

City of Dillingham Action Memorandum Agenda of: September 1, 2016
Action Memorandum No. 2016-16

Subject:
Authorize the City Manager to Execute a Contract with Bristol Alliance Fuels for purchase of fuel and gasoline at a fixed price per gallon for the period Oct. 2, 2016 - Oct. 1, 2017

City Manager: Recommend Approval

Signature: *Jimmie Williams, City Clerk/Acting Mgr*

Fiscal Note: Yes No **Funds Available:** Yes No

Other Attachments:
- Bid Tabulation

Summary Statement:

The purpose of this Action Memorandum is to authorize the City Manager to execute a Purchase Order / Contract for the purchase of petroleum fuels from Bristol Alliance Fuels for the period covering October 2, 2016, through October 1, 2017, for \$244,025.00.

RFP 2016-14 was 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 or at the OPIS Anacortes Lift Date rate per gallon.

Bristol Alliance Fuels provided the lowest bid for No. 1 & 2 diesel and for unleaded gasoline. As noted in the RFP, bids may be provided for either No.1 & 2 Heating/Diesel and/or Unleaded Gasoline fuel types.

Action Memorandum No. 2016-16

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on Sept. 1, 2016.


Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	Public Works Director	
X	City Clerk	

**BID RESULTS
FURNISH PETROLEUM FUELS
FY 2017**

Deadline to receive bids: August 25, 2016 - 3 PM

Bidders responding to RFP 2016-14 in a timely manner:

1. Vitus Energy d/b/a VitusTerminals
2. Bristol Alliance Fuels

BID results:

Received 08.25.16 @ 11am Received 08.25.16 @ 2:05pm

Vitus Terminals	Bristol Alliance Fuels
OPTION A – Fixed Price	OPTION A – Fixed Price
No. 1 Diesel: 75,000 Gallons Per Gallon \$ 2.42 Sub-total \$ 181,500.00	No. 1 Diesel: 75,000 Gallons Per Gallon \$ 2.075 Sub-total \$ 155,625.00
No. 2 Diesel: 25,000 Gallons Per Gallon \$ 2.65 Sub-total \$ 66,250.00	No. 2 Diesel: 25,000 Gallons Per Gallon \$ 2.075 Sub-total \$ 51,875.00
Total No. 1 & 2 \$ 247,750.00	Total No. 1 & 2 \$ 207,500.00
Unleaded Gas: 15,000 Gal. Per Gallon \$ 2.59 Total \$ 38,850.00	Unleaded Gas: 15,000 Gal. Per Gallon \$ 2.435 Total \$ 36,525.00
Total \$ 286,600.00	Total \$ 244,025.00
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, August 25, 2016, in the Council Chamber of City Hall, by Courtenay Carty & Chrissie Messer.

The apparent low bidder for No. 1 & No. 2 Diesel combined and Unleaded Gas was Bristol Alliance Fuels.

City of Dillingham
Fiscal Note

Agenda Date: August 26, 2016

Contract w/ Bristol Alliance Fuels for the purchase of fuel for the period 10/2/16 - 10/1/17.

ORIGINATOR: Navin Bissram

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO								
AMOUNT REQUESTED: <p style="text-align: right;">\$244,025</p>	FUNDING SOURCE <p style="text-align: center;">General & Special Revenue Funds</p>								
FROM ACCOUNT	Project								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">2200 7385 30 81</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 30%; text-align: right;">207,500.00</td> <td style="width: 30%;"></td> </tr> <tr> <td>1000 7385 30 32</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">36,525.00</td> <td></td> </tr> </table>	2200 7385 30 81	\$	207,500.00		1000 7385 30 32	\$	36,525.00		Fuel for the period 10/2/16 - 10/1/17
2200 7385 30 81	\$	207,500.00							
1000 7385 30 32	\$	36,525.00							
TO ACCOUNT:	VERIFIED BY: Navin Bissram Date: 2/4/2016								

EXPENDITURES

OPERATING	FY16			
TOTAL OPERATING	\$ 244,025.00	\$ -	\$ -	\$ -

CAPITAL				
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REVENUE				
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FUNDING

General & Special Rev. Funds	\$244,025			
State/Federal Funds				
Other				
TOTAL FUNDING	\$ 244,025.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum No. 2016-16

PREPARED BY: Navin Bissram

August 26, 2016

DEPARTMENT: Finance

APPROVED BY: _____
