



November 05, 2025

To: Sam Anselm, City Administrator  
Kellie Mayers, City Clerk

From: Kristopher Bates, Purchasing Agent

Re: Surplus Vehicles

### **Executive Summary**

The Purchasing Department recommends awarding West Plains Propane as our fleet fuel provider.

### **Discussion**

The Purchasing Department recently solicited bids for Fleet Fuel Cards, Gasoline, and Diesel Fuel and received two competitive proposals from West Plains Propane and MFA Oil. After careful evaluation West Plains Propane is recommended for award based on the following advantages:

1. **Transparent and Predictable Pricing:**  
West Plains Propane's cost-plus model provides a clear and consistent pricing formula tied directly to the wholesale fuel cost. This structure allows for easier tracking of market fluctuations and ensures the City pays a fair margin above actual fuel cost.
2. **Potential for Lower Overall Cost:**  
The posted rack price used by MFA Oil can vary significantly depending on the supplier's pricing strategy and timing. In contrast, West Plains Propane's cost-plus model is typically more competitive over time, especially when wholesale prices are favorable.
3. **Vendor Relationship:**  
West Plains Propane is currently the fleet fuel provider for the City and we already have established fuel card system and fuel service.

### **Fiscal Impact**

While actual savings will vary based on market conditions, historical comparisons suggest that the cost-plus model typically yields lower per-gallon rates than posted rack prices, especially during periods of fuel price volatility. This approach also simplifies budgeting and financial forecasting, helping departments manage fuel expenditures more effectively. No additional budget appropriation is required at this time, and fuel purchases will continue to be funded through existing departmental operating budgets.

Andy Stauffer

**Bid Date: Tuesday, November 04, 2025, 2PM CST**

[illegible]



## West Plains Propane

### REQUIREMENTS:

FILLING STATION LOCATIONS	COMPLY	EXCEPTION
Bidder has attached a list of fueling sites that are located only within the city limits of West Plains (list must include hours of operation for each site and types of fuels offered).	yes	
Bidder has at least two fueling site locations that can provide gasoline and diesel fuel 24 hours a day, 365 days a year.	yes	
Bidder has included information as to how many gallons of diesel fuel each week are pumped from each location listed in the fueling sites.	yes Web. Access	
All fueling sites can accommodate the turning radius of a 53' long vehicle and height requirement of at least 13'.	yes	
Proposed site lots and pads able to accommodate vehicles with a GVWR of at least 59,600 lbs.	yes	
Bidder has some form of "pay at pump" system that will be used for City accounts.	yes	
Bidder will assign one card to each vehicle.	yes	
Vehicles will be identified by some numeric system.	yes	
Bidder will provide real-time card "lock out" capability.	yes	



## WEST PLAINS

FILLING STATION LOCATIONS (CONTINUED)	COMPLY	EXCEPTION
Bidder will provide ability to activate cards in real-time.	<i>yes</i>	
Replacement cards available within 48 hours.	<i>yes</i>	
Bidder will provide on-site training for all departments that will be using the systems.	<i>yes</i>	
Fueling sites, at present time, honor other companies' fleet cards.	<i>NO.</i>	
Bidder's cards can be used at other sites or locations throughout the state or country (ie police detective on City business in another state)	<i>only Certain ones</i>	

BILLING	COMPLY	EXCEPTION
The City shall be set up as an account upon contract execution.	<i>yes</i>	
The monthly billing cycle shall begin on the first day of the month and end on the last day of the month.	<i>yes</i>	
Bidder will mail invoices, or monthly statements, directly to each department as set up per the City (each department will be set up as a child account to the City's parent account).	<i>yes</i>	
Monthly statements of "Balance Due" (City-wide total) shall be sent to City's Finance Department, Attn: Accounts Payable.	<i>yes</i>	
Payment terms shall be Net 30.	<i>yes</i>	



## WEST PLAINS

BILLING (CONTINUED)		
Invoices shall include the following information for each fuel transaction: <ul style="list-style-type: none"><li>• Vehicle number making purchase</li><li>• Type of fuel purchased</li><li>• Gallons of fuel purchased</li><li>• Cost per gallon purchased</li><li>• Location of fuel site where purchased</li><li>• Time and date of purchase</li><li>• Miles driven since last transaction</li></ul>	<i>yes</i>	
City's total volume discounts shall be extended to every City department's account.	<i>yes</i>	
Bidder shall retain transaction information for a period of at least five (5) years.	<i>yes</i>	
Bidder is to provide "Off-Road Fuel Tax Credit" report at year end (if applicable).	<i>NA</i>	
Bidder shall include an example of monthly invoice statement showing the City's requested transaction requirements.	<i>yes</i>	
The City is tax exempt. Bidder agrees to bill accordingly (tax exempt certificate can be provided upon request).	<i>yes</i>	
No account will be shut off or put on a credit hold, for any reason, without written and verbal notification 30 days prior to action.	<i>yes</i>	
Each account must be reconciled by the end of each contract term.	<i>OK</i>	

FUEL PRICING/DISCOUNTS	COMPLY	EXCEPTION
Pricing and/or discount structures shall remain firm for each contract term. The City may accept changes where a larger discount is advantageous to the City. The City will not accept a lesser discount for any contract, including renewal periods.	<i>yes</i>	





## WEST PLAINS

OTHER	COMPLY	EXCEPTION
Emergency Fueling Needs: <ul style="list-style-type: none"><li>• Bidder has mobile fueling capabilities</li><li>• Bidder will give City priority customer consideration</li></ul>	<i>yes</i>	
Backup Power: <ul style="list-style-type: none"><li>• Backup power is available to allow pumping in a power outage</li></ul>	<i>yes</i> <i>Both Locations</i>	
Backup Power: <ul style="list-style-type: none"><li>• Backup power is available to allow pumping in a power outage</li><li>• City will be able to supply its own power source to ensure fueling capability in a power outage (please include requirement with bid submission)</li></ul>	<i>yes.</i>	
Bidder shall supply documentation showing all underground storage tanks (USTs) at the proposed fueling sites are registered and in compliance with the Missouri Department of Natural Resources.	<i>Above</i> <i>Ground</i>	
Bidder understands and agrees that City reserves the right to purchase fuel from other sources in emergency situations should time constraints or other conditions not allow the City to obtain fuel from one of the Bidder's local fueling sites.	<i>yes</i>	



Signature of bidder indicates that bidder understands and will comply with all terms and conditions and all other specifications made a part of this Invitation for Bid and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Invitation for Bid Number 4138 and to all the conditions imposed herein, the undersigned offers and agrees to provide unleaded gasoline and diesel fuel services to the City of West Plains in accordance with the specifications attached herein at the following prices:

**1. Indirect Costs:**

- A. Account Set-Up Fee(s): \$ None
- B. Monthly Fleet Card Fee(s) (per card): \$ None
- C. Annual Account Maintenance Fee(s): \$ None
- D. Software Fee(s): \$ None
- E. Replacement Card Fee(s): \$ None
- Other Fees, if any, not listed above (please attach separate sheet if necessary):
- F. None \$ \_\_\_\_\_
- G. None \$ \_\_\_\_\_

**2. Direct Costs:**

- A. Cost plus \$ .049 per gallon of gasoline.
- B. Cost plus \$ .049 per gallon of diesel.

•Other Discounts, if any, not listed above (please attach separate sheet if necessary):

- C. \_\_\_\_\_ \$ \_\_\_\_\_
- D. \_\_\_\_\_ \$ \_\_\_\_\_



## WEST PLAINS

Are there any minimum purchase requirements associated with the pricing structures above?

☐ YES ☒ NO If YES, please explain (please attach separate sheet if necessary):

Are any other pricing plans available (i.e. Advertised Pump price less \$\_\_\_\_\_, percentage rebate, etc.)?

☐ YES ☒ NO If YES, please explain (please attach separate sheet if necessary):

Indicate whether:

( ) Individual; ( ) Partnership; ☒ Corporation; ( ) Other

Incorporated in the state of: MISSOURI

COMPANY: West Plains Propane Inc.

ADDRESS: 408 Lincoln Ave, West Plains, Mo 65775

TAX ID NO.: 440659262

PHONE NO.: 417-256-3470

NAME: Andrew Stanek

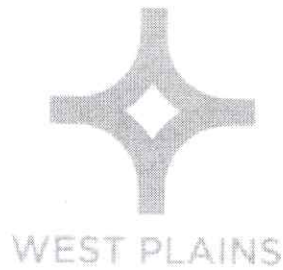
TITLE: President

SIGNATURE: [Signature]

DATE: 10/20/25

EMAIL ADDRESS: Andy@wppropane.com

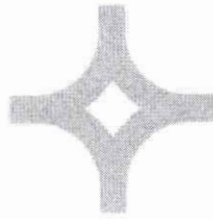




MFA Oil

REQUIREMENTS:

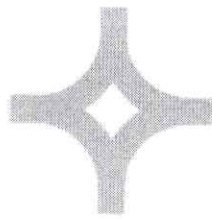
FILLING STATION LOCATIONS	COMPLY	EXCEPTION
Bidder has attached a list of fueling sites that are located only within the city limits of West Plains (list must include hours of operation for each site and types of fuels offered).	✓	
Bidder has at least two fueling site locations that can provide gasoline and diesel fuel 24 hours a day, 365 days a year.	✓	
Bidder has included information as to how many gallons of diesel fuel each week are pumped from each location listed in the fueling sites.	✓	
All fueling sites can accommodate the turning radius of a 53' long vehicle and height requirement of at least 13'.	✓	
Proposed site lots and pads able to accommodate vehicles with a GVWR of at least 59,600 lbs.	✓	
Bidder has some form of "pay at pump" system that will be used for City accounts.	✓	
Bidder will assign one card to each vehicle.	✓	
Vehicles will be identified by some numeric system.	✓	
Bidder will provide real-time card "lock out" capability.	✓	



## WEST PLAINS

FILLING STATION LOCATIONS (CONTINUED)	COMPLY	EXCEPTION
Bidder will provide ability to activate cards in real-time.	✓	
Replacement cards available within 48 hours.		normally replacement cards take a week.
Bidder will provide on-site training for all departments that will be using the systems.	✓	
Fueling sites, at present time, honor other companies' fleet cards.		most but not all
Bidder's cards can be used at other sites or locations throughout the state or country (ie police detective on City business in another state)		where our petro stations are located

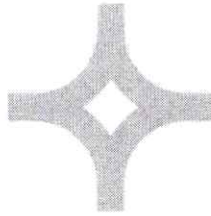
BILLING	COMPLY	EXCEPTION
The City shall be set up as an account upon contract execution.	✓	
The monthly billing cycle shall begin on the first day of the month and end on the last day of the month.	✓	
Bidder will mail invoices, or monthly statements, directly to each department as set up per the City (each department will be set up as a child account to the City's parent account).	✓	
Monthly statements of "Balance Due" (City-wide total) shall be sent to City's Finance Department, Attn: Accounts Payable.	✓	
Payment terms shall be Net 30.	✓	



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BILLING (CONTINUED)		
Invoices shall include the following information for each fuel transaction: <ul style="list-style-type: none"><li>• Vehicle number making purchase</li><li>• Type of fuel purchased</li><li>• Gallons of fuel purchased</li><li>• Cost per gallon purchased</li><li>• Location of fuel site where purchased</li><li>• Time and date of purchase</li><li>• Miles driven since last transaction</li></ul>	✓	
City's total volume discounts shall be extended to every City department's account.	✓	
Bidder shall retain transaction information for a period of at least five (5) years.	✓	
Bidder is to provide "Off-Road Fuel Tax Credit" report at year end (if applicable).	✓	
Bidder shall include an example of monthly invoice statement showing the City's requested transaction requirements.	✓	
The City is tax exempt. Bidder agrees to bill accordingly (tax exempt certificate can be provided upon request).	✓	
No account will be shut off or put on a credit hold, for any reason, without written and verbal notification 30 days prior to action.	✓	
Each account must be reconciled by the end of each contract term.	✓	

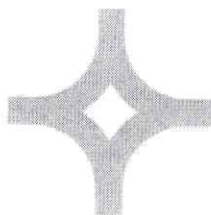
FUEL PRICING/DISCOUNTS	COMPLY	EXCEPTION
Pricing and/or discount structures shall remain firm for each contract term. The City may accept changes where a larger discount is advantageous to the City. The City will not accept a lesser discount for any contract, including renewal periods.	✓	



## WEST PLAINS

OTHER	COMPLY	EXCEPTION
Emergency Fueling Needs: <ul style="list-style-type: none"><li>• Bidder has mobile fueling capabilities</li><li>• Bidder will give City priority customer consideration</li></ul>	✓	
Backup Power: <ul style="list-style-type: none"><li>• Backup power is available to allow pumping in a power outage</li></ul>	✓	
Backup Power: <ul style="list-style-type: none"><li>• Backup power is available to allow pumping in a power outage</li><li>• City will be able to supply its own power source to ensure fueling capability in a power outage (please include requirement with bid submission)</li></ul>	✓	
Bidder shall supply documentation showing all underground storage tanks (USTs) at the proposed fueling sites are registered and in compliance with the Missouri Department of Natural Resources.	✓	
Bidder understands and agrees that City reserves the right to purchase fuel from other sources in emergency situations should time constraints or other conditions not allow the City to obtain fuel from one of the Bidder's local fueling sites.	✓	





## WEST PLAINS

### BID FORM

Signature of bidder indicates that bidder understands and will comply with all terms and conditions and all other specifications made a part of this Invitation for Bid and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Invitation for Bid Number 4138 and to all the conditions imposed herein, the undersigned offers and agrees to provide unleaded gasoline and diesel fuel services to the City of West Plains in accordance with the specifications attached herein at the following prices:

#### 1. Indirect Costs:

A. Account Set-Up Fee(s): \$ 0

B. Monthly Fleet Card Fee(s) (per card): \$ 0

C. Annual Account Maintenance Fee(s): \$ 0

D. Software Fee(s): \$ 0

E. Replacement Card Fee(s): \$ 0

- Other Fees, if any, not listed above (please attach separate sheet if necessary):

F. \_\_\_\_\_ \$ \_\_\_\_\_

G. \_\_\_\_\_ \$ \_\_\_\_\_

#### 2. Direct Costs:

A. Cost plus \$ \_\_\_\_\_ per gallon of gasoline.

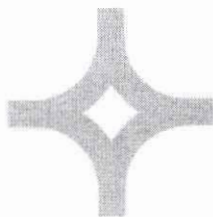
B. Cost plus \$ \_\_\_\_\_ per gallon of diesel.

- Other Discounts, if any, not listed above (please attach separate sheet if necessary):

C. \_\_\_\_\_ \$ \_\_\_\_\_

D. \_\_\_\_\_ \$ \_\_\_\_\_





## WEST PLAINS

Are there any minimum purchase requirements associated with the pricing structures above?

☐ YES ☒ NO If YES, please explain (please attach separate sheet if necessary):

Are any other pricing plans available (i.e. Advertised Pump price less \$ .05¢, percentage rebate, etc.)?

☒ YES ☐ NO If YES, please explain (please attach separate sheet if necessary):

Posted price minus 5 cents per gallon

Indicate whether:

( ) Individual; ( ) Partnership; ☒ Corporation; ( ) Other

Incorporated in the state of:

COMPANY: MFA OIL

ADDRESS: 1705 Porter Wagoner Blvd.

TAX ID NO.: 43-0415115

PHONE NO.: 417-293-6465

NAME: Matthew Warren

TITLE: Manager

SIGNATURE: Matthew Warren

DATE: 10-28-25

EMAIL ADDRESS: mwarren@mtgoil.com