

City Council – Action Request Form

Date: June 10, 2019

To: Mayor, Mayor Pro Tempore and Members of the City Council

From: Johnnie Taylor, Director of Operations
Jerry Bates, Purchasing Director

Council Action Requested:
Resolution Authorizing a Change Order for Quality Oil Company

Strategic Focus Area: Service Excellence
Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness
Strategic Plan Action Item: No
Key Work Item: No



Summary of Information:

The City of Winston-Salem’s Fleet Services Department provides delivery services of diesel fuel on a regular basis. During the past few years, these services were limited due to equipment failures and staffing issues, which caused several trucks to leave the job sites and drive to City Yard for re-fueling. On June 18, 2018, City Council approved a blanket purchase order for Quality Oil Company in the amount of \$200,000 to cover estimated spend for diesel fuel used for these services. This amount was based upon historical spend information.

City Fleet Services Department received a new fuel tanker truck, resolved the staffing issues, and has been able to provide additional diesel fuel delivery services across the City. These additional fuel delivery services have considerably improved the traffic congestion at the City Yard pump station during the construction of Business 40 and improved equipment productivity.

To meet the increased daily diesel fuel delivery requirements Fleet Services has exceeded the \$200,000 estimated amount. With additional invoices received and usage estimates through the closure of FY19 staff is requesting an increase to the current blanket purchase order by an additional \$200,000. It is recommended that a change order to increase the annual blanket purchase order for Quality Oil Company be approved in the amount of \$200,000 to cover invoices received and usage estimates through the closure of FY19. The increase in the blanket purchase order is offset by the reduced diesel fuel usage from City yard.

Committee Action:

Committee	Finance 6/10/19	Action	Approval
For	Unanimous	Against	
Remarks:			