



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: August 27, 2018

MEMO TO: Craig Taylor, Chair
Operations Committee

FROM: John E. Nelson
Director of Operations and Infrastructure

RECOMMENDATION: Recommend approval of a Resolution approving renewals of Contracts for the Purchase of Motor Fuel to Petroleum Traders Corporation, Fort Wayne, Indiana, and Avalon Petroleum Co. Inc., Kankakee, Illinois for a 1-year period from October 13, 2018 through October 12, 2019.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: Motor fuel is ordered on an as-needed basis. In total, \$622,750.00 is included in the approved FY2018-19 budget (18-month period) for motor fuel.

An amount of \$482,950.00 is budgeted in FY2018-19 for motor fuel as part of the Operations and Infrastructure Department operating budget for District use (\$411,900.00 in the General Fund and \$71,050.00 in the Land Development Levy Fund).

The District also allows the Lake County Sheriff's Office, Health Department and Planning, Building & Development Department to fuel their vehicles at District facilities. Any expense incurred by the District for the use of fuel by Lake County is reimbursed to the District by Lake County. The amount budgeted as an expense and corresponding revenue reimbursement is \$45,000.00 for FY2018-19.

In addition, a total of \$94,800.00 is budgeted in FY2018-19 for Golf operations (\$57,000.00 for Countryside; \$16,800.00 for Brae Loch and \$21,000.00 for ThunderHawk).

BACKGROUND: On October 13, 2015, the District entered into contracts with the vendors for the one-year period ending on October 12, 2016. In each contract, the District reserved the right to renew the contracts for up to four additional one-year periods. The first renewal was approved by the Board on September 13, 2016 for the period from October 13, 2016 through October 12, 2017. The second renewal was approved by the Board on September 12, 2017 for the period from October 13, 2017 through October 12, 2018.

Petroleum Traders' contract is for bulk tanker-loads of fuel delivered to the Operations and Public Safety Facility. Avalon's contract is for fuel delivered to small satellite locations such as the maintenance shops and golf courses. Based upon favorable pricing, as well as the delivery record of the vendors, it is recommended that the contracts be renewed a third time for the period from October 13, 2018 through October 12, 2019.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR SEPTEMBER MEETING
SEPTEMBER 11, 2018**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** presents herewith "A Resolution Approving Renewals of Contracts for the Purchase of Motor Fuel" and request its approval.

OPERATIONS COMMITTEE:

Date: _____ Roll Call Vote: Ayes: _____Nays: _____

Voice Vote Majority Ayes; Nays: _____

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING RENEWALS OF CONTRACTS
FOR THE PURCHASE OF MOTOR FUEL**

WHEREAS, on October 13, 2015, the Lake County Forest Preserve District (the "District") approved contracts for the purchase of motor fuel with Petroleum Traders Corporation, ("Petroleum Traders"), and Avalon Petroleum Co., Inc., ("Avalon Petroleum") pursuant to which Petroleum Traders and Avalon Petroleum agreed to provide motor fuel to be used by the District (the "Contracts"); and

WHEREAS, the initial terms of the Contracts expired on October 13, 2016; and

WHEREAS, in each Contract, the District reserved the right to renew the Contract for four one-year periods; and

WHEREAS, the term of the second renewal period will expire on October 12, 2018; and

WHEREAS, it is in the District's best interest to approve a third 1-year renewal to each Contract for the period from October 13, 2018 through October 12, 2019;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as part of this Resolution by this reference.

Section 2. Approval of Renewals. Each Contract is hereby renewed for a one-year period. The Executive Director and Secretary are authorized and directed to take any action necessary to effectuate such renewals.

Section 3: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2018

AYES:

NAYS:

APPROVED this _____ day of _____, 2018

Ann B. Maine, President
Lake County Forest Preserve District

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____