



**City of Kingston
Report to Council
Report Number 19-177**

To: Mayor and Members of Council

From: Sheila Kidd, Commissioner, Transportation & Public Works

Resource Staff: Jeremy DaCosta, Director, Transit & Fleet Services

Date of Meeting: June 18, 2019

Subject: Award of Contract – Fuel for Corporate Fleet

Executive Summary:

Staff issued a Request for Proposals (RFP F31-TIS-TS-FL-2019-05) for the purchase of gasoline and diesel services from retail and commercial card-lock outlets

The purpose of this report is to seek Council approval to award a contract to Suncor Energy Products Partnership for the purchase of gasoline and diesel fuel services from their retail and commercial card-lock outlets.

Only one proposal was received in response to the RFP therefore Council approval is required.

Recommendation:

That the Mayor and Clerk be authorized to enter into a contract, in a form satisfactory to the Director of Legal Services, with Suncor Energy Products Partnership, for the purchase of gasoline and diesel fuel services purchased at commercial card-lock locations (RFP F31-TIS-TS-FL-2019-05), for a period of two years with an option to renew for one additional year at the City's sole discretion.

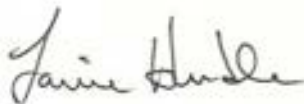
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Authorizing Signatures:



**Sheila Kidd, Commissioner,
Transportation & Public Works**



**Lanie Hurdle, Acting Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Gary Dyke, Commissioner, Corporate Enterprise Services	Not required
Peter Huigenbos, Acting Commissioner, Community Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

The primary fuel supply for City vehicles and equipment, with the exception of Kingston Transit buses, is provided under a commercial fuel contract. This practice began in 2003 when the City's aging in-ground fuel tanks, infrastructure and pumping equipment were removed as they were identified as a potential liability in the event of a fuel rupture. The only remaining in-ground tanks are at the Kingston Transit facility. These tanks are fiberglass construction and do not pose the same environmental risk as their steel predecessors.

Under the commercial fuel contract, City employees are issued a fuel card that is protected with a personal identification number (PIN). This card enables authorized users to access fuel for any City-owned vehicle. The primary fueling requirement is within the City of Kingston; however, the fuel card is valid at all locations in Ontario that are owned or operated by the fuel supplier.

Staff issued a request for proposals (RFP) for commercial fuel services. One proposal was received in response to the RFP.

The proposal submitted by Suncor Energy Product Partnership meets the City's requirements for commercial fuel services. Suncor Energy Products Partnership operates six locations within the City of Kingston that provide required access to fuel services.

Suncor Energy Product Partnership proposed the following fuel discounts:

Fuel Type	Fueling Location	Discount
Regular unleaded gasoline	Retail Service Station	\$0.0375/litre (3.75 cents per litre)
Diesel	Retail Service Station	\$0.0375/litre (3.75 cents per litre)
Diesel	Commercial Card-Lock	\$0.05/litre (5 cents per litre)

The discounts will remain in effect for a two-year period with the option to renew for one additional year at the City's discretion. Suncor Energy Product Partnership is the present supplier of fuel for the City at retail and card-lock locations.

Notice Provisions:

Not applicable

Accessibility Considerations:

Suncor Energy Product Partnership is compliant with the *Accessibility for Ontarians with Disabilities Act (AODA)* accessible customer service requirements.

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Financial Considerations:

Fuel purchases are centralized in the Fleet operating budget and allocated to City departments based on actual fuel consumption and costs.

Contacts:

Jeremy DaCosta, Director, Transit and Fleet Services 613-546-4291 Extension 1310

Robert (Bud) Steele, Manager, Fleet Services 613-546-4291 Extension 2216

Other City of Kingston Staff Consulted:

Not applicable

Exhibits Attached:

Not applicable