



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*IH

Title:

A Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Waive the Bid Procedure for 2020/2021 ordering gasoline & diesel Fuel (bio-diesel) per order on an as needed basis, to Al Warren Oil Co, Bell Fuel, Buchanan Energy, Feece Oil, Gas Depot Oil Co, & Parent Petroleum.

Presenter:

AJ Reineking

Meeting: City Council

Date: April 27, 2020

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 \*Resolution

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to Waive the Bid Procedure and Approve the Ordering Gasoline and Diesel Fuel (Bio–Diesel) on an As Needed Basis for FY 2020/2021.

**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 Al Warren Oil Co, Bell Fuel, Buchanan Energy, Feece Oil, Gas Depot, & Parent Petroleum

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 20/21 budget is \$276,834

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.

Other Quotations Received: We solicit quotes from six (6) suppliers, when product is needed.

Date: 4/27/20

Requested by: AJ Reineking

Department Director: Peter Suhr

Purchasing Manager: AJ Reineking

**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 to Waive the Bid Procedure for 2020/2021 ordering gasoline & diesel Fuel (bio-diesel) per order on an as needed basis, to Al Warren Oil Co, Bell Fuel, Buchanan Energy, Feece Oil, Gas Depot Oil Co, & Parent Petroleum.**

**Presented & Passed by the  
City Council on \_\_\_\_\_, 2020**

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 2020/2021 ordering gasoline & diesel Fuel (bio-diesel) per order on an as needed basis, to Al Warren Oil Co, Bell Fuel, Buchanan Energy, Feece Oil, Gas Depot Oil Co, & Parent Petroleum.

PRESENTED to the City Council of the City of St. Charles, Illinois,  
this \_\_\_\_\_ day of April, 2020

PASSED by the City Council of the City of St. Charles, Illinois this \_\_\_\_\_ day of  
April, 2020

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of  
April, 2020

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain: