



# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Powell and Members of the City Council

**THROUGH:** *DS* David N. Carmany, City Manager

**FROM:** Bruce Moe, Finance Director *BM*  
Gwen Eng, General Services Manager *GE*

**DATE:** May 1, 2012

**SUBJECT:** Ratification of Motor Fuel Purchase from Merrimac Energy Group in the Amount of \$28,787.30

### RECOMMENDATION:

Staff recommends that the City Council waive formal bidding per Municipal Code Section 2.36.140 (waivers) and ratify the purchase of fuel from Merrimac Energy Group in the amount of \$28,787.30.

### FISCAL IMPLICATION:

Sufficient funds are available in the Public Works Fleet budget for this purchase.

### DISCUSSION:

The City operates a fueling station located at the City Yard. Our most recent contract for motor fuels was not renewed by the vendor because they wished to renegotiate the pricing structure. Additionally, because of the instability in wholesale fuel markets, few vendors are willing to enter into a contract, even with pricing indexed to market movements. Staff has determined that same day bidding and ordering (making formal bidding impractical) is the best method to secure deliveries.

Recently, staff needed to procure motor fuels. The informal process resulted in the following bids:

<u>Vendor</u>	<u>Total Bid (Incl. Tax)</u>
1. Merrimac Energy Group	\$28,787.30
2. General Petroleum	\$28,837.78
3. Falcon Fuels	\$28,973.21

Merrimac Energy Group was the lowest bidder for this requirement. Because the total purchase exceeded the formal bid limit of \$20,000, staff is now seeking City Council ratification for this expenditure. Additional fuel purchases will be made approximately every 30-45 days, and if the purchase exceeds \$20,000, it will be presented for City Council ratification.