

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: August 25, 2025

FROM: Josh Russell, Public Works Director

SUBJECT: Contract Renewal for Diesel Fuel and Gasoline

INTRODUCTION:

The purpose of this agenda item is to approve the renewal of the diesel fuel and gasoline contract with Roberts-Gibson, Inc. for an additional twelve-month period.

BACKGROUND:

On August 23, 2021, the Mayor and Board of Aldermen approved a contract with Roberts-Gibson, Inc. for the purchase of diesel fuel and gasoline for Town-owned vehicles and equipment. The contract term is twelve months, with an option to renew for four additional twelve-month periods. This will be the final renewal.

Fuel is stored in two 10,000-gallon underground fiberglass tanks at 615 E. South St. Fleet Services anticipates purchasing approximately 140,000 gallons of ultra-low sulfur diesel and 170,000 gallons of 87-octane gasoline annually, with an average of three deliveries per month.

DISCUSSION:

On August 22, 2022, the Mayor and Board approved an amendment allowing fuel prices to adjust with the market. The Town may revert to original contract prices if diesel falls to \$3.50/gal or gasoline falls to \$3.25/gal, negotiate new pricing, or cancel the contract at future renewal terms.

Amended Delivery Rates

Diesel Fuel

\$3.50–\$4.49/gal: \$0.035 overhead

\$4.50–\$5.49/gal: \$0.04 overhead

\$5.50–\$6.49/gal: \$0.045 overhead

\$6.50+/gal: \$0.05 overhead

Gasoline

\$3.25–\$4.24/gal: \$0.035 overhead

\$4.25–\$5.24/gal: \$0.04 overhead

\$5.25–\$6.24/gal: \$0.045 overhead

\$6.25+/gal: \$0.05 overhead

Roberts-Gibson, Inc. has performed satisfactorily. Public Works staff recommend renewing the contract for an additional twelve-month period under the current amended terms.

BUDGET IMPACT:

Fuel is classified as an inventory item and allocated to departments as it is consumed. Each department is responsible for budgeting its own fuel expenses.

ATTACHMENTS:

[GS-21-01197 Contract Renewal No. 4.pdf](#)

PROPOSED MOTION:

To approve the contract renewal with Roberts-Gibson, Inc. for the purchase of diesel fuel and gasoline for an additional twelve-month period.

Board Action: Motion By_____ Seconded By_____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						