

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**

1. DATE: January 18, 2024
2. COMMODITY NAME: School Bus Fuel Site, Northern Fauquier
3. CONTRACT NUMBER: SS-63-24sb
4. CONTRACT PERIOD: January 11, 2024 through January 10, 2025  
1<sup>st</sup> renewal: January 11, 2025 through January 10, 2026  
2<sup>nd</sup> renewal: January 11, 2026 through January 10, 2027  
3<sup>rd</sup> renewal: January 11, 2027 through January 10, 2028
5. RENEWAL OPTIONS: Three (3) one year renewal options
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: Scott Bargas, Procurement Officer III  
(540) 422-8354  
[scott.bargas@fauquiercounty.gov](mailto:scott.bargas@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. Call Procurement at (540) 422-8351 or 8352 to obtain an extra copy of the Procedures Manual.
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. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
3. Users of this contract may report any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor to FCG&PS Procurement for handling with the Contractor. Users must submit all complaints in writing to Procurement via email, fax, or courier.
4. Renewals: As stated on the face of this notice, four one-year renewal option, with notice of renewal to be given within sixty (60) days of the current expiration.
5. Price: Total Diesel fuel price based on the “OPIS” price plus fourteen cents (\$ .20) per gallon, using the daily Rack average pricing based on the Fairfax Terminal. Prices adjusted daily upon receipt of the new price listing from “OPIS” submitted by MOC to the Owner by C.O.B. daily. Replacement refueling cards charged at \$5.00 per card. Contractor shall provide initial refueling cards or replacement cards for a new dispensing system at “No Charge”.
6. Data Submittal: MOC shall submit a report documenting daily fuel transactions for the OWNER’s Fleet Maintenance account to Fauquier County Fleet Maintenance Department no later than C.O.B. 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 C.O.B.

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. MOC shall generate this annual report at the end of each contract period (June), unless otherwise requested by the OWNER.

7. MOC shall submit invoices to the OWNER weekly, who will make payment within forty-five (45) days from receipt of proper invoice. The MOC shall deliver invoices by mail, email or in person only.