**Board Memo**

**DATE:** 2/28/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Transportation Department

**Product Vendor or Grant Issuer**

Petroleum Traders Corporation

**Product or Grant Name**

Gasoline and Diesel Fuel

**Date/Term (Beginning and End Dates/Year)**

April1, 2022 through March 31, 2023

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

In April of 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 for two additional one year terms.

The Transportation Department wishes to excise the second renewal option and continue with PTC for an additional year. Due to the pandemic, national shortage of drivers, and increase in costs, they are asking to increase the freight charges by .0135 per gallon. This equates to approximately $5130 for the year, representing a less than 0.5% increase of the total cost.

Anticipated 380,000 gallons of diesel at February rate of $2.9123 = $1,106,674

Anticipated 380,000 gallons of diesel at February rate plus additional freight charge $2.9258 = $1,111,804

$1,111,804 - $1,106,674 = $5130

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$1,111,804

**Funding Source**

General Fund

**\*If more than one funding source, list below along with amount or percent for each source**

N/A

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

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

**CONTACT PERSON: (submitter)**

Roxanne Collins, Purchasing Administrator