

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6c

Title:

Recommendation to Waive the Bid Procedure and Approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles for FY2017/18 of Ordering Gasoline and Diesel Fuel (Bio-Diesel) on an As Needed Basis

Presenter:

Julie Herr

Meeting: Government Operations Committee

Date: April 3, 2017

Proposed Cost: \$209,305

Budgeted Amount: \$209,305

Not Budgeted: ☐**Executive Summary** *(if not budgeted please explain):*

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 9:00 a.m. for same day delivery. The lowest quotation is awarded the delivery for later that day.

Current list of vendors solicited include:

Al Warren Oil CO
Buchanan Energy
Feece Oil
Parent Petroleum
Texor Petroleum
Gas Depot Oil Co.

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

Attachments *(please list):*

Bid Waiver Form and Resolution

Recommendation/Suggested Action *(briefly explain):*

Recommendation to waive the bid procedure and approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles for FY2017/18 of Ordering Gasoline and Diesel Fuel (Bio-Diesel) on an As Needed Basis.

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, including, but not limited to
Feece Oil, Parent Petroleum, Texor Petroleum,
Al Warren Oil Co, Buchanan Energy, Gas Depot

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

At a cost not to exceed: As spot purchases vary by quantity and price, total expected cost is not known. Total budget for gasoline per the FY 17/18 budget is \$209,305.

Reason for the request to waive the bid procedure: Spot buying allows the City to get the lowest quote available for that day as prices fluctuate daily.

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

Date: 3/23/2017

Requested by: Michael Shortall

Department Director: Christopher Minick

Purchasing Manager: Michael Shortall

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.

City of St. Charles, Illinois
Resolution No. _____

**A Resolution Authorizing the Mayor and the City Clerk of the City of
St. Charles for FY 2017/2018 of Ordering Gasoline and
Diesel Fuel on an As Needed Basis**

**Presented & Passed by the
City Council on _____, 2017**

BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk be and the same are hereby authorized to waive the bid procedure for FY 2017/2018 for ordering gasoline & diesel fuel (bio-diesel) on an as needed basis from various fuel suppliers.

PRESENTED to the City Council of the City of St. Charles, Illinois,
this _____ day of April, 2017

PASSED by the City Council of the City of St. Charles, Illinois this _____ day of
April, 2017

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of
April, 2017

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain: