Vinson Pkwy, Warner Robins, Georgia 31088**.
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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**VANESSA A.  
ZIMMERMAN**  
DIRECTOR OF PURCHASING

**FUEL BID #25-08  
01/01/2025 – 12/31/2025  
BID CERTIFICATION**

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

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

<b>Company Name</b>		<b>Contact Person</b>
<b>Address</b>		
<b>Telephone Number</b>	<b>Fax Number</b>	<b>E-Mail Address</b>
<b>Authorized Signature</b>	<b>Printed Name</b>	<b>Date</b>

**Contact Person:** Aindrea Braswell, Fuel Manager  
Houston County Board of Commissioners  
Purchasing Department  
200 Carl Vinson Pkwy  
Warner Robins, GA 31088  
Telephone: 478-236-1700  
[abraswell@houstoncountyga.gov](mailto:abraswell@houstoncountyga.gov)

## HOUSTON COUNTY BOARD OF COMMISSIONERS

### FUEL TANK INFORMATION (AS OF 11/18/2024)

#### **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.

<b><u>Fuel Drops:</u></b>		<b>UST/AGST (Above or Below Ground Tank)</b>			<b>Existing Tank Monitoring Equipment</b>	
<b>Tank Location / Delivery Info</b>	<b>Tank Size</b>		<b>Product</b>	<b>Frequency</b>		<b>Additional Instructions</b>
<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 <i>(Please Note: deliveries after 4:00 pm will be turned away)</i>	Tank 1 – 15,000 gals Diesel (Tank 1 has Green Cap)	Below	ULS Clear Diesel <i>NO Biodiesel</i>	Approximately one delivery per month	Yes, ATG	Approximately 8,250 gals ordered monthly <i>NO deliveries accepted after 4:00pm</i>
	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 <i>NO deliveries accepted after 4:00pm</i>
<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 <i>NO Biodiesel</i>	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 <i>NO Biodiesel</i>	Approximately two deliveries per month	Yes, ATG	Approximately 4,100 gals ordered monthly



**HOUSTON COUNTY BOARD OF COMMISSIONERS  
PURCHASING DEPARTMENT**

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

**VANESSA A.  
ZIMMERMAN**  
DIRECTOR OF PURCHASING

# Memorandum

To: Houston County Board of Commissioners  
 From: Vanessa A. Zimmerman, Director of Purchasing  
 cc: Robbie Dunbar, Director of Administration  
 Date: December 07, 2023  
 Re: Unleaded Plus Gasoline (10% Ethanol) / Diesel Fuel Bid Recap

Bids were solicited for gasoline and diesel fuel requirements covering the period beginning January 1, 2024, and continuing through December 31, 2024. ten (10) bids were received and re capped as follows:

Bidders	E10 Uni Plus 89 Octane	Diesel – Ultra Low Sulfur	<u>Average</u>
James River Solutions, Ashland, Va	-0.1090	-0.0560	-0.08250
Petroleum Traders Corp, Ft Wayne, IN	-0.1085	-0.0443	-0.07640
Campbell Oil, Elizabethtown, NC	-0.0862	-0.0178	-0.05200
Saratoga Rack Marketing, Houston, TX	-0.1022	0.0067	-0.04775
Mansfield Oil, Gainesville, GA	-0.0589	-0.0090	-0.03395
Indigo Energy Partners, Gainesville, GA	-0.0612	0.0005	-0.03035
World Fuel Services, Miami, FL	-0.0544	0.0116	-0.02140
Walthall Oil, Macon, GA	-0.0100	-0.0175	-0.01375
PS Energy Group, Dunwoody, GA	-0.0121	0.0650	0.02645
Colonial Oil Industries, Savana, GA	0.0417	0.0705	0.05610

Prices are quoted based on a cents-per-gallon mark-up on the State of Georgia OPIS average daily price quote and include freight charges. Prices do not include GUST and applicable taxes. **James River Solutions, Ashland, Va** is Low Average Bid on both fuels.

Request approval to award contract to **James River Solutions, Ashland, Va** for the period indicated.

## Frequently asked Fuel bid questions with answers:

- When will the bid be awarded and how will vendors be notified?
  - Award notice will be sent by email Dec 18, this gives some time for us to trade information with the awarded vendor as needed, to be able to start ordering from that vendor January 1.
- When will bid tabulations be made available after the bid opening?
  - Bid tabulations can be requested the next day after the bid opening. To do so e-mail [Abrawell@houstoncountyga.org](mailto:Abraswell@houstoncountyga.org)
- Is there a conference call or zoom meeting to listen to bid openings?
  - There is not you may come in person or send a proxy.
- Is subcontracting allowed?
  - If this has occurred, we have not been informed. We will fuel emergency vehicles, there cannot be a delay, we expect a 24hr – 36hr turnaround of orders to delivery. And using a subcontractor cannot change the agreed bid price.
- Are common carriers considered subcontractors?
  - NO
- What form of payment is required or preferred?
  - N/A
- Is there a requirement of which OPIS index needs to be used?
  - Yes the GA OPIS. This link <https://doas.ga.gov/state-purchasing-division/statewide-contracts/fuel-price-index>
- What are the terms of payment? (Net 10,30,45)
  - The County makes payments twice a month, the first and third Tuesday of the month. For the invoice to make the closest date it must arrive in [Abrawell@houstoncountyga.gov](mailto:Abraswell@houstoncountyga.gov) e-mail by the second or fourth Monday of the month for processing.
- Is this an all or nothing bid? Will each fuel type be awarded separately or to one vendor?
  - This is an all or nothing bid. We work with one fuel vendor at a time.
- Who was this previously awarded to?
  - James River Solutions
- Can previous bid tabulations please be shared?
  - This will be attached to this email.
- Can invoice and BOL examples please be shared for the previous awardee.
  - This will be attached to this email.
- Are any additives required?

- No we do this part in house.
- Will split loads be allowed? I see it noted that orders are no less than 7,200 however it looks like some locations only take 300 gallons of certain fuel.
  - We do not split loads; the one small tank is taken care of by a local vendor due to this issue.

Are any split load fees allowed to be charged?

N/A

- Are truck pumps required for delivery?
  - No

EMERGENCY CONTACT: 1-800-535-5053, CONTRACT#114045

1289788 - VECENERGY  
 2476 ALLEN ROAD  
 MACON, GA 31216  
 T-58-GA-2538  
 SIC 5617

BILL OF LADING

RACK DISPOSAL

BOL\_NUMBER: 962114  
 REV NUMBER: 0  
 FOLIO NUMBER: 2024-11-08

ORDER ENTRY: 11/8/2024 12:54:13PM  
 START LOAD: 11/8/2024 1:01:45PM  
 END LOAD: 11/8/2024 1:09:23PM

<p><b>SUPPLIER</b>                  19: Flint Hills Resources, LP</p> <p>PO Box 2917                  Witchita, KS 67201-2917</p> <p><b>PHONE #: 316-828-3477</b></p>	<p><b>SHIP TO</b>                  1971: James River Petroleum</p> <p>PETROEX #:                  Various, GA                  James River Petroleum                  187996</p> <p>PHONE #:</p> <p><i>Houston County                  Public Works                  Perry, GA</i></p>
<p><b>DELIVERED BY</b>                  42189: FLORIDA ROCK &amp; TANK LINES</p> <p>SCAC CODE: FLRT                  TRAILER #: 1509</p> <p><b>LICENSE:</b></p>	<p><b>DRIVER</b></p> <p>Signature: X _____                  478226 Roger Whitehead</p>
<p><b>DELIVERED INSTRUCTIONS</b></p>	<p><b>BOL COMMENTS</b>                  IN CASE OF LEAK, SPILL OR FIRE CALL INFOTRAC TOLL FREE 1-800-535-5053,                  CONTRACT#114045</p>

TERMINAL HAZARD WARNINGS

GALLONS  
 3500 NA 1993, DIESEL FUEL, 3, PGIII UN1202 1 CARGO TANK(S)

PRODUCT COMMENTS

MAY CONTAIN UP TO 5% BIODIESEL  
 15 PPM MAX SULFUR, 40 CETANE MIN. UNDYED #2 ULTRA LOW DIESEL FUEL. THIS DIESEL DOES NOT CONTAIN VISIBLE EVIDENCE OF DYE.

PRODUCT TOTALS

CODE	PRODUCT	GROSS	NET	BILLED	TEMPERATURE	GRAVITY	COE	OCTANE	% OXYGEN
5202	ULSD MV 15PPM	3500	3479	3479	73.08	36.90	0.000000	0.0	0.0

PRODUCT BY COMPARTMENT

COMPARTMENT No.	PRODUCT	PRESET	GROSS	NET
TRAILER #: 1509				
1	ULSD MV 15PPM	RISER_022	2700	2684
4	ULSD MV 15PPM	RISER_021	800	795

SUBJECT TO CORRECTION OF CLERICAL ERRORS

CUSTOMER SIGNATURE: X \_\_\_\_\_

*ULSD 3500 Gross 3479 Net  
 B-48 A-75 1/2 W-0*

10009478



EMERGENCY CONTACT: 1-800-535-5053, CONTRACT#114045

1289788 - VECENERGY  
 2476 ALLEN ROAD  
 MACON, GA 31216  
 T-58-GA-2538  
 SIC 5617

BILL OF LADING

RACK DISPOSAL

BOL\_NUMBER: 962119  
 REV NUMBER: 0  
 FOLIO NUMBER: 2024-11-08

ORDER ENTRY: 11/8/2024 1:45:07PM  
 START LOAD: 11/8/2024 1:58:01PM  
 END LOAD: 11/8/2024 2:07:45PM

<p><b>SUPPLIER</b>                  19: Flint Hills Resources, LP</p> <p>PO Box 2917                  Witchita, KS 67201-2917</p> <p><b>PHONE #: 316-828-3477</b></p>	<p><b>SHIP TO</b>                  1971: James River Petroleum</p> <p>PETROEX #:                  Various, GA                  James River Petroleum                  187996</p> <p>PHONE #:</p> <p><i>Houston County                  Public Works                  Perry, GA</i></p>
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<p><b>DELIVERED BY</b>                  42189: FLORIDA ROCK &amp; TANK LINES</p> <p>SCAC CODE: FLRT                  TRAILER #: 1509</p> <p><b>LICENSE:</b></p>	<p><b>DRIVER</b></p> <p>Signature: X _____                  478226 Roger Whitehead</p>
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<p><b>DELIVERED INSTRUCTIONS</b></p>	<p><b>BOL COMMENTS</b>                  IN CASE OF LEAK, SPILL OR FIRE CALL INFOTRAC TOLL FREE 1-800-535-5053,                  CONTRACT#114045</p>
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<b>HAZARD WARNINGS</b>	
GALLONS 4708	THE 1.0 PSI RVP WAIVER APPLIES TO THIS GASOLINE. DO NOT MIX WITH GASOLINE CONTAINING ANYTHING OTHER THAN BETWEEN 9 AND 10 VOL % ETHANOL

<b>TERMINAL HAZARD WARNINGS</b>	
GALLONS 4708	UN 1203, GASOLINE, 3, PGII, FLAMMABLE LIQUID 1 CARGO TANK(S)

<b>PRODUCT COMMENTS</b>	
DETERGENT ADDITIZED GASOLINE. E10: CONTAINS BETWEEN 9 AND 10 VOL % ETHANOL.	
THIS PRODUCT DOES NOT MEET THE REQUIREMENTS FOR REFORMULATED GASOLINE, RFG, AND MAY NOT BE USED IN RFG AREA.	

PRODUCT TOTALS									
CODE	PRODUCT	GROSS	NET	BILLED	TEMPERATURE	GRAVITY	COE	OCTANE	% OXYGEN
8913	Midgrade E10	4708	4663	4663	74.15	61.08	0.000000	89.0	0.0

PRODUCT BY COMPARTMENT				
COMPARTMENT No.	PRODUCT	PRESET	GROSS	NET
TRAILER #: 1509				
2	Midgrade E10	RISER_025	1310	1297
3	Midgrade E10	RISER_024	1098	1088
5	Midgrade E10	RISER_023	2300	2278

SUBJECT TO CORRECTION OF CLERICAL ERRORS

CUSTOMER SIGNATURE: X

*Midgrade 4708 Gross 4663 Net  
 B-31¼ A-67½ W-0*

1000 9478