



**REPORT TO: CITY COUNCIL**

**MEETING DATE: JUNE 15, 2020**

<b>Agenda Item:</b>	5b. CC-20-96
<b>Background / Issue:</b>	<ul style="list-style-type: none"> <li>• The City of Stillwater purchases approximately 280,000 gallons of fuel each year.</li> <li>• 145,000 gallons is unleaded gasoline and 135,000 gallons is diesel fuel.</li> <li>• Bids were solicited to provide refueling services for City vehicles and equipment.</li> <li>• Specifications listed within the request for bids required that vendors provide at least four convenient refueling locations in different geographic areas of Stillwater along with refueling locations throughout the state of Oklahoma and the surrounding states.</li> </ul>
<b>Proposal/Solution:</b>	<ul style="list-style-type: none"> <li>• Three bids were received:             <ul style="list-style-type: none"> <li>○ Mansfield Energy</li> <li>○ Pinnacle Petroleum</li> <li>○ OnCue Marketing L.L.C.</li> </ul> </li> <li>• OnCue offers the lowest price per gallon and has 11 locations across Stillwater.</li> <li>• OnCue offers pump price minus taxes and an additional one cent per gallon discount.</li> <li>• The bid award is for a one year contract effective July 1, 2020 and includes a yearly renewal option for four subsequent years.</li> </ul>
<b>Financial Impact/Funding Source(s):</b>	Funds are budgeted in the FY21 budget for each department to make fuel purchases.
<b>Related Strategic Priority:</b>	#1 Effective Services & Accountable Government: To provide effective services and accountable government for all citizens by practicing fiscal responsibility, transparency, and outstanding customer service.
<b>Recommended Action/Motion:</b>	Motion to award the refueling services contract to OnCue Marketing L.L.C. for a one year contract effective July 1, 2020.
<b>Prepared By:</b>	Mark White, Public Works Director
<b>Reviewed By:</b>	Paula J. Dennison, Assistant City Manager
<b>Submitted By:</b>	Norman McNickle, City Manager