

**BILL NO. S-18-04-11**

**SPECIAL ORDINANCE NO. S-\_\_\_\_\_**

**AN ORDINANCE** approving the awarding of PURCHASE OF DIESEL FUEL FOR 2019 – not to exceed \$899,000.00 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and AG PLUS, INC. for the FLEET MANAGEMENT DEPARTMENT.

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL  
OF THE CITY OF FORT WAYNE, INDIANA;**

**SECTION 1.** That PURCHASE OF DIESEL FUEL FOR 2019 between the City of Fort Wayne, by and through its Department of Purchasing and AG PLUS, INC. for the FLEET MANAGEMENT DEPARTMENT, respectfully for:

purchase of 310,000 Gallons of Diesel Fuel for 2019;  
involving a total cost of not to exceed EIGHT HUNDRED NINETY-NINE THOUSAND AND 00/100 DOLLARS - (\$899,000.00) all as more particularly set forth in said PURCHASE OF DIESEL FUEL FOR 2019 which is on file in the Office of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, confirmed and approved.

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**SECTION 2.** That this Ordinance shall be in full force and effect  
from and after its passage and any and all necessary approval by the Mayor.

\_\_\_\_\_  
Council Member

APPROVED AS TO FORM AND LEGALITY

\_\_\_\_\_  
Carol Helton, City Attorney

# COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

## RFPs , BIDS, OTHER PROJECTS

|                               |                                                                     |
|-------------------------------|---------------------------------------------------------------------|
| Bid/RFP#/Name of Project      | 2019 Bulk Diesel                                                    |
| Awarded To                    | Ag Plus                                                             |
| Amount                        | Not to exceed \$899, 000 (plus applicable taxes) at \$2.90/gal      |
| Conflict of interest on file? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Number of Registrants         |                                                                     |
| Number of Bidders             | N/A                                                                 |
| Required Attachments          | Dept Memo                                                           |

## EXTENSIONS

|                              |                      |
|------------------------------|----------------------|
| Date Last Bid Out            | FWCS Cooperative Bid |
| # Extensions Granted To Date |                      |

## SPECIAL PROCUREMENT

|                                                            |                                             |
|------------------------------------------------------------|---------------------------------------------|
| Contract #/ID<br>(State, Federal,<br>Piggyback--Authority) |                                             |
| Sole Source/<br>Compatibility Justification                | Unique opportunity for savings IC 5-22-10-5 |

## BID CRITERIA *(Take Buy Indiana requirements into consideration.)*

|                                        |                                                                                      |
|----------------------------------------|--------------------------------------------------------------------------------------|
| Most Responsible,<br>Responsive Lowest | <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, explain below</i> |
| If not lowest, explain                 |                                                                                      |

# COUNCIL DIGEST SHEET

## COST COMPARISON

|                                                                                                  |                         |
|--------------------------------------------------------------------------------------------------|-------------------------|
| <i>Increase/decrease amount<br/>from prior years<br/>For annual purchase<br/>(if available).</i> | 2017 rate is \$1.71/gal |
|                                                                                                  | 2018 rate is \$1.75/gal |

## DESCRIPTION OF PROJECT / NEED

|                                                                                                                |                                                     |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <i>Identify need for project &amp;<br/>describe project; attach<br/>supporting documents as<br/>necessary.</i> | Supply of bulk diesel fuel for 2019                 |
|                                                                                                                | Approval of this amount will secure the 2019 budget |
|                                                                                                                | Provides 310,000 gallons                            |
|                                                                                                                |                                                     |
|                                                                                                                |                                                     |

## REQUEST FOR PRIOR APPROVAL

|                                                                            |                                                                                                                                                                                                       |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Provide justification if<br/>prior approval is being<br/>requested.</i> | Seeking Council approval for a contract price not to exceed \$2.90 per gallon of 300,000 gallons of diesel. Purchasing is expecting to contract at a more favorable rate upon Council final approval. |
|                                                                            |                                                                                                                                                                                                       |
|                                                                            |                                                                                                                                                                                                       |
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|                                                                            |                                                                                                                                                                                                       |

## FUNDING SOURCE

|                             |                               |
|-----------------------------|-------------------------------|
| <i>Account Information.</i> | Fleet Maintenance budget line |
|                             |                               |
|                             |                               |
|                             |                               |
|                             |                               |

# Memo

**To:** City Council  
**From:** Larry Campbell, Fleet Director  
**Date:** April, 2018  
**Re:** Diesel Fuel AG Plus 2019

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Dear Council

In regards to the Diesel Fuel for 2019 contract with AG Plus estimated not to exceed \$899,000 for 310,000 Gallons. Per gallon price will not exceed \$ 2.90/gal. We expect to be able to lock this diesel fuel at a lower price at a later date pending final passage of this ordinance. This price of this contract if we had locked today would have been \$\_\_\_\_\_ per gallon. Pricing this commodity changes on a daily basis we seek this approval in advance of potential favorable market conditions.

The City Purchasing Director, Public Works Director, Fleet Director, and Controller will continue to monitor pricing.

Thank you Larry Campbell

*G/ drive shared award letters 2018 Diesel Fuel AG Plus 2019*