

**DATE:** August 31, 2020

**MEMO TO:** Jessica Vealitzek, Chair  
Operations Committee

Terry Wilke, Chair  
Finance Committee

**FROM:** John E. Nelson  
Director of Operations and Infrastructure

**RECOMMENDATION:** Recommend approval of a Resolution approving Contracts for the Purchase and Delivery of Gasoline and Diesel Fuel to Petroleum Traders Corporation, Fort Wayne, Indiana, and Conserv FS, Inc., Woodstock, Illinois.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** Motor fuel (gasoline and diesel) is ordered on an as-needed basis. In total, \$388,790.00 is included in the approved FY2020 budget for motor fuel.

An amount of \$295,590.00 is budgeted in FY2020 as part of the Operations and Infrastructure Department operating budget for District use (\$260,000.00 in the General Fund and \$65,590.00 in the Land Development Levy Fund).

In addition, a total of \$63,200.00 is budgeted in FY2020 for Golf operations (\$38,000.00 for Countryside; \$11,200.00 for Brae Loch and \$14,000.00 for ThunderHawk).

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 \$40,000.00 for FY2020.

**BACKGROUND:** The District solicited bids for the purchase and delivery of gasoline and diesel fuel and four bidders responded by the July 16, 2020 deadline. As is customary in the industry, the District asked bidders to state each price as a unit price per gallon above (+) or below (-) the Daily OPIS (Oil Price Information Service) Chicago average. Avalon Petroleum Co., Inc. submitted the lowest bid for one product, but requested to withdraw its bid after discovering that it misplaced a decimal point, resulting in a bid of 28 cents below the average, rather than 2.8 cents below the average. Staff recommends that Avalon be allowed to withdraw its bid.

Assuming Avalon is allowed to withdraw, (i) Petroleum Traders Corporation is the low bidder for the bulk tanker-loads of fuel (gasoline and diesel) delivered to the Operations and Public Safety Facility and (ii) Conserv FS, Inc. is the low bidder for the small loads of fuel (gasoline and diesel) delivered to satellite locations such as the maintenance shops and golf courses.

The contracts to be awarded will be in effect from November 21, 2020 through November 20, 2021. The District reserves the right in the contracts to renew them for up to four (4) additional one (1) year periods at the same prices.

**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 8, 2020**

**MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith “A Resolution Awarding Contracts for the Purchase and Delivery of Gasoline and Diesel Fuel” and request its approval.

**OPERATIONS COMMITTEE:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes: \_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; \_\_\_\_ Nays: \_\_\_\_\_

**FINANCE COMMITTEE:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes: \_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; \_\_\_\_ Nays: \_\_\_\_\_

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

**A RESOLUTION AWARDING CONTRACTS FOR  
THE PURCHASE AND DELIVERY OF GASOLINE AND DIESEL FUEL**

**WHEREAS**, the Lake County Forest Preserve District (the “District”) has advertised in The News Sun for sealed bids for the purchase of gasoline and diesel fuel (the “Products”) pursuant to the bidding documents for such Products (the “Bid Documents”); and

**WHEREAS**, all sealed bids were received and opened by the District at its General Offices, 1899 West Winchester Road, Libertyville, Illinois, on July 16, 2020, at 11:00 a.m. and are summarized on Exhibit A attached to this Resolution; and

**WHEREAS**, the District’s staff, the Purchasing Manager, the Director of Operations and Infrastructure; the Operations and Finance Committees have reviewed the bids identified on Exhibit A and recommend that the Board of Commissioners: (a) find (i) Petroleum Traders Corporation to be the lowest responsible bidder with respect to the bids that it submitted and which are highlighted on Exhibit A (the “Petroleum Traders Corporation Bids”) and (ii) Conserv FS, Inc. to be the lowest responsible bidder with respect to the bids that it submitted and which are highlight on Exhibit A (the “Conserv FS, Inc. Bids”), and (b) award contracts for the Products to the bidders consistent therewith (collectively, the “Contracts”); and

**WHEREAS**, the Board of Commissioners hereby finds that Petroleum Traders Corporation and Conserv FS, Inc. are the lowest responsible bidders for the Products as set forth in the previous clause; and

**WHEREAS**, in the Bid Documents, the District reserves the right to renew the Contracts for up to four (4) additional one (1) year periods (the “Future Extensions”);

**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 a part of this Resolution by this reference.

**Section 2: Award of Contracts.** The Petroleum Traders Corporation Bids are hereby accepted and a Contract for the Products in the amount of the Petroleum Traders Corporation Bids (the “Petroleum Traders Corporation Contract Price”) is hereby awarded to Petroleum Traders Corporation. The Conserv FS, Inc. Bids are hereby accepted and a Contract for the Products in the amount of the Conserv FS, Inc. Bids (the “Conserv FS, Inc. Contract Price”; collectively, with the Petroleum Traders Corporation Contract Price, the “Contract Prices”) is hereby awarded to Conserv FS, Inc.

**Section 3: Execution of Contracts.** The Executive Director of the District is hereby authorized and directed to execute the Contracts for the Products in the amounts of the Contract Prices.

**Section 4: Future Extensions.** The Executive Director, at his discretion, is hereby authorized to approve the Future Extensions on behalf of the District.

**Section 5: Payments.** The Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

**Section 6: 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 \_\_\_\_\_, 2020

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_

EXHIBIT A

			AVALON PETROLEUM CO. INC.		
Operations & Public Safety Facility (Gas & Diesel)			Profit/Overhead +\$ per Gallon or	Profit/Overhead --\$ per Gallon	Cost to treat 1 Gallon of #2 ULS Diesel
Description	Estimated Usage	UOM			
87 Octane RFG Gasoline	66,000	Gal	NO BID	-\$0.2800	N/A
Ultra Low Sulfur #2 Diesel Fuel 15 PPM	15,000	Gal	\$0.0240	NO BID	\$0.0100
Ultra Low Sulfur #2 Diesel Fuel 15 PPM, Cold Filter plug Point to -30 degrees Fahrenheit	7,500	Gal	\$0.0240	NO BID	\$0.0100
Wagon Metered Fuel Delivery (Gas & Diesel)					
Description	Estimated Usage	UOM			
87 Octane RFG Gasoline	25,000	Gal	\$0.2000	NO BID	N/A
89 Octane RFG Gasoline	16,000	Gal	\$0.2000	NO BID	N/A
Ultra Low Sulfur #2 Diesel Fuel 15 PPM	4,000	Gal	\$0.2000	NO BID	\$0.0100
Dyed Ultra Low Sulfur #2 Diesel Fuel 15 PPM	10,000	Gal	NO BID	NO BID	\$0.0100
Ultra Low Sulfur #2 Diesel Fuel 15 PPM, Cold Filter plug Point to -30 degrees Fahrenheit	2,000	Gal	\$0.2000	NO BID	\$0.0100

Lowest Responsible Bidder

Bidder has requested to have bid withdrawn

			CONSERV FS, INC.		
<b>Operations &amp; Public Safety Facility (Gas &amp; Diesel)</b>			<b>Profit/Overhead +\$ per Gallon or</b>	<b>Profit/Overhead --\$ per Gallon</b>	<b>Cost to treat 1 Gallon of #2 ULS Diesel</b>
<b>Description</b>	<b>Estimated Usage</b>	<b>UOM</b>			
87 Octane RFG Gasoline	66,000	Gal	\$0.0600	NO BID	N/A
Ultra Low Sulfur #2 Diesel Fuel 15 PPM	15,000	Gal	\$0.0600	NO BID	\$0.0500
Ultra Low Sulfur #2 Diesel Fuel 15 PPM, Cold Filter plug Point to -30 degrees Fahrenheit	7,500	Gal	\$0.0600	NO BID	\$0.0300
<b>Wagon Metered Fuel Delivery (Gas &amp; Diesel)</b>					
<b>Description</b>	<b>Estimated Usage</b>	<b>UOM</b>			
87 Octane RFG Gasoline	25,000	Gal	\$0.1500	NO BID	N/A
89 Octane RFG Gasoline	16,000	Gal	\$0.1500	NO BID	N/A
Ultra Low Sulfur #2 Diesel Fuel 15 PPM	4,000	Gal	\$0.1500	NO BID	\$0.0500
Dyed Ultra Low Sulfur #2 Diesel Fuel 15 PPM	10,000	Gal	\$0.1500	NO BID	\$0.0500
Ultra Low Sulfur #2 Diesel Fuel 15 PPM, Cold Filter plug Point to -30 degrees Fahrenheit	2,000	Gal	\$0.1500	NO BID	\$0.0300

Lowest Responsible Bidder

Bidder has requested to have bid withdrawn

			PETROLEUM TRADERS CORPORATION		
<b>Operations &amp; Public Safety Facility (Gas &amp; Diesel)</b>			<b>Profit/Overhead +\$ per Gallon or</b>	<b>Profit/Overhead --\$ per Gallon</b>	<b>Cost to treat 1 Gallon of #2 ULS Diesel</b>
<b>Description</b>	<b>Estimated Usage</b>	<b>UOM</b>			
87 Octane RFG Gasoline	66,000	Gal	NO BID	-\$0.0101	N/A
Ultra Low Sulfur #2 Diesel Fuel 15 PPM	15,000	Gal	\$0.0077	NO BID	\$0.0200
Ultra Low Sulfur #2 Diesel Fuel 15 PPM, Cold Filter plug Point to -30 degrees Fahrenheit	7,500	Gal	\$0.0077	NO BID	\$0.0200
<b>Wagon Metered Fuel Delivery (Gas &amp; Diesel)</b>					
<b>Description</b>	<b>Estimated Usage</b>	<b>UOM</b>			
87 Octane RFG Gasoline	25,000	Gal	\$0.6500	NO BID	N/A
89 Octane RFG Gasoline	16,000	Gal	\$0.6500	NO BID	N/A
Ultra Low Sulfur #2 Diesel Fuel 15 PPM	4,000	Gal	\$0.7800	NO BID	\$0.0200
Dyed Ultra Low Sulfur #2 Diesel Fuel 15 PPM	10,000	Gal	\$0.7800	NO BID	\$0.0200
Ultra Low Sulfur #2 Diesel Fuel 15 PPM, Cold Filter plug Point to -30 degrees Fahrenheit	2,000	Gal	\$0.7800	NO BID	\$0.0200

Lowest Responsible Bidder

Bidder has requested to have bid withdrawn



			PETROCHOICE HOLDINGS, LLC.		
<b>Operations &amp; Public Safety Facility (Gas &amp; Diesel)</b>			<b>Profit/Overhead +\$ per Gallon or</b>	<b>Profit/Overhead --\$ per Gallon</b>	<b>Cost to treat 1 Gallon of #2 ULS Diesel</b>
<b>Description</b>	<b>Estimated Usage</b>	<b>UOM</b>			
87 Octane RFG Gasoline	66,000	Gal	\$0.0500	NO BID	N/A
Ultra Low Sulfur #2 Diesel Fuel 15 PPM	15,000	Gal	\$0.0550	NO BID	NO BID
Ultra Low Sulfur #2 Diesel Fuel 15 PPM, Cold Filter plug Point to -30 degrees Fahrenheit	7,500	Gal	\$0.0550	NO BID	\$0.0100
<b>Wagon Metered Fuel Delivery (Gas &amp; Diesel)</b>					
<b>Description</b>	<b>Estimated Usage</b>	<b>UOM</b>			
87 Octane RFG Gasoline	25,000	Gal	\$0.1800	NO BID	N/A
89 Octane RFG Gasoline	16,000	Gal	\$0.1800	NO BID	N/A
Ultra Low Sulfur #2 Diesel Fuel 15 PPM	4,000	Gal	\$0.1800	NO BID	NO BID
Dyed Ultra Low Sulfur #2 Diesel Fuel 15 PPM	10,000	Gal	\$0.1800	NO BID	NO BID
Ultra Low Sulfur #2 Diesel Fuel 15 PPM, Cold Filter plug Point to -30 degrees Fahrenheit	2,000	Gal	\$0.1800	NO BID	\$0.0100

Lowest Responsible Bidder

Bidder has requested to have bid withdrawn