

INDEPENDENT SCHOOL DISTRICT NO. 709
Duluth Public Schools
Historic Old Central High School – 215 N. First Avenue E.
Duluth, MN. 55802-2069
218-336-8738

MEMORANDUM

TO: Doug Hasler, Director of Business Services/CFO
FROM: Tony Kelekovich, ^{rw} Supervisor of Purchasing
SUBJECT: RFP-309 VEHICLE FUEL REQUIREMENTS
DATE: May 25, 2018

Request for Proposals for the purchase of district-wide vehicle fuel requirements were advertised in the Duluth News Tribune and submitted to two (2) area vendors. The total is for a twelve (12) month period July 1, 2018 through June 30, 2019 and is based on an estimated 72,000 gallon usage.

The overall contract period is July 1, 2018 through June 30, 2022 with renewals annually July 1st of each year by mutual agreement of both parties. The basis for renewal is compliance with original RFP specifications and vendor's ability to provide service as required.

The responses were analyzed by Mike Johnson, Transportation and Tony Kelekovich, Purchasing:

<u>EST. ANNUAL USAGE:</u>	<u>FUEL TYPE:</u>	<u>HOLIDAY STATION STORES</u>	<u>KWIK TRIP</u>
12,000 gals.	Unleaded	\$ 28,090.56	\$ 28,375.20
60,000 gals.	Diesel	\$ 158,698.20	\$ 158,238.00
<u>TOTAL ESTIMATED AMOUNT:</u>		\$ 186,788.76	\$ 186,613.20

Note: Holiday Station Stores is our current supplier and has provided service that complies with the requirements.

It is recommended that the RFP meeting specifications as submitted by **Holiday Station Stores** in the total estimated amount of **\$186,788.76** be accepted.

Fund Custodian: Transportation: 03-760-013-720-000-1442.00
Maintenance: 01-810-015-000-000-1442.00
Central Receiving: 01-135-012-000-000-1442.00

INDEPENDENT SCHOOL DISTRICT NO. 709

RFP-309 VEHICLE FUEL REQUIREMENTS

RECAP

VENDOR:

AMOUNT:

HOLIDAY STATION STORES
BLOOMINGTON, MN

\$ 186,788.76

KWIK TRIP INC
LACROSSE WI

\$ 186,613.20

May 24, 2018

To: Tony Kelekovich
Supervisor of Purchasing

From: Mike Johnson
Transportation Manager

Subject: RFP-309 Vehicle Fuel Requirements

ISD 709 received proposals on May 1, 2018, for its school bus and maintenance vehicle fleets. In order to fulfill the fueling needs of the district, there were several key items that would be considered per the award criteria:

- Fueling at vendor locations with pump/store locations located throughout the city of Duluth
- Number of stores participating and hours of operation
- Product availability (gas, diesel #1, diesel #2 and winter blend)
- Accessibility to all ISD 709 vehicles and meets height restrictions (12 feet minimum)
- Total cost per gallon in excess of the Husky Refinery in Superior base rack price, applicable state tax, inspection fees, freight costs and all other fees
- Fleet management program with the option to utilize fuel or fleet cards

There were two competitive responses to the RFP, one from Kwik Trip Stores and one from Holiday Station Stores (the incumbent fuel vendor). All of the criteria listed above were considered in the analysis of the responses. The majority of district fueling involves thirty-five (35) district-owned school buses and vans. It is important that the fueling facility is near the district Transportation facility at 3200 W. Superior St. It is also important that the main school bus fueling site is safe, accessible, easy to enter and exit the fuel island, and offers all requested grades of diesel fuel. Stores accessible for maintenance and other district vehicles should be located district-wide.

Holiday – 3931 W 1st St

- Proximity for bus fueling - .8 miles one way
- Safe, accessible fuel island and ample parking
- Facility meets height restriction minimums
- Offers all fuel types requested, including winter blend
- Diesel exhaust fluid is available at the pump
- 9 stations accessible to the rest of district fleet including maintenance trucks and vans which are distributed across the city of Duluth
- Fleet management system meets criteria

Kwik Trip – 6516 Grand Ave

- Proximity for bus fueling – 2.8 miles one way
- Safe, accessible fuel island and ample parking
- Facility meets height restriction minimum
- Offers gas, diesel #1, diesel #2 – does not indicate winter blend at this station
- 4 stations accessible to the rest of district fleet including maintenance trucks and vans – three stations are west and one is centrally located – there are no stations east
- Fleet management system meets criteria

Based upon the main store proximity to the Transportation bus facility, availability of winter blend, number of additional locations for fueling, and previous success with the vendor, I recommend that we award the RFP to Holiday Station Stores.