

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *6.L
	Title:	Recommendation to Waive the Formal Bid Procedure and Approve a Resolution Authorizing the Ordering of Gasoline and Diesel Fuel on an As-Needed Basis for FY24/25	
Presenter:	AJ Reineking, Public Services Division		
Meeting: Government Services Committee		Date: April 1, 2024	
Proposed Cost: \$ 365,000		Budgeted Amount: \$365,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Staff is seeking authorization to waive the formal bid procedure for ordering gasoline and diesel fuel for stock.</p> <p>As in past years, staff would like to “spot buy” fuel shipments on an as needed basis. Fuel suppliers will be asked to quote prices by 8:00 a.m. for same day delivery. The lowest quotation is awarded for delivery later that day.</p> <p>This procedure produces competitive pricing, allowing for the lowest fuel prices adjusting to market volatility.</p> <p>Current list of vendors solicited include:</p> <ul style="list-style-type: none"> Al Warren Oil CO Bell Fuel Buchanan Energy Feece Oil Gas Depot Oil Co Parent Petroleum <p>New vendors may be added to the list as they become known.</p>			
Attachments (please list):			
*Bid Waiver			
Recommendation/Suggested Action (briefly explain):			
Recommendation to waive the formal bid procedure and approve a Resolution authorizing the ordering of gasoline and diesel fuel on an as-needed basis for FY24/25.			



Bid Waiver One Time Today through _____

Description: _____

Requested Vendor: _____

Requested By: _____ Date: _____

Approval: _____

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

- 1. This procurement is valued at \$_____ for this one-time order, and/or \$_____ for a 12-month period.
- 2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. **Justification for Bid Waiver:**

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____

Other: _____

