



	Approved	Denied
Date Action Taken:	3/24/08	
Other:		
Verified by:	<i>FBM/ks</i>	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 08-17

TITLE: AWARD OF A FIVE (5) YEAR CONTRACT TO WASILLA CHEVRON AND CHEVRON USA, INC., FOR GASOLINE IN THE AMOUNT OF \$190,000 PER YEAR.

Agenda of: March 24, 2008

Date: March 10, 2008

Originator: William A. Miller, Purchasing/Contracting Officer *WAM*

Route to:	Department	Signature/Date
X	Police Chief Youth Court, Dispatch, Code Compliance	
	Culture and Recreation Services Manager Library, Museum, Sports Complex	
X	Public Works & Recreation Facility Maintenance Director	
X	Finance, Risk Management & MIS Director Purchasing	<i>Chad McCain</i>
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>Mary Kay</i>
X	City Clerk	<i>FBM/ks</i>

REVIEWED BY MAYOR DIANNE M. KELLER: *Dianne M. Keller 3/18/08*

FISCAL IMPACT: yes \$190,000 or no Funds Available yes no

Account name/number:

001-4130-413.60-25	Admin-Supplies-Gasoline	\$2,000.00
001-4221-420.60-25	WPD-Supplies-Gasoline	\$2,030.00
001-4224-420.60-25	WPD-Supplies-Gasoline	\$4,059.00
001-4230-420.60-25	WPD-Supplies-Gasoline	\$79,800.00
001-4233-420.60-25	WPD-Supplies-Gasoline	\$4,278.00
001-4260-420.60-25	WPD-Supplies-Gasoline	\$8,974.00
001-4310-431.60-25	PW-Admin-Supplies-Gasoline	\$2,500.00
001-4320-432.60-25	PW-Roads-Supplies-Gasoline	\$45,600.00
001-4330-433.60-25	PW-Prop Maint-Supplies-Gasoline	\$6,000.00
001-4520-452.60-25	PW-Parks Maint-Supplies-Gasoline	\$13,440.00
001-4610-461.60-25	Comm/Econ Dev-Supplies-Gasoline	\$600.00
310-4351-435.60-25	PW-Sewer-Supplies-Gasoline	\$27,252.00
320-4361-436.60-25	PW-Water-Supplies-Gasoline	\$10,000.00
330-4370-437.60-25	PW-Airport-Supplies-Gasoline	\$1,500.00
340-4530-453.60-25	MUSC-Supplies-Gasoline	\$3,500.00

Attachments: N/A

SUMMARY STATEMENT: In accordance with WMC 5.08.120, on January 18, 2008, the City of Wasilla issued Invitation to Bid 0685-0-2008/WM for Fleet Fuel Card Program services. The objective of the procurement is to secure a long term contract with a local gasoline supplier who can: 1) supply the City a fuel management card system, 2) offer a substantial discount over pump prices, and 3) ensure supply availability to the City fleet in the event of a disaster. The fuel is utilized for vehicles operated by the Wasilla Police Department, the Department of Public Works (Roads, Parks & Recreation and Sewer/Water), the Multi-Use Sports Complex and City Hall.

Proposals were received from three firms: Holiday Companies of Minneapolis, Wasilla Chevron of Wasilla and Tesoro of San Antonio, Texas. A thorough review of the three bids revealed the Holiday Express bid was did not comply with the bid requirements as it contained only two pages of the sixteen page document. Per page two (2) of the bid document, all pages of the bid packet had to be returned to the City of Wasilla for the bid to be deemed responsive. Holiday failed to comply thus their bid was deemed non-responsive. A comparison of the two remaining responsive bids revealed Tesoro bid a discount of seven and one-quarter cents (.725) per gallon and Wasilla Chevron bid a discount of ten cents (.10) per gallon. As Wasilla Chevron's bid offered the City the best discount, they were the apparent low bidder. Following a final review of the Wasilla Chevron bid to ensure it conformed in all material aspects to the solicitation and a phone call to Chevron USA corporate to verify operability of the fuel gas card system, the Purchasing/Contracting Officer released the bid matrix (below).

Vendor Name	Fleet One	FleetCor	Holiday	Petroleum Traders	Space Coast Oil	Tesoro	Wasilla Chevron
Date Received						2/26/08	2/26/08
Option #1 Discount per Gallon	N	N	Non-Responsive Only pages 15 and 16 of the bid packet were returned. The entire document and any amendments if applicable to this bid must be submitted.	N	N	.0725 cents per gallon	.10 cents per gallon
	O	O		O	O		
	B	B		B	B		
Option #2 OPIS + Fixed Fee	I	I		I	I	No bid	No bid
	D	D		D	D		
	R	R		R	R		
Option #3 Alternate Pricing Method	E	E		E	E	No bid	No bid
	C	C		C	C		
	I	I		I	I		
Award Bid to:	V	V		V	V	No bid	No bid
	E	E		E	E		
	D	D		D	D		
Award Bid to:							X

ACTION: Council is requested to authorize the award of a five (5) year contract effective April 1, 2008 for fleet fuel card services to Wasilla Chevron and Chevron USA, Inc., in the amount of \$190,000 per year. The City may terminate this contract, and Wasilla Chevron/Chevron USA, Inc., waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the funding from City, State, and/or federal sources is not appropriated or is withdrawn, limited, or impaired.