



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE:

January 18, 2017

DEPARTMENT:

Finance

DIVISION:

Purchasing

- ☒ Motion
- ☐ Resolution
- ☐ Ordinance - Introduction
- ☐ Ordinance - Adoption
- ☐ Public Hearing

TITLE:

Request for Qualifications (RFQ): Motor Vehicle Fuel

SUMMARY RECOMMENDATION:

Authorize the City Administrator to execute a contract for Motor Vehicle Fuel for one year with four one-year renewals, depending on the appropriation of funds and satisfactory performance of vendors, at an estimated annual cost of \$1,200,000.00 to the following qualified vendors:

| | |
|------------------------------------|-----------------------|
| HB Petroleum dba Sellers Petroleum | Yuma, Arizona |
| IPC USA, Inc. | Santa Ana, California |
| Petroleum Traders Corporation | Fort Wayne, Indiana |
| Senergy Petroleum | Phoenix, Arizona |

(Public Works - RFQ #2017-20000094) (Joel Olea/Robin Wilson)

REPORT:

A solicitation was processed to not only meet the City's current gasoline and diesel fuel needs, but also to include the purchase of alternative fuels such as biodiesel and ethanol fuel. The bulk fuel purchased for the City is ordered by the Public Works/Fleet Services Division (approximately 96%), Parks and Recreation and the Utilities Departments. The Police Department will generally utilize the vendor's on-site card-lock systems or City purchasing cards for fueling its motorcycles. The bulk fuel purchased is delivered either by Bobtail, for smaller loads or truck/trailer, for full loads.

Since the petroleum industry remains a volatile market, electronic price quotes will be obtained from the list of pre-qualified vendors, prior to placing fuel orders for City locations, and the purchase will be made from the lowest bidder at that time. All of the recommended vendors have met the requirements for pre-qualification as outlined in the solicitation.

| | | | | |
|-------------------------------------|---|----------------------------|---|----------------|
| FISCAL REQUIREMENTS | CITY FUNDS: | \$1,200,000.00 | BUDGETED: | \$1,200,000.00 |
| | STATE FUNDS: | \$0.00 | AVAILABLE TO TRANSFER: | \$0.00 |
| | FEDERAL FUNDS: | \$0.00 | IN CONTINGENCY: | \$0.00 |
| | OTHER SOURCES: | \$0.00 \$0.00 \$0.00 | FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP: Various Account Funds | |
| | TOTAL: | \$1,200,000.00 | | |
| | FISCAL IMPACT STATEMENT: | | | |
| ADDITIONAL INFORMATION | SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK: 1. 2. 3. 4. 5. | | | |
| | IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL? <input checked="" type="radio"/> Department <input type="radio"/> City Clerk's Office <input type="checkbox"/> Document to be recorded | | | |
| SIGNATURES | CITY ADMINISTRATOR: | | DATE: | |
| | Gregory K. Wilkinson | | 1/10/2017 | |
| | REVIEWED BY CITY ATTORNEY: | | DATE: | |
| | Richard W. Files | | 1/9/2017 | |
| | RECOMMENDED BY (DEPT/DIV HEAD): | | DATE: | |
| Pat Wicks | | 12/27/2016 | | |
| WRITTEN/SUBMITTED BY: | | DATE: | | |
| Melinda G. Holmes / Robin R. Wilson | | 12/20/2016 | | |