

City of Bethel Action Memorandum

Action memorandum No.	23-26		
Date action introduced:	09/12/2023	Introduced by:	Alan Lanning, City Manager
Date action taken:	9-12-2023	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	K M		

Action Title: Direct Administration to negotiate and execute a contract to purchase bulk fuel services with the company that submitted a proposal with the highest score.

Attachment(s): (1) Draft contract

Amount of fiscal impact	Source of Funding	Account information
	No fiscal impact at this time.	
\$1,335,319.78	FY 2023 Budget	

Summary Statement

The City of Bethel prepared and issued a Request for Proposals (RFP) on July 20, 2023, to solicit proposals from a qualified company to purchase bulk fuel.

The City posted the RFB on the City website and advertised it on electronic dissemination services, like the Plans Room, Associated General Contractors of Alaska, Contractor Plan Center, Dodge Analytics, and the Procurement Technical Assistance Center at the University of Alaska, Anchorage. No addendums were issued. Two proposals were received by the deadline.

The proposals were reviewed by three City staff members. The scores are as follows:

Company A: 100 points

Company B: 90 points

The City issued a Notice of Intent to Award on September 1, 2023, to the company with the highest proposal score and a letter to the other companies notifying them of the City's intention to award the contract. The attached contract is a draft of the contract included in the Request for Proposal document.