

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 422-8353

Fax: (540) 347-5753

**NOTICE OF CONTRACT RENEWAL**

1. DATE: August 24, 2018
2. COMMODITY NAME: School Bus Fuel Site, Northern Fauquier
3. CONTRACT NUMBER: SS-40-18smc
4. CONTRACT PERIOD: November 1, 2017 through October 31, 2018  
1<sup>st</sup> renewal: November 1, 2018 through October 31, 2019
5. RENEWAL OPTIONS: Three (3) one year renewals remaining
6. CONTRACTOR: Morgan Oil Corporation  
(V/N: 630866) 4195 Whiting Road  
Marshall, VA 20016  
Contact: Molly Morgan, CEO  
Phone: (540) 364-1591  
Email: [molly@morganoilcorp.com](mailto:molly@morganoilcorp.com)
7. TERMS: Net 45 days
8. DELIVERY: F.O.B. Destination
9. FOR FURTHER INFORMATION CONTACT: Tomeka Price, VCA, Senior Buyer  
(540) 422-8353  
[tomeka.price@fauquiercounty.gov](mailto:tomeka.price@fauquiercounty.gov)

## 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 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, three renewals remaining on this contract.
6. Price: Total price is based on the “OPIS” price plus fourteen cents (\$ .140) per gallon, using the daily Rack average pricing based on the Fairfax Terminal. Prices will be adjusted daily upon receipt of the new price listing from “OPIS” submitted by MOC to the Owner by 10:00 A.M. daily. Replacement refueling cards will be charged at \$5.00 per card. Initial refueling cards or replacement cards for a new dispensing system shall be provided at “No Charge”..
7. Data Submittal: A report documenting daily fuel transactions for the OWNER’s Fleet Maintenance account shall be submitted to Fauquier County Fleet Maintenance Department no later than 10:00 A.M. Monday through Friday for the previous day’s activity. Saturday, Sunday and holiday transactions shall be captured in the next business day report. These reports shall be delivered either electronically, via e-mail, or hand-delivered by MOC. A flat file of the weekly data is not required. MOC shall furnish the Owner with a copy of the OPIS report pages that shows the clearly marked and applicable daily Rack pricing for ULSD fuels. These report pages shall accompany the daily transaction report that shall arrive no later than 10:00 A.M. Monday through Friday. MOC shall furnish the OWNER with an annual report listing by account, total gallons and type purchased for the year, and total dollars expended. This annual report shall be generated at the end of each contract period (June), unless otherwise requested by the OWNER.
8. Invoices shall be submitted to the OWNER weekly with payment being made within forty-five (45) days from receipt of proper invoice. The MOC shall deliver invoices by mail, email or in person only.