M E M O R A N D U M

**TO: Dr. Maria Brown, Chairperson**

 **Karen Byrd**

 **Julia Pile**

**Jesse Parks**

 **Dr. Tiffany Schussler**

**Matthew Turner, Superintendent**

**FROM: Jehan M. Ghouse, Purchasing Administrator**

**DATE: February 22, 2021**

**RE: Transportation Department Renewal of Gasoline and Diesel Contract – Petroleum Traders Corporation**

**In April 2020, the bid for the supply of Gasoline and Diesel fuel for the Transportation Department was awarded to Petroleum Traders Corporation (PTC). The award was for one year with the option to renew for two additional years.**

**The Transportation Department wishes to exercise the first renewal option and continue with PTC for an additional year. PTC has confirmed their interest to continue at the same rates and terms as awarded. The effective date will be April 1, 2021 through March 31, 2022.**

**I recommend the purchase of Gasoline and Diesel continue with PTC, as presented.**