

**City of Dillingham Action Memorandum**

Agenda of: November 7, 2019

2019-12  
**Action Memorandum No.** \_\_\_\_\_

**Subject:**

Authorize the City Manager to Award a Contract for RFP 2019-08, Furnish Petroleum & Propane Fuels FY20.

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City Manager: Recommend Approval

Signature: 

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**Fiscal Note:**  Yes  No

**Funds Available:**  Yes  No

**Other Attachments:**

- RFP 2019-08 Furnish Petroleum & Propane Fuels for FY20
- RFP 2019-08 Bid Sheet Summary
- RFP 2019-08 Notice of Intent to Award

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**Summary Statement:**

This action memorandum authorizes administration to sign a contract with Vitus Energy, LLC for No. 1 and No. 2 Diesel, and Unleaded Gasoline. The City did not receive any other bids, including for Propane Delivered and Propane at the Pump. Departments requiring propane will procure their needed supply through the open market.

The bid due date was October 17, 2019, at 4:00 PM and bids were opened immediately following. Notices were posted in three public places, as required. Additionally, the RFP was advertised on the City website and in the Bristol Bay Times on September 26 and October 3.

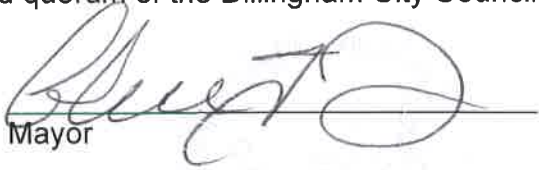
(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the date of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

Action Memorandum No. 2019-12

Summary Statement continued:

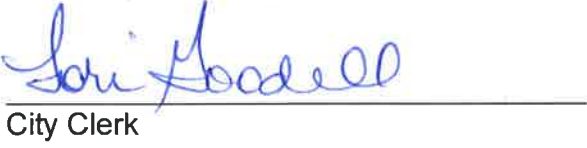
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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on Nov. 7, 2019.

  
Mayor

ATTEST:

[SEAL]

  
City Clerk

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

**RFP 2019-08 Furnish Petroleum & Propane Fuel  
BID SCORING SHEET**

Proposal Deadline: 10/17/19, 4:00 PM		10/17/19, 3:42 pm	
Date & Time Proposal Received			
VENDORS		Vitus Energy LLC	
ITEMS	BID AMOUNT		
No. 1 Diesel, gallons	75,000	\$	3.48
	subtotal	\$	260,962.50
No. 2 Diesel, gallons	30,000	\$	3.48
	subtotal	\$	104,385.00
Unleaded Gasoline, gallons	20,000	\$	4.16
	subtotal	\$	83,274.00
Propane Delivered, gallons	375		-
	subtotal		-
Propane at Pump, gallons	150		-
	subtotal		-
<b>Total Bid Amount</b>		\$	<b>448,621.50</b>

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