



# Clatsop County

Public Works

1100 Olney Avenue  
Astoria, Oregon 97103

[www.co.clatsop.or.us](http://www.co.clatsop.or.us)

Phone (503) 325-8631

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## Request for Quotes

To: Potential Fuel Suppliers

Date: February 29, 2024

Clatsop County Public Works Department is requesting quotes for fuel for the coming year. The County intends to purchase approximately 95,000 gallons of fuel.

Supplier will be required to execute a contract with Clatsop County.

### WORK TO BE DONE

The work to be done under this contract consists of the delivery of bulk fuel to three locations as described in the specifications.

### TIME AND PLACE OF RECEIVING QUOTES

Quotes will be received at the office of the Clatsop County Public Works, 1100 Olney Avenue, Astoria, Oregon 97103, via email [roads@clatsopcounty.gov](mailto:roads@clatsopcounty.gov), or by fax (503) 325-9312 until 2:00 PM., March 21, 2024.

### LOCATION OF TANKS

See attached maps showing location of each shop.

### SPECIFICATIONS

It is the purpose of these specifications to describe the requirements for delivery of Bulk Fuel to locations specified by Clatsop County in sufficient detail to obtain competitive quotes from suppliers.

Clatsop County will require fuel to be delivered at three locations: Svensen shop, Jewell shop, and Astoria shop. Attachments 1, 2 & 3 show a map of the location of each of these sites.

All of our tanks are above ground. You will need a key to access the fill ports. Quotes must include all locations listed.

Svensen Tanks:	1,000 Gas 1,500 Diesel	2" camlock 2" camlock	Address: 92435 Svensen Market Rd, Astoria
Jewell Tanks:	500 Gas 1,000 Diesel	2" camlock 2" camlock	Address: 79532 Hwy 202, Seaside
Astoria Tanks:	(2) 5,000 Gas 10,000 Diesel	4" camlock 4" camlock	Address: 1196 Olney Ave, Astoria

The tanks at Svensen and Jewell have a gauge in them that tells us the amount of fuel that has been used, but not the level of fuel. With our current supplier we have been keeping track of the levels and calling them when we need to order fuel.

1. Fuel types are: Regular unleaded Oxy gasoline, 3, UN1203, P.G.II, Octane 87, with 10% Ethanol added in compliance with HB 2210, and Biodiesel – 95% Ultra Low Sulfur Diesel blended with 5% Bio clear Diesel.
2. Fuel deliveries should be scheduled to keep tanks full. Contractor will make delivery of fuel within 24 hours when requested by the County. If Contractor does not respond to request for fuel delivery, they will be in breach of contract and the County may terminate the contract for non-performance.
3. The Contractor shall be issued keys to ensure that delivery can be made at a time of the Contractor's discretion. A fee of \$25.00 shall be required for replacement of a lost key. The Contractor may make delivery of fuel at any time (even without a request from the County).
4. Delivery notices indicating the amount delivered to each tank, time, and date of delivery shall be supplied as soon as possible by fax or email to the Clatsop County Public Works, 1100 Olney Avenue, Astoria, Oregon 97103, Fax 503-325-9312, [roads@co.clatsop.or.us](mailto:roads@co.clatsop.or.us) .
5. The price of the fuel to the County shall be the combination of the Contractor's fixed markup amount for each tank, the rack price, as indicated for the City of Portland, Oregon, OPIS Gross Daily Average Price on the date of delivery, or for Biodiesel, The OPIS Daily Biodiesel Rack price on the date of delivery, and applicable taxes. The fixed markup amounts shall be indicated in the Quotation and shall cover all of the Contractor's costs including but not limited to transportation, labor, administrative fees, and overhead and profit.
6. The Contractor shall bill the County for fuel delivered to include the rack price plus the fixed markup amount per gallon, and applicable taxes. County fuel is subject to the following taxes:  
  
Regular Unleaded: Lust Tax - Gas, Federal Oil Spill Recovery Tax, State Tax and City of Astoria Tax.  
BioDiesel: Lust Tax- Diesel, Federal Oil Spill Recovery Tax.
7. This Contract will be in effect from approximately May 1, 2024 through April 30, 2025. In case of a fuel shortage, the Contractor shall supply the County before supplying the Contractor's non-government customers.

8. Selected Contractor will be asked to supply County with the phone number(s) of Contractor's emergency contact(s) who could be contacted in case of emergency on weekends or after hours. These numbers would be kept confidential and only used in case of emergency.

Quotation for Bulk Fuel 2024-2025

TANK LOCATION	TYPE OF FUEL	TANK SIZE	APPROX ANNUAL USAGE	UNIT PRICE per gallon for Contractor's markup
Svensen	Bio Diesel 5 Clear	1500 gallons	11,000 gallons	
Svensen	Regular Unleaded E-10 OXY	1000 gallons	6000 gallons	
Jewell	Bio Diesel 5 Clear	1000 gallons	8000 gallons	
Jewell	Regular Unleaded E-10 OXY	500 gallons	4500 gallons	
Astoria	Bio Diesel 5 Clear	10,000 gallons	23,000 gallons	
Astoria	Regular Unleaded E-10 OXY	2 tanks @ 5000 gallons each	65,000 gallons	

Quantities are very general estimates only and could vary significantly.

Dated: \_\_\_\_\_

Business: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_