



Loudoun County, Virginia

www.loudoun.gov

Department of Finance and Procurement

Division of Procurement

P.O. Box 7000, Leesburg, Virginia 20177

Physical Address: 1 Harrison Street, S.E., 4th Floor, Leesburg, Virginia 20175

April 11, 2019

NOTICE TO BIDDERS

ADDENDUM NO. 1

RFQ 40770

The following changes and/or additions shall be made to the original Invitation for Bid (IFB) No. RFQ 40770, Petroleum Products. Please acknowledge receipt of this addendum by signing and returning with your bid.

1. The following sections will be added to the IFB.

- 5.6 Fuel Additive

During the winter months (November, December, January, and February) the Contractor shall add fuels and antifreeze/anti-jell additive during product drops as necessary to insure the product remains fluid.

2. The following sections of the IFB shall be deleted in their entirety and replaced with the attached updated sections.

- a. 5.4 Gasoline

87 Octane (Regular) Unleaded Ethanol Gasoline must conform to all current applicable federal, state and local regulations pertaining to regular gasoline including US EPA, ASTM and the Clean Air act.

- b. 6.25 Time of Deliveries

All deliveries, as determined between the Contractor and the legal entity, shall be made between the hours of 9:00 a.m. and 5:00 p.m., except holidays, Monday through Friday, unless otherwise requested by an authorized representative of the County, Schools or Town. The Contractor is required to make deliveries to top off tanks as needed regardless of scheduled delivery hours.

Delivery to Loudoun County Public Schools sites, vendors shall deliver during regular school hours. Contractor shall sign-in and present proper identification with the Administration Office prior to delivery.

c. 6.26 Regular and Emergency Deliveries

A. Regular Deliveries

Fuel Oil & Off-Road Sulfur Diesel Fuel deliveries shall be made on an automatic keep-filled basis, maintaining, without notification, all tanks not less than half full. Ways and means of determining when deliveries are needed in maintaining the adequate supply aforementioned shall be the responsibility of the Contractor. All fuel oil tanks shall be topped off at the end of the heating season, and this must be done during the last week of May of each year. Contractor shall identify on the invoice/delivery ticket deliveries that were made on an emergency basis.

B. Emergency Deliveries

Other than the regular deliveries, Emergency Deliveries are orders that require the fuel to be delivered the same day as requested by the appropriate staff. The vendor may charge a delivery fee as noted on the price schedule.

d. **ATTACHMENT 1 - BID PRICING FORM**

e. **ATTACHMENT 2 - LIST OF SITES**

3. Attached are the responses to the questions received by the County.

Prepared By: /s/ Gerald Landayan Date: April 11, 2019

Acknowledged By: _____ Date: _____

**ATTACHMENT 1
BID PRICING FORM**

1 LOUDOUN COUNTY PUBLIC SCHOOL

Item	No. 2 Heating Fuel Oil
	Escalating/Deescalating Acquisition Cost per Gallon
+	_____ Freight Cost per Gallon
+	_____ Mark Up per Gallon
=	_____ Total Cost per Gallon
x	216,900 Estimated Gallons
	_____ Total Projected Cost

2 TOWN OF LEESBURG

Item	Off- Road Low Sulfur #2 Diesel Fuel
	Escalating/Deescalating Acquisition Cost per Gallon
+	_____ Freight Cost per Gallon
+	_____ Mark Up per Gallon
=	_____ Total Cost per Gallon
x	23,650 Estimated Gallons
	_____ Total Projected Cost

3 LOUDOUN COUNTY GOVERNMENT

Item	Off- Road Low Sulfur #2 Diesel Fuel
	Escalating/Deescalating Acquisition Cost per Gallon
+	_____ Freight Cost per Gallon
+	_____ Mark Up per Gallon
=	_____ Total Cost per Gallon
x	139,530 Estimated Gallons
	_____ Total Projected Cost

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LOUDOUN COUNTY PUBLIC SCHOOL

Item Diesel for Generators

		Escalating/Deescalating Acquisition Cost per Gallon
+		Freight Cost per Gallon
+		Mark Up per Gallon
=		Total Cost per Gallon
x	4,028	Estimated Gallons
		Total Projected Cost

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LOUDOUN COUNTY GOVERNMENT

Item Regular Unleaded Gasoline

		Escalating/Deescalating Acquisition Cost per Gallon
+		Freight Cost per Gallon
+		Mark Up per Gallon
=		Total Cost per Gallon
x	2,000	Estimated Gallons
		Total Projected Cost

TOTAL COST (Total for all Sections above) \$ _____

DELIVERY FEE FOR EMERGENCY (SAME-DAY DELIVERY) \$ _____

Testing Laboratory Name and address:

ATTACHMENT 2 - LIST OF SITES

I. LOUDOUN COUNTY PUBLIC SCHOOLS		
Number 2 Heating Fuel Oil		
LOCATION	ESTIMATED USAGE (GALLONS)	TANK SIZE (GALLONS)
Aldie ES 23269 Meetinghouse Lane Aldie, Virginia, 20105	11,200	4,000
Banneker ES 35231 Snake Hill Road Middleburg, Virginia 20117	7,500	4,000 1,000
Culbert ES 38180 West Colonial Highway Hamilton, Virginia 20158	16,000	4,000
Emerick ES 440 South Nursery Avenue Purcellville, Virginia 20132	11,000	4,000
Hamilton ES 54 South Kerr Street Hamilton, Virginia, 20158	6,100	4,000
Harmony MS 38174 West Colonial Highway Hamilton Virginia, 20158	33,000	8,000
Loudoun Valley HS 340 North Maple Avenue Purcellville, Virginia 20132	35,000	10,000
Mountain View ES 36803 Alder School Road Purcellville Virginia, 20132	19,500	6,000
Round Hill Center 20 High Street Round Hill, Virginia 20141	10,600	4,000
Round Hill ES 17115 Evening Star Drive Round Hill, Virginia 20141	12,500	6,000
Waterford ES 15513 Loyalty Road Waterford, Virginia, 20197	6,500	4,000
Western Loudoun Support Center 38159 Colonial Highway Hamilton Virginia, 20158	7,000	4,000
Woodgrove HS 36811 Alder School Road Purcellville, Virginia 20132	41,000	10,000
TOTAL	216,900	

II. TOWN OF LEESBURG		
<u>Off- Road Low Sulfur #2 Diesel</u>		
LOCATION	ESTIMATED USAGE	TANK SIZE
Airport 1001 Sycolin Rd Leesburg, Virginia 20175	1,500	500.00
Airport Pump Station 890 Sycolin Road Leesburg, Virginia 20176	100	1000 (B)
Big Springs Sewage Pump Station Dry Hollow Road Leesburg, Virginia 20176	100	100 (A)
Cattail Branch Pumping Station Dirt Road at end of Parker Ridge Road Leesburg, Virginia 22075	1,000	3000 (B)
Goose Creek Pump Station 43725 Olympic Blvd. Leesburg, Virginia 20175	100	600 (A)
Leesburg Police Department 65 Plaza Street Leesburg, Virginia 20176	650	650 (A)
Old Waterford Knoll Sewage Pump Station Old Waterford Road Leesburg, Virginia 20176	100	100 (A)
Portable 150KW Generator 43234 Edwards Ferry Road Leesburg, Virginia 20176	100	200 (A)
Potomac Crossing Sewage Pump Station Barksdale Road Leesburg, Virginia 20176	100	100 (A)
Potomac Pump Station 43530 Shoal Creek Drive Leesburg, Virginia 20176	100	600 (A)
Route 643 Booster Pumping Station 301 Sycolin Road SE Leesburg, Virginia, 20176	300	500 (A)
Water Filtration Plant 43234 Edwards Ferry Road Leesburg, Virginia 20176	9,500	2000 (Boiler) 1800 (A) 1800 (A)
Water Pollution Control 390 Leesburg Pike Leesburg, Virginia 20176	10,000	10000 (B)
TOTAL	23,650	

III. LOUDOUN COUNTY GOVERNMENT**Off- Road Low Sulfur Diesel**

LOCATION	ESTIMATED USAGE	TANK SIZE
Landfill 21101 Evergreen Mills Road Leesburg, Virginia 20175	125,000	Multiple Tanks
Shenandoah Bldg. 102 Heritage Way N. E. Leesburg, Virginia 20176	275	500 (G)
COMTWR ECC 16600 Courage Ct. Leesburg, Virginia 20175	3,000	225 (G) & 1000 (G)
Work Release 16550 Courage Ct. Leesburg, Virginia 20175	100	300 (G)
COMTWR Dulles Exit #7 22318 Shelhorn Rd. Ashburn, Virginia 20147	300	300 (G)
Government Center 1 Harrison St. SE Leesburg, Virginia 20177	500	1000 (G)
D.I.T. Computer Services 41975 Loudoun Center Pl. Leesburg, Virginia 20175	2,500	6000 (below B)
COMTWR Ashburn 23069 Builders Lane Ashburn, Virginia 20147	100	300 (G)
COMTWR Leesburg 319 E. Market St. Leesburg, Virginia 20176	100	300 (G)
JDC Juvenile Detention Center 42020 Loudoun Center Place Leesburg, Virginia 20175	100	300 (G)
COMTWR Sterling 45750 Elmwood Court Sterling, Virginia 20166	100	300 (G)
Animal Shelter 39820 Charlestown Pike Waterford, Virginia 20197	560	150 (G)
Fire-Rescue Training Trailers 16591 Courage Court Leesburg, Virginia 20175	100	300 (G)
Adult Detention Center 42035 Loudoun Center Pl Leesburg, Virginia 20175	2,000	Two (2) 1000 Gallon tanks
Judicial Center 18 E Market Street Leesburg, Virginia 20175	200	300

Carver Senior Center 200 Willie Palmer Way Purcellville, Virginia 20132	100	57 (G)
Purcellville Safety Center 500 N. Maple Avenue Purcellville, Virginia 20134	100	1500 (G)
Eastern Loudoun Sheriff Sub 46620 East Frederick Drive Sterling, Virginia 20164	250	1000 (G)
Emergency Operation Center 801-Sycolin Road Leesburg, Virginia 20175	1,000	2000 (G)
Middleburg Fire & Rescue #3 910 West Washington Street Middleburg, Virginia 20117	75	200 (G)
Aldie Fire & Rescue #7 39459 John Mosby Hwy (Route 50) Aldie, Virginia 20105-2035	75	225 (G)
Lovettsville Fire & Rescue #12 12837 Berlin Turnpike Lovettsville, Virginia 20180	75	200 (G)
Lansdowne Safety Center #22 19485 Sandridge Way Leesburg, Virginia 20176	100	474 (G)
Neersville / Loudoun Heights F&R 13345 Harpers Ferry Road Purcellville, Virginia 20132	50	1500 (G)
Sheriff / Admin office 803 Sycolin Road Leesburg, Virginia 20175	500	1900 (G)
Safety Center / Moorefield 434995 Ryan Road Leesburg, Virginia 20175	50	1125 (G)
Safety Center / Dulles South 25216 Loudoun County Parkway Chantilly, Virginia 20152	50	1470 (G)
Brambleton Safety Center 23675 Belmont Ridge Road Ashburn, Virginia 20148	200	2000 (G)
Kincora Volunteer F&R 21130 Pacific Boulevard Sterling, Virginia 20166	200	1300 (G)
Group Home 410 E Street, East Purcellville, Virginia 20132	30	200 (G)
Mobile #1 Red Unit 102 North Street Leesburg, Virginia 20175	260	260 (G)

Mobile #2 White Unit 16600 Courage Court Leesburg, Virginia 20175	180	180 (G)
Mobile #4 White Unit 16600 Courage Court Leesburg, Virginia 20175	200	200 (G)
Mobile #6 16600 Courage Court Leesburg, Virginia 20176	200	200 (G)
Mobile #3 Green Unit @ DIT 41975 Loudoun Center Place Leesburg, Virginia 20175	200	180.00
Sherriff's Office - Western 47 West Loudoun Street Round Hill, Virginia 20141	500	1,400.00
Group Home 106 N. Kennedy Road Sterling, Virginia 20164	200	130.00
TOTAL	139,530	

IV. LOUDOUN COUNTY PUBLIC SCHOOLS

Diesel for Generators

LOCATION	ESTIMATED USAGE	TANK SIZE
Academies of Loudoun 42075 Loudoun Academy Drive Leesburg, VA 20175	310	1,000
Administration Building 21000 Education Court Ashburn, Virginia 20148	177	400
Arcola ES 41740 Tall Cedars Parkway Aldie, Virginia 20105	78	545
Belmont Ridge MS 19045 Upper Belmont Place Leesburg, Virginia 20176	123	150
Briar Woods HS 22525 Belmont Ridge Road Ashburn, Virginia 20148	176	1,000
Buffalo Trail ES 42190 Seven Hills Drive Aldie, Virginia 20105	114	545
Carter ES 43330 Loudoun Reserve Drive Ashburn, Virginia 20148	33	545
Champe HS 41535 Sacred Mountain Street Aldie, Virginia 20105	51	1,000

Creighton's Corner ES 23171 Minerva Drive Ashburn, Virginia 20148	36	545
Culbert ES 38180 West Colonial Highway Hamilton, Virginia 20158	48	545
Dominion HS 21326 Augusta Drive Sterling, Virginia 20164	119	1,000
Eagle Ridge MS 42901 Waxpool Road Ashburn, Virginia 20148	67	150
Facilities Services 1002-C Sycolin Road, SE Leesburg, VA 20175	97	280
Farmwell Station MS 44281 Gloucester Parkway Ashburn, Virginia 20147	87	150
Freedom HS 25450 Riding Center Drive South Riding, Virginia 20152	125	1,000
Goshen Post ES 24945 Lobo Drive Aldie, VA 20105	45	545
Harmony MS 38174 West Colonial Highway Hamilton, Virginia 20158	78	150
Harper Park MS 701 Potomac Station Drive, NE Leesburg, Virginia 20176	132	100
Heritage HS 520 Evergreen Mill Road, SE Leesburg, Virginia 20175	154	1,000
Leesburg ES 323 Plaza Street Leesburg, Virginia 20176	16	100
Liberty ES 25491 Riding Center Drive South Riding, Virginia 20152	68	545
Lucketts ES 14550 James Monroe Highway Leesburg, Virginia 20176	104	230
Meadowland ES 729 Sugarland Run Drive Sterling, Virginia 20164	41	100
Mountain View ES 36803 Alder School Road Purcellville, Virginia 20132	88	214

Mt. Weather Communications Tower 18250 Blue Ridge Mountain Road Bluemont, VA 20135	139	200
River Bend MS 46240 Algonkian Parkway Sterling, Virginia 20165	196	150
Riverside HS - School 19019 Upper Belmont Place Leesburg, Virginia 20176	110	910
Riverside HS - Stadium 18950 Charlena Beth Drive Leesburg, Virginia 20176	27	200
Rock Ridge HS 43460 Loudoun Reserve Drive Ashburn, Virginia 20148	126	1,074
Rolling Ridge ES 500 East Frederick Drive Sterling, Virginia 20164	74	130
Seneca Ridge MS 98 Seneca Ridge Drive Sterling, Virginia 20164	77	150
Simpson MS 490 Evergreen Mill Road Leesburg, Virginia 20175	97	100
Stone Bridge HS 43100 Hay Road Ashburn, Virginia 20147	157	1,000
Sugarland ES 65 Sugarland Run Drive Sterling, Virginia 20164	94	130
Sycolin Creek ES 21100 Evergreen Mills Road Leesburg, Virginia 20175	36	545
Transportation Facility 42000 Loudoun Center Place, SE Leesburg, Virginia 20175	25	1,000
Tuscarora HS 801 North King Street Leesburg, Virginia 20176	125	1,000
Waterford ES 15513 Loyalty Road Waterford, Virginia 20197	60	78
Weller ES 20700 Marblehead Drive Ashburn, Virginia 20147	76	545
Woodgrove HS 36811 Alder School Road Purcellville, Virginia 20132	242	545
TOTAL	4,028	

<u>V. LOUDOUN COUNTY GOVERNMENT</u>		
<u>Regular Unleaded Gasoline</u>		
LOCATION	ESTIMATED USAGE	TANK SIZE
Landfill 20927 Evergreen Mills Road (Rt. 621) Leesburg, Virginia 20175	2,000	185
TOTAL	2,000	

* Note: (A) indicates above ground tanks
 (B) indicates below ground tanks
 (G) indicates generator tanks

QUESTIONS AND ANSWERS

Q1. Section 5.3.A.2g Treatment shall have an on-going fuel testing support program that will keep the user abreast of the following: Sulfur, API fuel gravity, IPP & EP, recovery rate, and h20. ***How many samples are you requesting for testing and how often?***

A1. Should be in accordance with the industry standard.

Q2. Section 5.5 Locations and Quantities of Delivery- **Are you able to receive Transport deliveries to your 4000 gallon heating oil tanks?**

A2. Bidder should be able to determine their capability of making deliveries to any of the mentioned locations.

Q3. **Are the heating oil tanks below or above ground?**

A3. All of Loudoun County Public School's heating oil tanks are above ground.