



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Waive the Bid Procedure for FY2014/15 Ordering Gasoline and Diesel Fuel (Bio-Diesel) per order on an as needed basis

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (3/17/14)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

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

Executive Summary:

The City would like to take advantage of daily spot market pricing and 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 to demonstrate competitive pricing is. (Lowest quotation is awarded for delivery later that day.)

Bids were received from Feece Oil, Texor Petroleum, and Al Warren Oil.

Attachments: *(please list)*

Bid Waiver form

Recommendation/Suggested Action *(briefly explain):*

Recommendation to waive the bid procedure for FY2014/15 ordering gasoline and diesel fuel (bio-diesel) per order on an as needed basis.

For office use only: *Agenda Item Number: 5b*

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:

Feece Oil, Texor Petroleum, Al Warren Oil, and added vendors to the list

For the purchase of:

Gasoline/Diesel (Bio) Fuel.

At a cost not to exceed:

Spot buy 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 purchase prices fluctuate daily, same day delivery.

Other Quotations Received:

We solicit quotes from at least (3) three vendors seeking the lowest quote

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.

ReqforWaivBid Fuel