



Oak Park Elementary School District 97

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To: Dr. Sheila Johnson, Assistant Superintendent of Finance & Operations

From: John Pahlman, Senior Director of Buildings and Grounds

CC: Dr. Ushma Shah, Superintendent of Schools

Re: **Oak Park Fuel Purchase IGA**

Date: May 14, 2024

Purpose

This memo aims to inform you of the Oak Park Fuel Purchase IGA.

Overview of the IGA

D97 purchases gasoline and diesel fuel from the Village of Oak Park. The fueling station is located at the Public Works building at 210 South Blvd. with fuel available 24/7. The Village calculates the average monthly cost of the fuel and adds an administrative and maintenance fee to the cost per gallon. The Village invoices the district for the fuel pumped and provides a breakdown of fuel use by vehicle.

Costs and Benefits to D97

The cost of fuel including the administrative and maintenance fee is less than the cost of fuel at retail outlets. As a government agency we pay less tax on the fuel. To dispense fuel from the Village fuel pumps you must insert a computer chip key, enter a PIN and the vehicle odometer reading. The pumps are also under constant video surveillance. These steps provide an audit trail.

Changes to the new proposed IGA

The Village of Oak Park is increasing the administrative and Maintenance fee from \$0.21 per gallon of fuel to \$0.22 per gallon of fuel. All other changes do not impact the cost nor the liability of the contract and include updated names and dates.

Recommendation

Administration recommends the approval of the Five-Year Intergovernmental Agreement with the Village of Oak Park for the purchase of gasoline and diesel fuel.