

**City of Dillingham Action Memorandum**

Agenda of: May 5, 2022

Action Memorandum No. 2022-04

**Subject:**

Authorize the City Manager to Award a Contract for RFP 2022-02, Furnish Petroleum & Propane Fuel.

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City Manager: Recommend Approval

Signature: 

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- RFP Bid Sheet Summary
- RFP Notice of Intent to Award

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**Summary Statement:**

This action memorandum authorizes administration to sign a contract with Bristol Alliance Fuels, LLC for No. 1 and No. 2 Diesel, Propane Delivered and at the Pump; and Unleaded Gasoline.

The bid due date was April 15, 2022, at 3:00 PM and bids were opened immediately following. Notices were posted in three public places: City Hall, N&N Market, AC Store, and the Post Office. Additionally, the RFP was advertised on the City website and in the Bristol Bay Times on March 24, and 31, 2022.

(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the late of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

Action Memorandum No. 2022-04

Summary Statement continued:

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on May 5, 2022.

  
Mayor

ATTEST:

[SEAL]

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

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



## NOTICE OF INTENT TO AWARD

**ISSUE DATE:** April 25, 2022

**RFP NUMBER AND TITLE:** RFP 2022-02 Furnish Petroleum & Propane Fuels FY23

**RFP DEADLINE:** April 15, 2022 at 3:00 PM

**BIDDERS OF RECORD INCLUDE:**

- Vitus Energy, LLC (dba Vitus Terminals)
- Bristol Alliance Fuels LLC

Based on the criteria established in the Request for Proposal (RFP), the City of Dillingham hereby provides notice of its intent to award the contract to:

**-Bristol Alliance Fuels LLC**

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Lori Goodell, within 5 days from the date of this notice and appear in person before the City Council according to the provision of the Dillingham Municipal Code Section 4.30.100 E. The next regularly scheduled City Council meeting will be held on May 5, 2022.

The entire Dillingham Municipal Code can be found on the City's website.

Prior to issuance of a Notice to Proceed, the successful bidder must provide the licensing and insurance documents as outlined in **RFP 2022-02**, to the City of Dillingham prior to C.O.B on May 4, 2022.

The successful bidder is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the recipient and the City have signed the contract and a Notice to Proceed has been issued. AS 36.30.365.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Mawson", with a long horizontal line extending to the right.

Robert Mawson  
City Manager

**RFP 2022-02 Furnish Petroleum & Propane Fuel  
BID SCORING SHEET**

**Proposal Deadline: 04/15/2022, 3:00 PM**

<i>Date &amp; Time Proposal Received</i>		<i>4/15/22, 2:45 pm</i>	<i>4/15/22, 1:50 pm</i>
	<b>VENDORS</b>		
		Vitus Energy LLC	Bristol Alliance Fuels
<b>ITEMS</b>	<b>BID AMOUNT</b>		
No. 1 Diesel, gallons	75,000	\$ 5.70	\$ 5.08
	subtotal	\$ 427,500.00	\$ 381,000.00
No. 2 Diesel, gallons	30,000	\$ 5.70	\$ 5.65
	subtotal	\$ 171,000.00	\$ 169,500.00
Unleaded Gasoline, gallons	20,000	\$ 6.00	\$ 5.12
	subtotal	\$ 120,000.00	\$ 102,400.00
Propane Delivered, gallons	375	-	\$ 6.96
	subtotal	-	\$ 2,610.00
Propane at Pump, gallons	150	-	\$ 6.96
	subtotal	-	\$ 1,044.00
<b>Total Bid Amout</b>		\$ 718,500.00	\$ 652,900.00

MUST PROVIDE PROOF OF LICENSING AND INSURANCE PRIOR TO NOTICE OF AWARD.

Dillingham Business License

State of Alaska Business License

Certificate of Insurance and Worker's Comp

Proof of Commercial Insurance

Vehicle Liability Insurance

APPARENT LOW BIDDER IS HIGHLIGHTED IN ORANGE