

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning  
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: 2023 Gasoline and Diesel Fuel Supply and Delivery Bid

DATE: August 22, 2023



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**SUMMARY:**

The district bids out fuel supply and delivery every three years. Fuel is stored in tanks located at the Park Services Center and Arrowhead Golf Course. Collectively, we use approximately 30,000 gallons of 87 octane gasoline, and 11,500 gallons of off-road diesel that is combined with a biodiesel for cleaner emissions.

With our limited ability to store large quantities of fuel and the fluctuating prices, fuel prices are tied to the wholesale published “OPIS” (Oil Price Information Service) rate. This rate is updated daily and is specific to the Midwest. Since this rate is consistent between the different vendors, our bids are based on a price adjustment factor which is essentially the cost to deliver the fuel to our sites.

Separate pricing was requested for both locations and products, however both vendors provided uniform pricing. Specifications were prepared by staff and sent to 21 vendors. Bids were solicited on August 8, 2023, and they were opened on August 22, 2023. The results were as follows:

<b>Contractor</b>	<b>2023 Contract</b>
<b>Feece Oil Co.</b>	<b>+0.198 per gallon</b>
AL Warren Oil Co.	+0.200 per gallon

This pricing would be effective from December 1, 2023 through November 30, 2024, with the contract issued on an annual basis with the option to renew yearly for up to two years. Feece Oil Co. has been our fuel supply and delivery vendor since 2017, and we have been satisfied with their performance.

**REVENUE OR FUNDING IMPLICATIONS:**

- \$130,250 is budgeted for total park district fuel and delivery within the current 2023 fiscal year, and also the same for the upcoming 2024 fiscal year. The budget breakdown is \$75,000 for the Parks Department (Acct. #10-101-000-53-5348-0000); and \$55,250 for Arrowhead Golf Course (Acct. #60-601-000-53-5348-0000).
- Non-fuel lubricants, motor oil and anti-freeze are not included in this budget.

**STAKEHOLDER PROCESS:**

Staff mechanics for both the Parks Services Center and Arrowhead Golf Course were consulted on this bid.

**LEGAL REVIEW:**

Standard bid documents and agreements were used.

**ATTACHMENTS:**

N/A

**ALTERNATIVES:**

N/A

**RECOMMENDATION:**

It is recommended that the Wheaton Park District Board of Commissioners approve the proposal from Feece Oil Co. for the 2023-2024 Gasoline and Diesel Fuel Supply and Delivery in the amount of the OPIS rate of +\$0.198 per gallon.