

City of Dillingham Action Memorandum

Agenda of: October 2, 2014

Action Memorandum No. 2014-15

Subject:

Authorize the City Manager to Execute a Contract to Vitus Energy LLC d/b/a Vitus Terminals for purchase of fuel and gasoline at a fixed price per gallon for FY2015/FY2016

City Manager: Recommend Approval

Signature: Rose Doera

Route to	Department Head	Signature	Date
X	Finance Director	<i>Carol Chade</i>	9/25/14
X	City Clerk	<i>Jane Williams</i>	9/24/14

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- Bid Tabulation

Summary Statement:

The purpose of this Action Memorandum is to authorize the Mayor or City Manager to execute a Purchase Order / Contract for the purchase of petroleum fuels from Vitus Terminals for the fiscal year FY2015/FY2016.

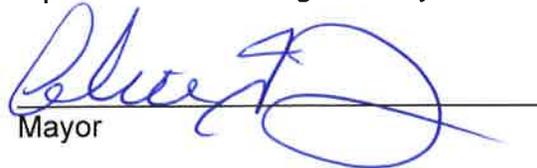
RFP 14-17 was publically advertised for the required period soliciting proposals from qualified vendors to provide #1 diesel, #2 diesel, and unleaded gasoline at a fixed price per gallon for the period beginning October 6, 2014 to October 1, 2015.

Vitus Terminals provided the lowest bid for each individual product and the lowest aggregate overall price to the City.

Action Memorandum No. 2014-15

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on Oct. 2, 2014.



Mayor

ATTEST:

[SEAL]



City Clerk



City of Dillingham
Fiscal Note

Agenda Date: October 2, 2014

Request: _____

ORIGINATOR: Carol Shade

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: Estimated based on \$ 335,500.00		FUNDING SOURCE General Fund, Various Departments	
FROM ACCOUNT Gas XXXX 7385 xx xx xxxx x \$ 631,500.00 Heating Fuel XXXX 7730 xx xx xxxx x \$ 209,500.00 No. 2 Diesel XXXX 7385 xx xx xxxx x \$ 62,850.00		Projects* Unleaded Gasoline, No. 1 and No.2 Diesel	
TO ACCOUNT:	VERIFIED BY: <u>Carol Shade</u>	Date:	<u>9/25/2014</u>

EXPENDITURES

OPERATING	FY15	FY16	FY17	FY18
Personnel				
Fringe Benefits				
Gas, Oil & Grease	\$126,000.00			
Heating Fuel	209,500.00			
Land/Buildings				
Miscellaneous				
TOTAL OPERATING	\$ 335,500.00	\$ -	\$ -	\$ -

CAPITAL	-			
---------	---	--	--	--

REVENUE				
---------	--	--	--	--

FUNDING

General Fund &	\$ 160,199.00			
State/Federal Funds				
Special Revenue Funds	175,301.00			
TOTAL FUNDING	\$ 335,500.00			\$ -

POSITIONS

Full-Time	1	1	1	
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Attached Action Memorandum AM # 2014-15

PREPARED BY: Carol Shade

October 2, 2014

DEPARTMENT: Finance Department

October 2, 2014

**BID RESULTS
FURNISH PETROLEUM FUELS
FY 2015**

Deadline to receive bids: September 19, 2014 - 3 PM

Bidders responding to RFP 14-17 in a timely manner:

1. Delta Western
2. Bristol Alliance Fuels
3. Vitus Energy LLC d/b/a Vitus Terminals

BID results:

Delta Western	Bristol Alliance Fuels	Vitus Terminals
OPTION A – Fixed Price	OPTION A – Fixed Price	OPTION A – Fixed Price
No. 1 Diesel: 50,000 Gallons Per Gallon \$ <u>4.262</u> Total \$ <u>213,100</u>	No. 1 Diesel: 50,000 Gallons Per Gallon \$ <u>4.395</u> Total \$ <u>219,750</u>	No. 1 Diesel: 50,000 Gallons Per Gallon \$ <u>4.19</u> Total \$ <u>209,500</u>
No. 2 Diesel: 15,000 Gallons Per Gallon \$ <u>4.392</u> Total \$ <u>65,880</u>	No. 2 Diesel: 15,000 Gallons Per Gallon \$ <u>4.695</u> Total \$ <u>70,425</u>	No. 2 Diesel: 15,000 Gallons Per Gallon \$ <u>4.19</u> Total \$ <u>62,850</u>
Unleaded Gas: 15,000 Gal. Per Gallon \$ <u>4.386</u> Total \$ <u>65,790</u>	Unleaded Gas: 15,000 Gal. Per Gallon \$ <u>4.795</u> Total \$ <u>71,925</u>	Unleaded Gas: 15,000 Gal. Per Gallon \$ <u>4.21</u> Total \$ <u>63,150</u>
Total \$344,770	Total \$362,100	Total \$335,500
OPTION B - OPIS Anacortes - Net for lift date No Bid	OPTION B - OPIS Anacortes - Net for lift date No Bid	OPTION B - OPIS Anacortes - Net for lift date No Bid

Bids were opened at 3:00 PM, September 19, 2014, in the City Council Chambers, by Janice Williams and Bernadette Packa, accompanied by Manager Rose Loera.

The apparent low bidder was Vitus Terminals.