

120145  
DISTRICT - ALL

**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 : David A. Hulseberg, Village Manager  
DATE : March 16, 2012 Agenda Date April 5, 2012  
TITLE : Bid Opening For: Gasoline and Diesel Fuel Purchase  
SUBMITTED BY: John Mannino, Fleet Supervisor *JM*

**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Were Any Bids Withdrawn \_\_\_\_\_ Yes X No  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  
If yes, explain: Joint Purchase through Dupage County.  
Award Recommended to Lowest X Yes \_\_\_\_\_ No  
Responsible Bidder?  
If no, explain:

**FISCAL IMPACT:**

Engineer's estimate/budget estimate \$ N/A  
Amount of Award \$ N/A

**BACKGROUND/RECOMMENDATION:**

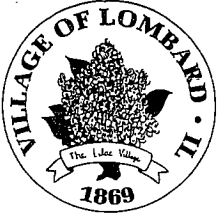
Staff seeks Board approval to purchase fuel from Heritage FS Inc of Wilmington (IL) using the Dupage County joint purchase contract.

Has Recommended Bidder Worked for Village Previously     Yes X No  
If yes, was quality of work acceptable     Yes     No  
Was item bid in accordance with Public Act 85-1295?     Yes X No  
Waiver of bids - Public Act 85-1295 does not apply X 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: David A. Hulseberg, Village Manager  
Through: Carl S. Goldsmith, Director of Public Works *cg*  
From: John Mannino, Fleet Supervisor *JM*  
Date: March 19, 2012  
Subject: Joint Purchasing of Fuel

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On May 5, 2011 the Village of Lombard Board of Trustees approved joint purchasing of fuel using the DuPage County contract. Since then staff has monitored the cost of buying fuel this way and found that there was a significant savings. By utilizing the County's joint purchasing program the Village is able to secure better pricing by participating in the large volume purchase of the County. The attached spreadsheet compares the two joint purchase contracts available (DuPage and SPC) as well as the previous Village bid contract. By switching from the Village bid contract to the DuPage joint purchasing contract the Village has saved \$4,511 to date. 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 expires March 31, 2012 so DuPage has re-bid and awarded another contract. The price from the low bidder, Heritage FS Inc of Wilmington (IL), for gasoline is the OPIS price plus \$.015 per gallon and for diesel is the OPIS price plus \$.015 per gallon. 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 contract starting April 1, 2012 and ending March 31, 2013.

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 April 5, 2012 meeting.

**Fuel Contract Price Comparison**

	DuPage Contract	SPC Contract	Village Bid
<b>Unleaded</b>			
OPIS Price Used	Low Rack	Low Rack	Rack Average
Delivery Charge Per Gal	\$0.00950	\$0.05950	\$0.01400
Taxes	\$0.20371	\$0.20371	\$0.20371
Total added to OPIS price Per Gal	\$0.21321	\$0.26321	\$0.21771

Date	Gal Ordered	Per Gal	Load Total	Per Gal	Load Total	Per Gal	Load Total
7/22/2011	8000	\$3.2807	\$26,246	\$3.3307	\$26,646	\$3.3553	\$26,842
8/25/2011	7705	\$3.3067	\$25,478	\$3.3567	\$25,863	\$3.3705	\$25,970
9/28/2011	8011	\$2.8682	\$22,977	\$2.9182	\$23,378	\$2.9243	\$23,427
11/3/2011	8000	\$2.8977	\$23,182	\$2.9477	\$23,582	\$2.9476	\$23,581
12/8/2011	7600	\$2.7132	\$20,620	\$2.7632	\$21,000	\$2.7938	\$21,233
1/11/2012	8007	\$2.9357	\$23,506	\$2.9857	\$23,907	\$2.9941	\$23,974
2/9/2012	7600	\$2.9307	\$22,273	\$2.9807	\$22,653	\$2.9352	\$22,308
3/13/2012	8000	\$3.5532	\$28,426	\$3.6032	\$28,826	\$3.6185	\$28,948
<b>Unleaded Totals</b>			\$192,708		\$195,855		\$196,282

	Low Rack	Low Rack	Rack Average
<b>Diesel</b>			
OPIS Price Used	Low Rack	Low Rack	Rack Average
Delivery Charge Per Gal	\$0.02000	\$0.08690	\$0.02200
Taxes	\$0.22700	\$0.22700	\$0.22700
Total added to OPIS price Per Gal	\$0.24700	\$0.31390	\$0.24900

Date	Gal Ordered	Per Gal	Load Total	Per Gal	Load Total	Per Gal	Load Total	Bio/Add
8/4/2011	7502	\$3.2561	\$24,427	\$3.3230	\$24,929	\$3.2910	\$24,689	0.0916
10/17/2011	7000	\$3.3465	\$23,426	\$3.4134	\$23,894	\$3.4002	\$23,801	0.0869
1/11/2012	7502	\$3.2785	\$24,595	\$3.3454	\$25,097	\$3.3184	\$24,895	0.0905
<b>Diesel Totals</b>			\$72,448		\$73,920		\$73,385	
<b>Unleaded and Diesel Totals</b>			\$265,157		\$269,775		\$269,667	

**Total Savings \$4,511**



# 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.

**A17828**

Page Number  
1 of 2

Purchase Order Date  
03/14/2012

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:** DIVISION OF TRANSPORTATION  
 KATHLEEN BLACK  
 180 N. COUNTY FARM RD  
 WHEATON  
 IL 60187  
  
 Phone: 630-407-6930  
 Fax: 630-407-6962

**Remit to:** HERITAGE FS INC  
 P.O BOX 339  
 GILMAN IL  
 60938-0339  
  
 12-026

**Ship to:** DIVISION OF TRANSPORTATION  
 CHUCK CURCIO/FLEET MAINTENANCE  
 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.
NET 30 DAYS	WHEATON, IL	BLANKET	DARCIE GARZA	17828

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, 2012 THROUGH MARCH 31, 2013.			
1	BLANKET	FY 12 ENCUMBRANCE	12-41-226-2263-2160	0.00 /EACH	1,000,000.00
2	BLANKET	FY 13 ENCUMBRANCE	13-41-226-2263-2160	0.00 /EACH	400,000.00
		PER LOWEST RESPONSIBLE BID #12-026, WHICH IS ATTACHED AND MADE APART HEREOF. THIS CONTRACT IS SUBJECT TO THREE (3) ADDITIONAL ONE (1) YEAR RENEWALS.			
		Continued on next page...			

**APPROVALS:**

KARIN M. KIETZMAN, 02/22/2012  
 JOHN A. MENEGHINI, 02/22/2012  
 TRANSPORTATION COMMITTEE, 03/06/2012  
 FINANCE COMMITTEE, 03/13/2012  
 COUNTY BOARD, 03/13/2012

KARIN M. KIETZMAN  
 630-407-6181



# DU PAGE COUNTY ILLINOIS

PROCUREMENT SERVICES DIVISION  
 421 NORTH COUNTY FARM ROAD  
 WHEATON, IL 60187-3978  
 Phone: 630-407-6200  
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## PURCHASE ORDER

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

**A17828**

Page Number  
2 of 2

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03/14/2012

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 12-026

**Ship to:** DIVISION OF TRANSPORTATION  
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 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
NET 30 DAYS	WHEATON, IL			

LN	Quantity	Description	Account Code	Unit Price	Extension
					<b>Total</b>
					400,000.00

APPROVALS:

NONE

RESOLUTION #: DTP-010-12

KARIN M. KIETZMAN  
 630-407-6181

PROCUREMENT

COUNTY OF DU PAGE, ILLINOIS

SPECIAL CONDITIONS

ACCURACY DISCLAIMER:

The Contractor shall thoroughly acquaint himself with the sites for the proposed bid to fully understand the facilities, difficulties and restrictions attending to the execution of the bid. The Contractor will be allowed no additional compensation for his failure to be so informed.

INSPECTIONS:

The County reserves the right to visit and inspect the premises and operation of any Contractor.

JOINT PURCHASING:

OTHER TAXING BODIES: Based on County Board Resolution IR-084-76.

Would your firm be willing to extend your bid to other taxing bodies in DuPage County such as school districts, townships, cities and villages, etc.? The approximate quantity usage is unknown.

YES  X  NO \_\_\_\_\_

State any other requirements that they would have to meet beyond that of our Bid invitation and specification.

We are required to know if the bids are for   
 towncar or transport.

NOTE: The County of DuPage would not be involved in purchasing by any other taxing body other than to receive a copy of their purchase order that would reference the County of DuPage contract number. The invoicing and payments would be entirely between the other taxing bodies and the Contractor. If the County of DuPage accepts this bid, the procedure to handle joint purchases would be developed by the County of DuPage with the Contractor and distributed to the taxing bodies by the County of DuPage.

MEETINGS:

PRE-AWARD: Bidder may be required to attend a pre-award meeting for clarifications, demonstrations, presentations and the like this meeting will be set

QUANTITIES:

The County of DuPage reserves the right to increase or decrease the quantities shown herein at any time during the life of the contract to correspond to the actual needs of the County of DuPage.

RELATED PURCHASES:

In the event items are purchased within the same category than specifically itemized in the specification, the price subtracted from or added to the Opis low indicated on your bid for that type of fuel shall apply.

RENEWAL & EXTENSION:

The contract may be subject to three (3) additional twelve (12) month renewal periods provided there is no change in the terms, conditions, specifications, and prices and provided that such renewals are mutually agreed to by both parties. In no event shall the term plus renewals exceed four (4) years.

SERVICE:

Location of nearest service facility must be stated below:

Plainfield, Illinois

A condition of the bid is that a representative of the successful Contractor, make weekly calls to the County of DuPage office in order to lend his professional advice regarding ways that County of DuPage can reduce cost, such as by suggesting items and brands that represent better dollar value. Representatives must be available

**COUNTY OF DU PAGE, ILLINOIS**

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to consult with various County of DuPage Departments regarding their requirements to review and expedite all back orders.

**SUBCONTRACTORS:**

No Subcontractors shall be used.

**THIRD PARTY AGREEMENT:**

The County shall not enter into a third party rental agreement and reserves the right to disqualify a vendor so bidding.

**VENDOR QUALIFICATIONS:**

Vendor will provide a general history, description and status of their Company.

**END OF SPECIAL CONDITIONS**

**COUNTY OF DU PAGE, ILLINOIS**

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**BID AWARD CRITERIA:**

This bid will be awarded to the lowest responsive, responsible bidder meeting specifications based upon the total lump sum bid amount.

Where unit prices are requested, the quantities stated are approximate only but will be used to determine bid award (see PREPARATION OF BIDS section).

**BID PRICING:**

- 1.) Brand Bid FS / Hewmark
- 2.) First Contact Person Jon Stokes
- Second Contact Person Tom Gross

3.) Price subtracted from or added to the Opus **LOW** published price list on date of delivery:

**UNLEADED GASOLINE:**

Minus - \_\_\_\_\_ **OR** Plus + .015  
 (U. S. dollars and/or cents only) (U. S. dollars and/or cents only)  
 per U.S. gallon per U.S. gallon

ESTIMATED USAGE	FIGURE TO BE ADDED TO OR SUBTRACTED FROM OPIS LOW	EXTENDED COST ADJUSTMENT (USAGE X MARK UP OR MARK DOWN)
445,000 GALLONS	\$ .015	\$ 6675.00

**DIESEL FUELS: (INCLUDING BIODIESEL)**

Minus - \_\_\_\_\_ **OR** Plus + .015  
 (U. S. dollars and/or cents only) (U. S. dollars and/or cents only)  
 per U.S. gallon per U.S. gallon

ESTIMATED USAGE	FIGURE TO BE ADDED TO OR SUBTRACTED FROM OPIS LOW	EXTENDED COST ADJUSTMENT (USAGE X MARK UP OR MARK DOWN)
162,000 GALLONS	\$ .015	\$ 2430.00



COUNTY OF DU PAGE, ILLINOIS

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The above bid price shall be inserted as U. S. currency only, and shall be subtracted from or added to the low for the day of the Opis Chicago Rack Base Published Price on the day of delivery. These figures shall be applicable for purchases of all types of gasoline and diesel fuels.

UNLEADED GASOLINE EXTENDED COST ADJUSTMENT	\$ 6675.00
DIESEL FUEL EXTENDED COST ADJUSTMENT	\$ 2430.00
TOTAL MARK UP / DISCOUNT COST ADJUSTMENT	\$ 9105.00

**COUNTY OF DU PAGE, ILLINOIS**

**BID FORM  
PROCUREMENT SERVICES DIVISION  
BID #12-026  
GASOLINE AND DIESEL FUEL TO VARIOUS DUPAGE COUNTY LOCATIONS**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	<i>Heritage FS, Inc.</i>
Main Business Address	<i>18251 West Commercial</i>
City, State, Zip Code	<i>Wilmington, IL 60481</i>
Telephone Number	<i>815-476-2118</i>
Fax Number	<i>815-476-2119</i>
Bid Contact Person	<i>Jon Holker</i>
Email Address	<i>J.Holker@HeritageFS.com</i>

TO: The DuPage County Procurement Services Division

The undersigned certifies that he is:

- the Owner/Sole Proprietor     
  a Member of the Partnership     
  an Officer of the Corporation     
  a Member of the Joint Venture

herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

*Gary Boekirnsen*  
(President or Partner)

*Ron Bork*  
(Vice-President or Partner)

*Rodger Koehn*  
(Secretary or Partner)

*Richard Nelson*  
(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ issued thereto;

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, bid rigging or bid-rotating or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.