

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: January 26, 2026

FROM: Josh Russell, Public Works Director

SUBJECT: Contract Renewal for the Purchase of Petroleum Fluids

INTRODUCTION:

The purpose of this agenda item is to renew the contract with Mid-South Sales for the purchase of various petroleum fluids.

BACKGROUND:

The Fleet Services Division purchases approximately 1,750 gallons of motor oil, 1,600 gallons of hydraulic fluid, 350 gallons of gear oil, and smaller amounts for transmission fluid, grease, antifreeze, and windshield washer concentrate.

DISCUSSION:

On January 22, 2024, the Mayor and Board of Aldermen approved a twelve (12) month contract with Mid-South Sales with an option to renew for four (4) additional twelve (12) month periods for a total of up to sixty (60) months (5 years). This is the second renewal of the contract.

The petroleum fluid contract allows for an increase or decrease in pricing based on the exact amount of the major oil companies' increase or decrease to the bidder's costs for various products. All increases and decreases for individual items require a thirty (30) day written notice including back-up documentation of the increase or decrease for verification.

Mid-South Sales has performed satisfactory over the past twelve months, and it is recommended by staff that this contract be extended for an additional twelve (12) month period. The contract renewal has been attached to this report for your reference.

BUDGET IMPACT:

Each department allocates funds for the purchase of petroleum fluids in their FY26 operating budgets. The Town spends approximately \$63,000 annually on petroleum fluids.

ATTACHMENTS:

[Petroleum Fluids Renewal.pdf](#)

PROPOSED MOTION:

To renew the contract for the purchase of Petroleum Fluids with Mid-South Sales.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						