M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

**Mr. Matt McIntire, Chairperson**

 **Board Members**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: February 27, 2020**

**RE: Gasoline and Diesel Fuel Bid**

**A Request For Bids was issued on January 23, 2020 for the District’s Gasoline and Diesel Fuel requirements. The following vendors responded:**



**The bids were opened by myself in the presence of Bob Barrix, Director, Transportation Department. Both vendors attended.**

**Based on their more competitive pricing, Petroleum Traders Corporation is recommended as the vendor. The new contract will be effective April 1, 2020 for 1 year with the option to renew for an additional two years.**

**Since the last contract expired on February 29, 2020 (following its 2nd renewal),**

**the current vendor (Lykins Oil) has agreed to extend the contract through March 31, 2020.**

**I recommend awarding the Gasoline and Diesel Fuel contract to Petroleum Traders Corporation, as presented.**