VILLAGE OF LOMBARD REQUEST FOR BOARD OF TRUSTEES ACTION

For Inclusion on Board Agenda Bids and Proposals

TO	:	President and Villag	ge Board of T	(rustee:	5		
FROM	:	Scott R. Niehaus, Vi	llage Manag	ger			
DATE	:	March 7, 2017	Agenda Dai	te Mar	ch 16, 2017	,	
TITLE		Bid Opening For:					
SUBMIT	TED BY:	John L. Mannino, Fl	eet Supervis	or 4M			
RESULI	<u></u>						
Date Bio	ls Were Pul	olished Publicly bid	by DuPage C	County	February o	of 2016 (1st r	enewal)
Bidding		_February 26, 2016			•		
Total Nu	ımber of Bi	ds Received 8					
Total Nu	ımber of Bi	dders Meeting Specif	ications	8			
	rity Requir	0 1		Yes	X	No	
Perform	ance Bond	Required		Yes	X	No	
	ny Bids Wit			Yes	X	No	
Explana	tion:						
Waiver	of Bids Req	uested?	X	_Yes		No	
If yes, ex	kplain:						
Award I	Recommend	led to Lowest	X	Yes		No	
Respons	ible Bidder	?			1 100		
If no, ex	plain:						
	IMPACT:						
Enginee	r's estimate	/budget estimate <u>\$ 1</u>	V/A				
Amount	of Award	\$ N/A					
BACKG	ROUND/R	ECOMMENDATIO	N:				
Staff see	ks Board ap	proval to purchase f	uel from Bu	chanan	Energy of	Omaha (NI	E) using the
Dupage	County join	nt purchase contract	#16-043-BF.				
Has Rec	ommended	Bidder Worked for V	Village Previ	ously	Yes	X_No	
If yes, w	as quality c	of work acceptable	-		Yes	No	
Was iter	n bid in acc	ordance with Public	Act 85-1295?				
Waiver o	of bids - Pu	blic Act 85-1295 does	not apply		X_Yes		
REVIEW	/ (as needed	i):					
Village A	Attorney XX	(<u></u>			Date		
Finance	Director XX	(Date		
Village N	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.

Scott R. Niehaus, Village Manager

Through:

Carl S. Goldsmith, Director of Public Works

From:

John L. Mannino, Fleet Supervisor 4W

Date:

March 7, 2017

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 approval 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 DuPage County contract (#16-043-BF) that was awarded to Buchanan Energy of Omaha, NE. last year has been renewed for an additional year. The contract delivery prices have remained the same. The price for gasoline is the low rack average daily OPIS price plus \$.005 per gallon for delivery. The price for 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 Buchanan Energy in accordance with the DuPage County joint purchase contract for the length of the contract starting April 1, 2017 and ending March 31, 2018.

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 March 16, 2017 meeting.



Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions Attach Required Vendor Ethics Disclosure Statement

Date:	Jan 26, 2017
MinuteTraq (IQM2) ID #:	9190

Vendor: Buchanan Energy, LLC		Vendor#: 24431	Contract 4/1/2017 - 3/31/2018	Contract \$1,272,400.00
Dept: Transportation		Contact: Joe Bechtold	Phone: 630-407-6930	Assigned Transportation
Description of Procurement/ Scope of Work/ Background	nish and deliver gas	oline and diesel fuel for a co	intract total not to exceed, \$1,272,400.00)
Reason for Procurement To pro-	vide gasoline and d	iesel fuel for County owned	and operated vehicles and equipment.	
		FUNDI	NG SOURCE	
Procurement budge	ted for (FY and bud	get code(s)): 1500-3520-52	260 (DOT) 1000-1100-52260, 53300 (FM)
Budget Transfer (Date	te)	Add'l Information		
		DECISION MEA	NO NOT REQUIRED	
LOWEST RESPONSIB	LE QUOTE #, BID # o	or RFP # (QUOTE < \$25,000, BID ≥ \$25,000; attach	Tabulation)
RENEWAL, Enter Bid	and/or PO# 16-043	-BF		
EXEMPT FROM BIDDI				
		_	102(5) (attach Sole Source Justification fo	orm)
=	· ·	(d) IT/Telecom purchases u		
PER 55 ILCS 5/5-102	2 'Competitive Bids'	(c) not sultable for competi	tive bidding. Explain below:	· · · · · · · · · · · · · · · · · · ·
•				
		BASIS OF DECISION ME	MO (attach Decision Memo)	
EXPLANATION OF REC				ummary if applicable)
PROFESSIONAL SERVI	CES EXCLUDED per	DuPage Ordinance (4-108)	and 50 ILCS 510/2 (Architects, Engineers	* **
		retting process on Decision	· •	• •
REQUEST WAIVER OF	COUNTY BID RULES	(only allowable to Statutor	y Limits)	
OTHER THAN LOWEST	T RESPONSIBILE, BIC)#		
		PREPARED BY AND AP	PROVAL(S) (Initials Only)	
OG. CPPB	Jan 26, 2017	6	2/2/17	
repared By	Date	Recommended for App	proval Date IT Approval	, if required Date
1		REVIEWED B	iY (Initials Only)	· · · · · · · · · · · · · · · · · · ·
7891		2-8-17		
uyer		Date	Procurement Officer (M 2-8-17
~~~		Para	Froctal entert Officer 0	Date
87-62,		2-10-1-	7	
nlef Financial Officer Pecision Memos Over \$25,	000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date