

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

DISTRICT - ALL

TO : President and Village Board of Trustees

FROM : Scott R. Niehaus, Village Manager

DATE : March 23, 2016 Agenda Date April 7, 2016

TITLE : Bid Opening For: Gasoline and Diesel Fuel Purchase

SUBMITTED BY: John L. Mannino, Fleet Supervisor *JLM*

RESULTS:

Date Bids Were Published Publicly bid by DuPage County February of 2016

Bidding Closed February 26, 2016

Total Number of Bids Received 8

Total Number of Bidders Meeting Specifications 8

Bid Security Required	<u>Yes</u>	<u>X</u>	<u>No</u>
Performance Bond Required	<u>Yes</u>	<u>X</u>	<u>No</u>
Were Any Bids Withdrawn	<u>Yes</u>	<u>X</u>	<u>No</u>

Explanation:

Waiver of Bids Requested?	<u>Yes</u>	<u>X</u>	<u>No</u>
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If yes, explain:

Award Recommended to Lowest Responsible Bidder?	<u>X</u>	<u>Yes</u>	<u>No</u>
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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 Buchanan Energy of Omaha (NE) using the Dupage County joint purchase contract #16-043-BL.

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

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 *CS*
From: John L. Mannino, Fleet Supervisor *JLM*
Date: March 23, 2016
Subject: Joint Purchasing of Fuel

Staff is able to secure better fuel pricing by joint purchasing fuel through the DuPage County joint purchase fuel contract. 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 may exceed 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 (#16-043-BF) was awarded to Buchanan Energy of Omaha, NE. The price for gasoline is the low rack average daily OPIS price plus \$.005 per gallon for delivery (an approximate savings of \$450 from last year's delivery cost). The price for diesel is the low rack average daily OPIS price plus \$.015 per gallon for delivery (Same delivery cost as last year). It is therefore the recommendation of staff that fuel be purchased from Buchanan Energy in accordance with the DuPage County joint purchase contract for the length of the contract starting April 1, 2016 and ending March 31, 2017.

I recommend the B.O.T. award a contract to Buchanan Energy of Omaha, NE 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 April 7, 2016 meeting.



**Procurement Services Division
Purchase Requisition**

MinuteTraQ (IQM2) ID# _____
 Department Requisition # 1641226032
 Requisition Date 2/29/2016
 Solicitation # 16-043

MAIL ROOM TO:		SEND INVOICES TO:	
VENDOR #:		DEPARTMENT:	Division of Transportation
SUPPLIER:	Buchanan Energy (N) LLC	DIVISION:	Fleet Maintenance
ATTENTION:	Matthew Atkins	ATTENTION:	Kathy Black
ADDRESS:	7315 Mercy Road	ADDRESS:	180 N County Farm Road
		ROOM:	
CITY, ST ZIP	Omaha, NE	CITY, ST ZIP	Wheaton, IL 60187
PHONE:	630-509-2051	PHONE:	630-407-6930
FAX:	866-460-7283	FAX:	630-407-6962
EMAIL:		EMAIL:	

SEND PAYMENTS TO:		SHIP TO:	
VENDOR #		DEPARTMENT:	Division of Transportation
SUPPLIER:	Buchanan Energy (N) LLC	DIVISION:	Fleet Maintenance
ATTENTION:		ATTENTION:	Chuck Curcio
ADDRESS:	7315 Mercy Road	ADDRESS:	140 N County Farm Road
		LOCATION:	
CITY, ST ZIP	Omaha, NE	CITY, ST ZIP	Wheaton, IL 60187
PHONE:	630-509-2051	PHONE:	630-407-6930
FAX:	866-460-7283	FAX:	630-407-6962
EMAIL:		EMAIL:	

BUYER	TERMS	F.O.B.	DELIVERY DATE	REQUESTED BY
	PER 50 ILC8 505/1	DESTINATION	3/31/2017	Darcie Garza, CPPB
RESOLUTION #	REPO DATE	VENDOR	CONTRACT START DATE	CONTRACT END DATE
DT-P-0098-16	3/22/2016		4/1/2018	3/31/2017

LN	QTY	UOM	DESCRIPTION	EXT	RFQ	AGY	ORGE	MOB	UNIT PRICE	EXTENSION
			THIS CONTRACT PURCHASE ORDER IS FOR THE PURCHASE OF GASOLINE AND DIESEL FUEL FOR THE PERIOD APRIL 1, 2016 THROUGH MARCH 31, 2017 PER LOW BID 16-043 GROUP 1 & 3 FM							
1	1	EACH	GASOLINE AND DIESEL FUEL	1500	3520			52280	1,200,000.00	1,200,000.00
2	1	EACH	GASOLINE AND DIESEL FUEL	1000	1100			52280	70,000.00	70,000.00
3	4	EACH	SYPHON AND TRANSFER FUEL	1000	1100			53300	600.00	2400
			THIS CONTRACT IS SUBJECT TO THREE (3) ADDITIONAL ONE (1) YEAR RENEWALS							
			THIS CONTRACT IS SUBJECT TO THREE (3) ADDITIONAL ONE (1) YEAR RENEWALS							
			DOLLAR VALUE IS ESTIMATED. ORDERS WILL BE PLACED ON AN "AS NEEDED" BASIS WITH ITEMS AND QUANTITIES SPECIFIED AT THE TIME ORDERS ARE PLACED.							
			USER DEPARTMENT INTERNAL NOTES							
			GASOLINE AND DIESEL FUEL	16	1500	3520		52250	500,000.00	
			GASOLINE AND DIESEL FUEL	17	1500	3520		52250	700,000.00	
									1,200,000.00	
REQUISITION TOTAL										1,272,400.00

SPECIAL INSTRUCTIONS/COMMENTS:
 IQM2 6827
 Transportation - 03/15/16
 Public Works - 03/15/16
 County Board - 03/22/16

Attachment: Buchanan Energy (N) LLC - Requisition (DT-P-0115-16 : Buchanan Energy (N) LLC)



**COUNTY OF DU PAGE, ILLINOIS
PROCUREMENT SERVICES DIVISION
BID TABULATION ADVICE**

**#16-043-BF GAS & FUEL
OPENING DATE: MARCH 1, 2016 - 2:30 P.M.**

COMPANY NAME:	Group 1 Total	Group 2 Total	Group 3 Total	Extended Total
Buchanan Energy	\$4,805	\$55,125	\$2,850	\$62,780
Petroleum Traders	\$20,463.40	No bid	\$4,501	\$24,964.40
Petroleum Traders also bid a fixed price for 1) Mid Grade Gasoline 445,000 gallons @ \$1.4984ga and 2) Ultra Low Sulfur #2 Diesel 202,00 gallons @ \$1.3063ga. Total bid price: \$930,660.60				
Mansfield Energy	\$25,587.40*	\$73,532.15	\$3,168	\$102,287.55*
Osco Inc.	\$61,638.30	\$24,487.75	\$9,897	\$96,023.05
G.Cooper Oil Co.	\$19,902.50	\$6,072.25	\$3,725	\$29,699.75
Heritage FS	\$11,414.50	\$16,537.50	\$2850*	\$30,802*
Gas Depot Inc.	\$6155	No bid	\$2575	\$8730
Bell Fuels Inc.	\$43,190	\$36,750	\$3,700	\$83,640

*Adjusted and corrected.

BID OPENING ATTENDED BY:

Bruce Flowers, DuPage County Buyer
 Caitlyn Hicks, Division Assistant
 Mike Tuman, Division of Transportation
 John Meneghini, Procurement Officer
 Arnie Berg, Gas Depot Oil
 Mary Gaeke, Express Employment Professionals
 Jim Quenzer, Bell Fuels
 Kevin Stowe, Buchanan Energy

INVITATIONS SENT:	45	TOTAL BID RESPONSES RECEIVED:	8
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Attachment: Buchanan Energy (N) LLC - Bid Tab (DT-P-0115-16 : Buchanan Energy (N) LLC)

COUNTY OF DU PAGE, ILLINOIS

GROUP 1 BID PRICING:

Price added to the OPIS LOW Chicago Rack Base Published price list on Date of Delivery:

EST. GASOLINE-ALL GRADES USAGE	MARKUP ADDED TO OPIS LOW RACK GALLON PRICE	EXTENDED COST ADJUSTMENT (gallons X markup rate)
445,000 GALLONS	\$ 0.005	\$ 2,225.00
EST. LOW SULFER FUEL CLEAN DIESEL GRADE 2 USAGE	MARKUP ADDED TO OPIS LOW RACK GALLON PRICE	EXTENDED COST ADJUSTMENT (gallons X markup rate)
172,000 GALLONS	\$ 0.015	\$ 2,580.00
GROUP 1 TOTAL		\$ 4,805.00

*Annual usage is only an estimate of past used quantities and does not project actual usage.

*IF a Discount to OPIS Price, please note _____

GROUP 2 – FOREST PRESERVE DISTRICT OF DUPAGE COUNTY

DELIVERY ADDRESSES:	BILL TO ADDRESS:
Blackwell Fuel Facility Grounds Maintenance Office 29W220 Mack Road West Chicago, Illinois 60185 Tel: 630-876-5920 Fax: 630-231-0979	Forest Preserve District of DuPage County Attn: Accounting Supervisor P.O. Box 5000 Wheaton, IL 60189 Tel: 630-933-7661 Fax: 630-871-7533
Churchill Woods 881 W. St. Charles Road Lombard, IL Tel: 630-580-7100 Fax: 630-629-1755	Same as above
Maple Meadows Golf Course 245 S. Mill Road Addison, IL Tel: 630-616-8424 Fax: 630-616-1934	Same as above
Oak Meadows Golf Course 660 Wood Dale Road Addison, IL Tel: 630-595-1800 Fax: 630-595-2234	Same as above