

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, 2015 Agenda Date March 19, 2015
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Were Any Bids Withdrawn _____ Yes X No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? _____ Yes X No
If yes, explain:
Award Recommended to Lowest Responsible Bidder? X Yes _____ No
If no, explain:

FISCAL IMPACT:

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

BACKGROUND/RECOMMENDATION:

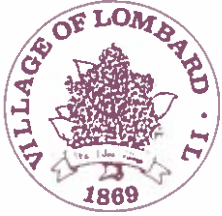
Staff seeks Board approval to purchase fuel from Heritage FS Inc of Wilmington (IL) using the Dupage County joint purchase contract.

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? X Yes ___ No
Waiver of bids - Public Act 85-1295 does not apply ___ 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 *CSG*
From: John L. Mannino, Fleet Supervisor *JLM*
Date: February 26, 2015
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 renewal letter). 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, 2015 and ending March 31, 2016.

I recommend the B.O.T. 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 purchase fuel contract. Please submit this item to the Village Board for their consideration at the March 19, 2015 meeting.



**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 expired March 31, 2013. The contract is subject to an option to renew for a final 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, 2015 and expires March 31, 2016 contingent upon any applicable Parent Committee and County Board approval.

Shawn Oseman 1-23-15
SIGNATURE DATE

Shawn Oseman
PRINTED NAME

Sales Rep
PRINTED TITLE

KML 2/26/15
SIGNATURE DATE
Karin Kietzman
Buyer II