

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
Bids and Proposals

TO : President and Village Board of Trustees

FROM : Scott R. Niehaus, Village Manager

DATE : February 26, 2014 Agenda Date March 20, 2014

TITLE : Bid Opening For: Gasoline and Diesel Fuel Purchase

SUBMITTED BY: John L. Mannino, Fleet Supervisor 

RESULTS:

Date Bids Were Published _____

Bidding Closed _____

Total Number of Bids Received _____

Total Number of Bidders Meeting Specifications _____

Bid Security Required	_____ Yes	_____ X	_____ No
Performance Bond Required	_____ Yes	_____ X	_____ No
Were Any Bids Withdrawn	_____ Yes	_____ X	_____ No

Explanation:

Waiver of Bids Requested?	_____ X	_____ Yes	_____ No
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If yes, explain: Joint Purchase through Dupage County.

Award Recommended to Lowest	_____ X	_____ Yes	_____ No
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Responsible Bidder?

If no, explain:

FISCAL IMPACT:

Engineer's estimate/budget estimate \$ N/A

Amount of Award \$ N/A

BACKGROUND/RECOMMENDATION:

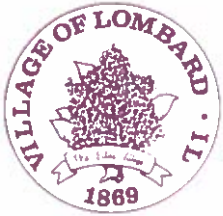
Staff seeks Board approval to purchase fuel from Heritage FS Inc of Wilmington (IL) using the Dupage County joint purchase contract.

Has Recommended Bidder Worked for Village Previously	<u>X</u> Yes	_____ No
If yes, was quality of work acceptable	<u>X</u> Yes	_____ No
Was item bid in accordance with Public Act 85-1295?	_____ Yes	<u>X</u> No
Waiver of bids - Public Act 85-1295 does not apply	<u>X</u> Yes	

REVIEW (as needed):

Village Attorney XX _____	Date _____
Finance Director XX _____	Date _____
Village Manager XX _____	Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 4:30 pm, Wednesday, prior to the Board Agenda distribution.



To: Scott R. Niehaus, Village Manager

Through: Carl S. Goldsmith, Director of Public Works *CJ*

From: John L. Mannino, Fleet Supervisor *JLM*

Date: February 26, 2014

Subject: Joint Purchasing of Fuel

On March 7, 2013 the Village of Lombard Board of Trustees approved joint purchasing of fuel using the DuPage County contract. The Village is able to secure better pricing by participating in the large volume purchase of the County. Joint purchasing has proven to be a reliable way of supplying the Village with fuel at the lowest cost.

Since the cost of a load of fuel exceeds the Village's statutory purchase limit as specified in the purchasing manual (\$20,000) staff needs to establish permission from the board to continue to buy fuel using a joint purchase contract. These joint contracts establish a fixed delivery fee and are renewed or re-bid annually. The specifications used in the preparation of the sealed bids are based on the OPIS (Oil Price Information Service) prices, which are the benchmark prices used by the world to buy and sell U.S. gasoline, diesel, ethanol, bio-diesel, LP-gas, jet fuel, crude, propane and kerosene.

The current DuPage County contract was renewed by their Board for an additional year (see attached purchase order). The price from the low bidder, Heritage FS Inc of Wilmington (IL), for both gasoline and diesel is the low rack average daily OPIS price plus \$.015 per gallon for delivery. It is therefore the recommendation of staff that fuel be purchased from Heritage FS in accordance with the DuPage County specifications and bids for the length of the renewed contract starting April 1, 2014 and ending March 31, 2015.

I recommend the B.O.T. waive bid and award a contract to Heritage FS Inc of Wilmington (IL) to supply gasoline and diesel fuel to the Village of Lombard as specified in the DuPage County joint fuel contract. Please submit this item to the Village Board for their consideration at the March 20, 2014 meeting.

**DU PAGE COUNTY ILLINOIS**

PROCUREMENT SERVICES DIVISION
421 NORTH COUNTY FARM ROAD
WHEATON, IL 60187-3978
Phone: 630-407-6200
Fax: 630-407-6201

PURCHASE ORDER

This number must appear on all packing slips,
shipping documents, packages and invoices.

E19404

Page Number
1 of 2

Purchase Order Date
02/26/2014

This order is subject to the terms and conditions set forth herein and on the reverse side and acceptance of this order constitutes acceptance of all of the terms and conditions. Any supplemental terms and conditions shall prevail in the event of a conflict between the Purchase Order General Terms and Conditions and any supplemental terms and conditions.

Supplier: 01501002
HERITAGE FS INC.
18251 W COMMERCIAL
WILMINGTON IL 60481

Phone: 815-476-2118
Fax: 815-476-2119

Bill to: DUPAGE COUNTY DIVISION OF
KATHY BLACK
TRANSPORTATION - HWY MAINT
180 N. COUNTY FARM RD
WHEATON IL 60187

Phone: 630-407-6930
Fax: 630-407-6962

Remit to: HERITAGE FS INC #58
P O BOX 339
GILMAN IL
60938-0339

12-026

Ship to: DUPAGE COUNTY DIVISION OF
CHUCK CURCIO
TRANSPORTATION - HWY MAINT
180 N. COUNTY FARM RD
WHEATON IL 60187

Phone: 630-407-6930
Fax: 630-407-6962

Terms	F.O.B.	Delivery Required By	Requested By	Requisition No.
PER 50 ILCS 505	DESTINATION	BLANKET	DARCIE GARZA	19404

LN	Quantity	Description	Account Code	Unit Price	Extension
		THIS CONTRACT PURCHASE ORDER IS TO FURNISH AND DELIVER GASOLINE AND DIESEL FUEL. THIS CONTRACT COVERS THE PERIOD OF APRIL 1, 2014 THROUGH MARCH 31 2015.			
1	BLANKET	FY 14 ENCUMBRANCE	14-41-226-2263-2160	0.00 /EACH	800,000.00
2	BLANKET	FY 15 ENCUMBRANCE	15-41-226-2263-2160	0.00 /EACH	800,000.00
		THIS IS THE SECOND OF THREE (3) OPTIONAL ONE (1) YEAR CONTRACT RENEWALS PER BID #12-026. DOLLAR VALUE REPRESENTED IS ESTIMATED. ORDERS WILL BE PLACED ON AN "AS NEEDED" BASIS WITH SPECIFIC ITEMS AND QUANTITIES SPECIFIED AT THE TIME ORDERS ARE PLACED.			
		Continued on next page...			

*Karin M Kietzman***APPROVALS:**

JOHN A. MENEHINI, 01/28/2014
TRANSPORTATION COMMITTEE, 02/18/2014
FINANCE COMMITTEE, 02/26/2014
COUNTY BOARD, 02/26/2014

KARIN M. KIETZMAN
630-407-6181

RESOLUTION #: DTP-011-14

VENDOR



DU PAGE COUNTY ILLINOIS

PROCUREMENT SERVICES DIVISION
421 NORTH COUNTY FARM ROAD
WHEATON, IL 60187-3978
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Page Number
2 of 2

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Terms	F.O.B.	Delivery Required By	Requested By	Requisition No.
PER 50 ILCS 505	DESTINATION			

LN	Quantity	Description	Account Code	Unit Price	Extension
		** RE-PRINTED 02/26/2014 **			
Total:					1,400,000.00

Karin M Kietzman

APPROVALS:

NONE

RESOLUTION #: DTP-011-14

VENDOR

KARIN M. KIETZMAN
630-407-6181