



Joe Lauro, CPPO/CPPB  
Director

### INTEROFFICE MEMO

To: Joseph Lauro, Director of Purchasing  
From: Sue Steele, CPPB, Procurement Analyst  
Subject: Award of Bid – Propane, Liquid  
Contract No. 078-0396-B (SS)  
Date: June 10, 2008

RECOMMENDATION: I RECOMMEND THE DIRECTOR OF PURCHASING AWARD THE BID FOR LIQUID PROPANE WITH FERRELLGAS, L.P., LIMITED PARTNERSHIP, LIBERTY MISSOURI, ON THE BASIS OF BEING THE LOWEST RESPONSIVE, RESPONSIBLE BID RECEIVED MEETING SPECIFICATIONS. BIDS ARE ON FILE IN THE PURCHASING DEPARTMENT.

ESTIMATED ANNUAL EXPENDITURE NOT TO EXCEED: \$80,960.00

Funding is provided through each user department's operating budget.

DISCUSSION: This is an annual contract for the purchase of liquid propane to be delivered to each department on an as needed basis. The pricing for bulk deliveries will be calculated by adding the Terminal Posted Rack cost per gallon from Mont Belvieu Principal Averages to the dealer's fixed margin fee.

Contract Period: 9/1/08 THROUGH 8/31/09  N/A – One Time Purchase

Renewal Options: Terms Length of  None  
Remaining Each Term  
3 12 Months

Increase Allowances: Producer Price Index (PPI), Series Id: WPU05320104, Fuels and related products and power, Item Propane, Not Seasonally Adjusted, Base Date 8200, for the twelve months prior to renewal, or thirty percent (30%), whichever is less

APPROVED: Candy Mancuso  
JOSEPH LAURO, CPPO/CPPB  
Director of Purchasing *for JL*

Date of Approval: 6/10/08

*Contract Review  
Tabulation*