

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 : February 21, 2013 Agenda Date March 7, 2013
TITLE : Bid Opening For: Gasoline and Diesel Fuel Purchase
SUBMITTED BY: John L. Mannino, Fleet Supervisor *JLM*

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Were Any Bids Withdrawn _____ Yes X No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:

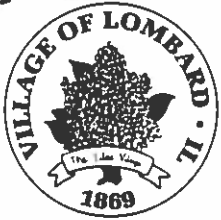
Staff seeks Board approval to purchase fuel from Heritage FS Inc of Wilmington (IL) using the Dupage County joint purchase contract.

Has Recommended Bidder Worked for Village Previously X Yes _____ No
If yes, was quality of work acceptable X 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 *CSG*
From: John L. Mannino, Fleet Supervisor *JLM*
Date: February 21, 2013
Subject: Joint Purchasing of Fuel

On April 5, 2012 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 addition year (see attached contract). 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, 2013 and ending March 31, 2014.

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 7, 2013 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.

A18591

Page Number
1 of 2

Purchase Order Date
02/13/2013

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 D.O.T.
 KATHY BLACK
 FLEET MAINTENANCE
 180 N COUNTY FARM ROAD
 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 D.O.T.
 CHUCK CURCIO
 FLEET MAINTENANCE
 180 N COUNTY FARM ROAD
 WHEATON IL 60187

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

Item	F.O.B.	Delivery/Quantity	Requested By	Requisition No.
PER 50 ILCS 505	DESTINATION	BLANKET	DARCIE GARZA	18591

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, 2013 THROUGH MARCH 31, 2014.			
1	BLANKET	405-15 GASOLINE, AUTOMOTIVE, FY 13 ENCUMBRANCE	13-41-226-2263-2160	0.00 /EACH	1,000,000.00
2	BLANKET	405-15 GASOLINE, AUTOMOTIVE, FY 14 ENCUMBRANCE	14-41-226-2263-2160	0.00 /EACH	400,000.00
		THIS IS THE FIRST OF THREE (3) OPTIONAL ONE (1) YEAR CONTRACT RENEWALS PER BID #12-026.			
		Continued on next page...			

Karin M Kietzman

APPROVALS:

JOHN A. MENEGHINI, 01/23/2013
 TRANSPORTATION COMMITTEE, 02/05/2013
 FINANCE COMMITTEE, 02/12/2013
 COUNTY BOARD, 02/12/2013

KARIN M. KIETZMAN
 630-407-6181

RESOLUTION #: DTP-009-13

PROCUREMENT



**COUNTY OF DU PAGE, ILLINOIS
OPTION TO RENEW CONTRACT**

This agreement, made and entered into by the County of DuPage, Department of Finance, Procurement Services Division, 421 North County Farm Road, Wheaton, Illinois hereinafter called the "County" and Heritage FS, Inc., of 18251 West Commercial, Wilmington, IL 60481, hereinafter called the "Contractor", witnesseth;

The County and the Contractor have previously entered into a Contract, pursuant to Bid # 12-026 which became effective April 1, 2012 and which expires March 31, 2013. The contract is subject to an option to renew for a SECOND twelve (12) month period. Attached hereto and incorporated by reference is a true and exact copy of said agreement.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

The contract renewal becomes effective April 1, 2013 and expires March 31, 2014 contingent upon any applicable Parent Committee and County Board approval.

Heritage FS, Inc.

Shawn Oseman 1-10-13
SIGNATURE DATE

Shawn Oseman
PRINTED NAME

SALES
PRINTED TITLE

COUNTY OF DU PAGE, ILLINOIS

Karin Kietzman 1/23/13
SIGNATURE DATE

Karin Kietzman
Buyer II

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 Holzer</i>
Email Address	<i>J.Holzer@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 Boehrnsen
(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-rotting 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.

COUNTY OF DU PAGE, ILLINOIS

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 / Shellmark
- 2.) First Contact Person Jon A. Hoke
 Second Contact Person Tom Hoke
- 3.) Price subtracted from or added to the Opis 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	\$ <u>.015</u>	\$ <u>6675.00</u>

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	\$ <u>.015</u>	\$ <u>2430.00</u>

COUNTY OF DU PAGE, ILLINOIS

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

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. (Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the bidder certifies that he has provided equipment, supplies or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the bidding schedule.

X Jon Staker Energy Sales
(Signature and Title)

CORPORATE SEAL
(if available)

BID MUST BE SIGNED FOR CONSIDERATION

Subscribed and sworn to before me this 6 day of February AD, 2012
Theresa Cook My Commission Expires: 3-15-14
(Notary Public)



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
forkwagon 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 Opus 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