

City of Dillingham Action Memorandum

Agenda of: September 24, 2018

Action Memorandum No. 2018-08

Subject:

Authorize the City Manager to Award a Contract for RFP 2018-04, Furnish Petroleum & Propane Fuel.

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- RFP/ITB 2017-09 Furnish Petroleum Fuels for FY18
- RFP/ITB 2017-09 Bid Sheet Summary
- RFP/ITB 2017-09 Notice of Intent to Award

Summary Statement:

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

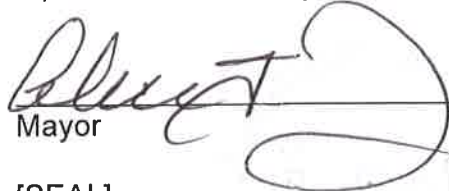
The bid due date was August 30, 2018, at 4:00 PM and bids were opened immediately following. Notices were also posted in three public places: City Hall, N&N Market, AC Store, and the Post Office. Additionally, the RFP was advertised on the City website and in the Bristol Bay Times on July 19 and 26.

(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. 2018-08

Summary Statement continued:


PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on 9/24/2018.



Mayor

ATTEST:

[SEAL]



City Clerk

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

City of Dillingham
Fiscal Note

Agenda Date: September 24, 2018

Contract w/ Bristol Alliance Fuels and Delta Western for the purchase of fuel for the period of 10/2/18-10/1/19

ORIGINATOR: Cynthia Rogers, Planner

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$421,517		FUNDING SOURCE General & Special Revenue Funds	
FROM ACCOUNT		Project	
2200 7385 30 81	\$289,582	Fuel for the period 10/2/18-10/1/19	
1000 7385 30 32	\$131,935		
TO ACCOUNT:	VERIFIED BY: Cameron Malstrom	Date:	9/20/2018

EXPENDITURES

OPERATING	FY19			
Fuel	\$ 421,517.25			
TOTAL OPERATING	\$ 421,517.25	\$ -	\$ -	\$ -

CAPITAL	\$ -			
---------	------	--	--	--

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

FUNDING

General & Special Rev. Funds	\$ 421,517.25			
State/Federal Funds				
Capital Project				
Other				
TOTAL FUNDING	\$ 421,517	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

See Resolution 2018-13

PREPARED BY: Cameron Malstrom

September 20, 2018

DEPARTMENT: Finance

APPROVED BY: 

**RFP 2018-04 Furnish Petroleum & Propane Fuel
BID SCORING SHEET**

Proposal Deadline: 08/30/18, 4:00 PM

<i>Date & Time Proposal Received</i>		8/30/18, 3:04 pm	7/30/18, 10:00 am	8/29/18, 10:35 am
VENDORS				
		Vitus Energy LLC	Bristol Alliance Fuels	Delta Western
ITEMS	BID AMOUNT			
No. 1 Diesel, gallons	75,000	\$ 4.28	\$ 3.19	\$ 3.75
	subtotal	\$ 321,000.00	\$ 239,250.00	\$ 281,250.00
No. 2 Diesel, gallons	30,000	\$ 4.28	\$ 3.59	\$ 3.60
	subtotal	\$ 128,400.00	\$ 107,700.00	\$ 108,000.00
Unleaded Gasoline, gallons	20,000	\$ 4.27	\$ 3.69	\$ 3.60
	subtotal	\$ 85,400.00	\$ 73,800.00	\$ 72,000.00
Propane Delivered, gallons	375	-	\$ 4.89	-
	subtotal	-	\$ 1,833.75	\$ -
Propane at Pump, gallons	150	-	\$ 4.89	-
	subtotal	-	\$ 733.50	\$ -
Total Bid Amount		\$ 534,800.00	\$ 423,317.25	\$ 461,250.00

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