



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to waive the bid procedure for ordering gasoline and diesel fuel per order on an as needed basis.

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (4/15/13)		Government Services
<input type="checkbox"/>	Planning & Development		City Council

Estimated Cost:	Unknown, As Needed	Budgeted:	YES	<input checked="" type="checkbox"/> X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

To take advantage of daily spot market pricing, we are asking for bids to be waived for ordering gasoline and diesel fuel transport truck shipments on an as needed basis. Fuel suppliers will be asked to quote prices by 7:00 a.m. for same day delivery to demonstrate how competitive pricing is.

(Lowest quotation is awarded the delivery for later that day.)

Attachments: *(please list)*

Bid Waiver form

Recommendation/Suggested Action *(briefly explain):*

Recommendation to waive the bid procedure for ordering gasoline and diesel fuel per order on an as needed basis.

For office use only:

Agenda Item Number: 4f

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Various Fuel Suppliers
Feece Oil, Parent Petroleum, Texor Petroleum,
Al Warren Oil Co.

For the purchase of: Gasoline/Diesel (Bio) Fuel _____.

At a cost not to exceed: __spot purchases—same day truckloads_____.

Reason for the request to waive the bid procedure: Spot buy allows the City to get a low quote. Same day purchases' prices fluctuate daily. Same day delivery.

Other Quotations Received: We solicit quotes from four (4) suppliers, when product is needed.

Date: _____

Requested by: _____

Department Director: _____

Purchasing Manager: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.