



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091

Area Code (907)

Administration

Ph: 373-9055
Fx: 373-9092

Clerks Office

Ph: 373-9090
Fx: 373-9092

Finance

Ph: 373-9070
Fx: 373-9085

Library

Ph: 376-5913
Fx: 376-2347

Museum

Ph: 373-9071
Fx: 373-9072

Parks &

Recreation
Ph: 373-9053
373-9072

Planning

Ph: 373-9094
Fx: 373-9092

Police

Ph: 373-9077
Fx: 373-9051

Public Works

Ph: 373-9095
Fx: 373-9054

Ph: _____
Fx: _____

COUNCIL MEMORANDUM 97-75

From: Tim Krug, City Planner *TK*

Thru: Sarah H. Palin, Mayor *SP*

Date: September 17, 1997

Subject: Unleaded Gasoline Procurement

Today, at 11:00 A.M. we have received bids for unleaded gasoline procurement. In the bid documents we requested that the bidders offer us a bid per gallon and that no price changes are allowed between October 15, 1997 and June 30, 1998. We received four bids and feel that we have three responsive bids, they are as follows:

Wasilla Chevron	\$0.971/Gallon
Service Oil and Gas	\$0.978/Gallon
Mapco Alaska Petroleum	\$1.259/Gallon

Valley Country Store's bid was determined to be non-responsive since their bid amount was "\$0.10 above my cost per gallon".

We have attached Wasilla Chevron's bid package, along with a follow up letter stating that they will hold their unit price between October 15, 1997 and June 30, 1998. Since their original bid had exceptions, we are requesting that this irregularity be waived as mentioned in the Request for Bids document. Purchasing unleaded gasoline from Wasilla Chevron is in accordance with WMC § 6.24.210 Producer and Dealer Preference. Wasilla Chevron has also been gracious to allow the City to use their warm storage 24 hours a day, seven days a week for emergency repairs.

Recommended Motion:

Should you determine to accept the apparent low bid from Wasilla Chevron, the following motion would be appropriate:

Move to approve Unleaded Gasoline ^{Contract} ~~Procurement~~ with Wasilla Chevron for the period of October 15, 1997 through June 30, 1998.

APPROVED

DATE: 9/22/97

BY: [Signature]

September 17, 1997



Chevron

Wasilla Chevron Inc.
601 W. Parks Hwy.
P. O. Box 871216
Wasilla, Alaska 99687-1216
Phone (907) 376-5900
Fax (907) 373-0605

Mr. Tim Kruger
City of Wasilla
Planning Office
290 E. Herning
Wasilla, Ak 99654

Reference: Request for Bid, Invitation: UG-1
Opening: 11:00 A. M. September 17, 1997

Dear Tim,

Reference is made to our cover letter to the above mentioned bid dated September 16, 1997.

Our offer is hereby amended to include a firm price of \$.971 per gallon for the period October 15, 1997 through June 30, 1998.

Very truly yours,

A handwritten signature in cursive script, appearing to read "G. B. Weber".

G. B. (Gary) Weber
President

September 16, 1997



Chevron

Wasilla Chevron Inc.
601 W. Parks Hwy.
P. O. Box 871216
Wasilla, Alaska 99687-1216
Phone (907) 376-5900
Fax (907) 373-0605

City of Wasilla
Planning Office
290 E. Herning
Wasilla, Ak 99654

Reference: Request for Bid, Invitation: UG-1
Opening: 11:00 A. M. September 17, 1997

Dear Gentle People,

Thank you for the opportunity to bid on your Unleaded Gasoline requirements.

Our bid is enclosed on the forms provided and this letter is hereby made part of our bid.

The price offered excludes all taxes and is "net" at time of billing. Price subject to change, without notice, and may increase or decrease with changes in the suppliers wholesale price. Our offer is for both periods of October 15, 1997 through June 30, 1998 and fiscal year July 1, 1998 through June 30, 1999.

All specifications of the bid are accepted as outlined in the "Description of Work", with the exception of "with odometer reading entered for mileage averaging".

Our offer includes the Chevron Business Cards with fleet fuel management through the "Bookkeeper" billing summary. The enclosed brochure is hereby made part of our bid and will further explain this well established fleet management billing system.

Our offer also includes the use of our warm inside storage area on a 24 hour, seven days a week basis for emergency repairs such as changing tires, windshield wipers, head and tail lights and emergency cleaning during inclement or cold weather. This offer does not include Wasilla Chevron personnel assistance.

Again, thank you for the opportunity and we look forward to serving your fuel requirements.

Very truly yours,

A handwritten signature in black ink, appearing to read "G. B. Weber".

G. B. (Gary) Weber
President

**CITY OF WASILLA
REQUESTS FOR BID
UNLEADED GASOLINE
UG-1**

Sealed Bids for providing Unleaded Gasoline to the City of Wasilla is hereby requested. Bid Documents may be obtained beginning September 5, 1997 at the Planning Office, located at the City of Wasilla. Phone inquiries may be directed to (907)373-9094 or facsimile (907)373-9092.

Description of Work: Provide unleaded gasoline with automatic dispensing by means of a bidder supplied credit cards per the following specification: A system with automatic record keeping with the ability to generate reports by card holder department, or by vehicle with odometer reading entered for mileage averaging; a system capable of instant card cancellation; accessible by City personnel 24 hours a day, seven days a week; the facility shall be located within 3 miles of Wasilla City Hall; cards supplied free of charge including replacement of damaged or faulty cards; and provide separate itemized billings for Planning Office, Public Works Department, and Police Department.

Bid Opening: 11:00 a.m. September 17, 1997, in the Planning Office, City of Wasilla, 290 East Herning Avenue, Wasilla, Alaska 99654.

The City of Wasilla reserves the right to reject any or all bids, or informalities in the bidding.

Publish September 5, and 10, 1997.

CITY OF WASILLA
PLANNING OFFICE
290 E. HERNING
WASILLA, AK 99654

REQUEST FOR BID

BID WILL BE RECEIVED UNTIL:

TIME: 11:00 A.M.
OPENING DATE: September 17, 1997

SHOW THIS NUMBER ON
OUTSIDE OF ENVELOPE
INVITATION: UG - 1

DESCRIPTION

UNLEADED GASOLINE PROCUREMENT

AS PER ATTACHED

IMPORTANT INSTRUCTIONS TO VENDORS

1. This purchase order(s) shall run from October 15, 1997 through June 30, 1998. Should bidder offer the same cost for fuel for the next fiscal year July 1, 1998 through June 30, 1999, the City of Wasilla may consider the option of providing another purchase order(s) for that time period.

2. You are invited to bid on the furnishing and/or delivery of: Unleaded gasoline with automatic fuel dispensing by means of bidder supplied credit cards per the following specifications:

- A. A system with automated record keeping with the ability to generate reports by card holder department, or by vehicle with odometer reading entered for mileage averaging.
- B. A system capable of instant card cancellation after notification by City of Wasilla.
- C. The system must be accessible by City personnel 24 hours a day, seven days a week.
- D. The facility shall be located within 3 miles of Wasilla City Hall.
- E. Cards to be supplied free of charge, including replacement of damaged or faulty cards.
- F. Provide separate itemized billings for Planning Office, Public Works Department, and Police Department.

3. We will not accept "QUOTES" on maximum or minimum quantities. The bid price must be for actual quantities purchased during the duration of contract.

4. NO TELEPHONE/FAX BIDS WILL BE ACCEPTED.

5. DIRECTIONS FOR DELIVERY OF BIDS: Envelopes must be sealed, addressed and marked as follows:

MARK IN LEFT HAND CORNER:
Bidding Documents
Bid No. UG - 1
Unleaded Gasoline

ADDRESS: City of Wasilla
Planning Office
290 E. Herning
Wasilla, AK 99654

BID OPENING: SEPTEMBER 17, 1997 at 11:00 A.M.

6. RECEIPT AND OPENING OF BIDS: Bids shall be submitted to the Planning Office prior to the time of opening specified in the Invitation to Bid and exact date and time of receipt of Bids will be recorded. Late Bids will not be considered, but will be held unopened until the time of award and then returned to the Bidder unless other disposition is requested or agreed to by the Bidder. Time of Bid receipt will be determined by time wrote on the envelope by the Planning Office.

Facsimile Bids will not be considered. Modifications by facsimile of Bids already submitted will be considered if received by the Planning Office prior to the time of Bid opening fixed in the Invitation to Bid. Facsimile modifications shall not reveal the amount of the original or revised Bid.

No liability will attach to the City of Wasilla for the premature opening of, or the failure to open, a Bid not properly addressed and identified.

If more than one Bid is offered by any one party, by or in the name of their clerk, partner, or other person, all such Bids will be rejected. A party who has quoted prices to a Bidder is not thereby disqualified from quoting prices to other Bidders, or from submitting a Bid directly for the Work.

7. **NONDISCRIMINATION:** In connection with the performance of work under this agreement, Bidder agrees not to discriminate against any employee or applicant for employment because of race, sex, color, religion, age, handicap, or national origin. Bidder will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, sex, color, religion, age, handicap, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfers; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

8. **COMPLIANCE:** Bidder, if awarded a purchase order(s), shall comply with all State, Federal and local laws, licensing, permits, regulations or orders applicable to the purchase, manufacture, processing and delivery of the merchandise. Successful bidder(s) shall certify in the following or substantially equivalent words on the invoice or other appropriate document: "We hereby certify that the goods covered by this invoice were produced in compliance with all applicable requirements of the Fair Labor Standards Act as amended, including Section 6 and 12 thereof, and of the regulations and others of the U.S. Department of Labor issue Under Section 14 thereof."

9. Please state your price **EXCLUDING APPLICABLE TAXES**, on the attached **BID FORM**.

10. **BID OFFERS** must be in the Planning Office by **11:00 A.M.** on **September 17, 1997**.

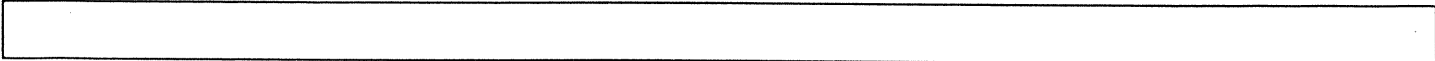
11. The wording **INVITATION NO. UG - 1 UNLEADED GASOLINE** must be plainly visible on the **OUTSIDE** of the envelope.

12. The Bid Awards will be made at the first Council meeting after the Bid Opening.

13. No price change allowed after the Bid Opening.

14. Request for Unleaded Gasoline Bids are based on unit quantity only. The City of Wasilla anticipates using approximately 18,000 to 25,000 gallons of unleaded fuel annually (365 Days).

15. The City of Wasilla reserves the right to accept or reject any or all bids and to waive irregularities in bidding and also reserves the right to reject the bids of a bidder who has previously failed to perform properly, or complete on time contracts of a similar nature of a bidder who is not in a position to perform the contract.



September 16, 1997
DATE
0043991
BUSINESS LICENSE NUMBER
(907) 376-5900
TELEPHONE NUMBER

RETURN ONE COPY OF BID TO:

CITY OF WASILLA
ANNING OFFICE
J. E. HERNING
WASILLA, AK 99654

VENDOR USE ONLY

WASILLA CHEVRON INC
COMPANY NAME
[Signature]
AUTHORIZED SIGNATURE
G. B. (Gary) Weber
PRINTED NAME
601 W. Parks Hwy
ADDRESS
P.O. Box 871216-1216
WASILLA, AK 99687

CITY OF WASILLA
PLANNING OFFICE
290 E. HERNING
WASILLA, AK 99654

BID FORM

UNLEADED GASOLINE PROCUREMENT

UG-1

WASILLA CHEVRON INC.

(Bidder)

1. Pursuant to your request for bids inviting bids for the unleaded gasoline procurement described in the description, of which this bid form is a part, the undersigned bidder hereby certifies and represents that it has examined and thoroughly understands the description including the following: (If no addenda have been received, state "none").

Addenda No.

Date

NONE

2. The undersigned bidder, having made such examinations and reached such understandings:

- (a) Accepts the obligations of a bidder incurred by submitting this proposal, and
- (b) Agrees to the rights reserved to the City of Wasilla, including, but not limited to, rights set forth in the request for bid.

In strict accordance with the specifications, schedules, drawings, and conditions for the consideration of the following amount(s):

BASIC BID NINETY SEVEN AND ONE TENTH CENTS /Gallon - (\$.971) /Gallon
Words Figure

The attached letter is hereby made a part of this bid.

The party by whom this bid form is submitted and by whom the purchase order(s) will be entered into, if this

bid is accepted is a(n) CORPORATION, doing business at

601 W. PARKS HWY., WASILLA, ALASKA, 99654
(Street) (City) (State) (Zip)

to which address notice of acceptance of proposal and all other written notices may be mailed or delivered until further written notice is given the City of Wasilla.

WASILLA CHEVRON INC.
dba, WASILLA CHEVRON FOODMART

Legal Name of Bidding Organization

By: [Signature]

Its: PRESIDENT

Date: 9-16-97