



**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

TO: Board of Contracts and Awards
FROM: Jeffrey A. Jenkins, Director, Public Works
Lisa Haider, Fleet & Facilities Field Supervisor, Public Works
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and
Ryan Foster, Senior Buyer, Finance/Procurement
SUBJECT: Cardlock, Mobile Fuel and Car Wash Services
Request For Proposal (RFP) Specification No. UF25-0106F – October 7, 2025 City
Council
DATE: September 8, 2025

DS
MJ

RECOMMENDATION SUMMARY:

The Public Works Department recommends a contract be awarded to PetroCard, Inc., Kent, WA, in the amount of \$23,000,000, plus applicable taxes, budgeted from the Equipment Rental Fund 5400, for an initial contract term of five years with the option to renew for two additional one-year terms, for a projected contract amount of \$32,200,000, plus applicable taxes, for Fleet fueling services to be used by various General Government departments.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

This contract will provide fuel for vehicles and equipment to ensure delivery of services to the community. This contract will lock in the agreed fixed profit margin. The City pays actual fuel prices which fluctuate day-to-day according to the rack pricing established by the industry recognized Oil Price Information Service (OPIS).

BACKGROUND: This contract will provide fuel for vehicles and equipment within General Government departments, such as Police, Public Works, and Environmental Services, which is vital in maintaining a safe city with healthy residents by allowing those departments to respond to emergencies, repair streets, and collect solid waste.

ISSUE: Over 1,000 City vehicles and equipment require fueling to provide services such as collecting garbage, clearing storm drains, resurfacing streets, plowing snow, patrolling neighborhoods, and responding to emergencies. This contract provides various vehicles fuel at the exclusive cardlock stations and direct fuel delivery to Solid Waste, Streets, and Wastewater trucks supplying over one-million gallons of fuel each year.

ALTERNATIVES: The alternative course of action would be to purchase fuel from retail stations. In addition to higher prices, many retail stations would be unable to supply the high volume of fuel the City requires.



COMPETITIVE SOLICITATION: Request for Proposal (RFP) Specification No. UF25-0106F was opened April 10, 2025. Forty-four companies were invited to bid in addition to normal advertising of the project. Two submittals were received. After review and evaluation of the proposals by a Selection Advisory Committee of representatives from TPU and Public Works, the PetroCard proposal ranked the highest. The evaluation criteria used to award the contract included price, experience and history (including references), knowledge, ability to perform, and other factors in compliance with the City requirements in the specification.

<u>Respondent</u>	<u>Location</u>	<u>Score</u>
PetroCard, Inc.	Kent, WA	90
Christensen Fuels	Seattle, WA	58

CONTRACT HISTORY: New contract.

SUSTAINABILITY: Each firm was asked to respond regarding sustainability practices. The scoring criteria included points for sustainable practices.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - Service contract - EIC Regulations are not yet established.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable.

FISCAL IMPACT:

Funds for this contract are available and budgeted in the Equipment Rental Fund 5400. The cost of fuel purchases is passed on to internal customers through a Fleet billing process in SAP.

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Departments	Various	5390005	\$32,200,000
TOTAL			Up to \$32,200,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Departments	Various	Various	(\$32,200,000)
TOTAL			Up to (\$32,000,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$5,750,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A