



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5.M

Title:

Recommendation to Waive the Formal Bid Procedure and Approve the Ordering of Gasoline and Diesel Fuel on an as Needed Basis for FY 2021/2022

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: April 26, 2021

Proposed Cost: \$ 276,834

Budgeted Amount: \$ 276,834

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Staff is seeking approval to Waive the Formal Bid Procedure for ordering gasoline and diesel fuel for stock.

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.

Staff feels that this produces competitive pricing, allowing for the lowest fuel prices adjusting to market volatility.

Current list of vendors solicited include:

- Al Warren Oil CO
- Bell Fuel
- Buchanan Energy
- Feece Oil
- Gas Depot Oil Co
- Parent Petroleum

New vendors may be added to the list as they become known.

Attachments *(please list):*

*Bid Waiver Form

Recommendation/Suggested Action *(briefly explain):*

Recommendation to Waive the Bid Procedure and Approve the Ordering Gasoline and Diesel Fuel on an As Needed Basis for FY 2021/2022.



BID WAIVER One Time Today through 4/30/22

Description: Spot Purchase of Gasoline and Diesel Fuel

Requested Vendor: Various

Requested by: AJ Reineking

Date: 4/26/21

Approvals: Peter Suhr
Department Head

Joan Schouten
Procurement

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
\$ 276,834 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 programing** 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.
- Other: This is a commodity with constantly fluctuating pricing. Staff solicits quotes from multiple vendors on a same-day basis to receive the best available price.