

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8353

Fax: (540) 422-8355

**NOTICE OF CONTRACT RENEWAL**

1. DATE: August 14, 2017
2. COMMODITY NAME: Heating Oil #2 and Off-Road Diesel
3. CONTRACT NUMBER: 21-14bwc
4. SUPERCEDES: 15-09bwc
5. CONTRACT PERIOD: November 8, 2013 through November 7, 2014  
1<sup>st</sup> renewal: November 8, 2014 through November 7, 2015  
2<sup>nd</sup> renewal: November 8, 2015 through November 7, 2016  
3<sup>rd</sup> renewal: November 8, 2016 through November 7, 2017  
4<sup>th</sup> renewal: November 8, 2017 through November 7, 2018
6. RENEWAL OPTIONS: Four (4) one year renewal options
7. CONTRACTOR: Morgan Oil Corporation  
VN: 630866  
P.O. Box 100  
Marshall, VA 20116  
Attn: Molly Morgan  
Email: [molly@morganoilcorp.com](mailto:molly@morganoilcorp.com)  
Ph.: 540-364-1591  
Fx: 540-364-1437
8. TERMS: Net 45 days
9. DELIVERY: Automatic Fill or On-Call Basis
10. FOR FURTHER INFORMATION CONTACT: Tomeka D. Price, Senior Buyer  
PH (540) 422-8353  
[tomeka.price@fauquiercounty.gov](mailto:tomeka.price@fauquiercounty.gov)
11. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

## INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An exception to this shall be the use of the pre-approved utilities voucher by the Contract Administrator only. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via email, fax, or courier.
5. Renewals: As stated on the face of this notice, four (4) renewals are on this contract. A renewal notification, based on input requested from the using departments, will be issued approximately thirty to sixty days in advance of the expiration date of the current term.
6. Fuel Price: Total selling price is calculated using the base purchase price per gallon plus the firm, fixed net differential price. Base purchase price will fluctuate with the weekly posting of the Rack Average Category of the OPIS Average out of the Baltimore Terminal, as stated in the original bid document. Differential prices are as follows:  
  
**Heating Oil #2 - \$0.1235/gallon added to Rack Average Category of the Opis Average Off-Road Diesel - \$0.1045/gallon added to Rack Average Category of the Opis Average**
7. Price Adjustments: Changes to the net differential portion of the total selling price will be negotiated only at the time of renewal. All price increases must be approved by the contract officer. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.
8. Use of Contract by Other Political Jurisdictions: This clause is contained in the General Terms & Conditions of IFB#21-14bwc, which became this contract. This contract may therefore be extended to Northern Virginia, Metropolitan Washington Council of Governments jurisdictions and other jurisdictions and Political Subdivisions of the Commonwealth of Virginia with the authorization of the Contractor. FCG&PS acts only as the “Contracting Agent” for these jurisdictions and political subdivisions.

**LOCATION TABLE for Heating Oil Tanks**

**Section A: School Locations**

<b>Location</b>	<b>Size/Type of Tank</b>	<b>Estimated Annual Use</b>
C.H. Ritchie Elementary School 4416 Broad Run Church Rd. New Baltimore, VA	10,000 gallon/UST	7,600 gallons
Claude Thompson Elem. School 3284 Rectortown Road Marshall, VA 22115	4,000 gallon/AST	13,000 gallons
Fauquier High School (Greenhouse #1) 705 Waterloo Road Warrenton, VA	2,000 gallon/AST	5,200 gallons
Fauquier High School (Thorpe House #2) 705 Waterloo Road Warrenton, VA	275 gallon/AST	1,100 gallons
Fauquier High School (Stone House #4) 705 Waterloo Road Warrenton, VA	275 gallon/AST	200 gallons
Fauquier High School (Main #5) 705 Waterloo Road Warrenton, VA	550 gallon/AST	N/A
Grace Miller Elementary School 6248 Catlett Road (Route 28) Bealeton, VA	10,000 gallon/UST	6,000 gallons
Liberty High School 6300 Independence Avenue Bealeton, VA	15,000 gallon/UST	30,000 gallons
M.M. Pierce Elementary School 12074 James Madison Street Remington, VA	2,000 gallon/AST	6,000 gallons
Southeastern Alternative School 4484 Catlett Road (Route 28) Midland, VA	4,000 gallon/AST	6,000 gallons

**LOCATION TABLE FOR EMERGENCY GENERATORS (Off-Road Diesel)**

**Section B: School Locations**

Claude Thompson Elem. School * 3284 Rectortown Road Marshall, VA 22115	350 gallon tank	
Warrenton Middle School * 244 Waterloo Street Warrenton, VA 20186	138 gallons Max fill level is 106 gals.	Usage Unknown – only used to run generator.
Kettle Run High School * 7403 Academic Avenue Nokesville, VA 20181	966 gallon Sub Base Fuel Tank	
Greenville Elementary School * 7389 Academic Avenue Nokesville, VA 20181	286 gallon sub base fuel tank	

\* **WILL CALL location**

**LOCATION TABLE FOR HEATING OIL TANKS**

<b>Section C: County Locations</b>		
Marshall Annex/Community Ctr.* 4133 Rectortown Road Marshall, VA	4,000 gallon/AST	4,000 gallons*
<b>LOCATION TABLE FOR EMERGENCY GENERATORS/ HVY EQUIP - Off-Road Diesel</b>		
<b>Section D: County Locations</b>		
Alice Jane Child Office Building* 320 Hospital Drive Warrenton, VA 20186	200-225 Gallons Approximate	
Bealeton Library* 10677 Willow Drive Bealeton, VA 22712	150 gallons/AST	Usage unknown – only used to run generator in case of power failure.
Fauquier County Detention Center 50 Lee Street Warrenton, VA 20186	150 gallons/	Key located at the jail for access
Fauquier County Environmental Services(**) C&D Facility 8499 Bingham Road Warrenton, VA 20186	500 gallon/AST	26,000 gallons
Fauquier County Environmental Services Transfer Operation 8499 Bingham Road Warrenton, VA 20186	500 gallon/AST	
Fauquier County Community Park(*) Sewer Lift Station 4155 Monroe Parkway Marshall, VA 20115	75 gallons	75 gallons
Harvey Pearson Armory * 692 Waterloo Road Warrenton, VA 20186	400 gallons Maintenance has key located at 98 Manor Court	
EMS/EOC Tufts Building * 210 Hospital Drive Warrenton, VA 20186	350 gallon tank in the rear of the building	

(\*) - will call location

(\*\*) - Weekly fill location