



FLEET MAINTENANCE DEPARTMENT
City of Kingsport, Tennessee

To: Nikisha Eichmann, Assistant Procurement Manager
From: Steve Leonard, Fleet Manager
Date: April 2, 2024
Re: Diesel and Unleaded Gasoline Purchase Recommendation

This memo will confirm my review to renew the current contract for ultra-low sulfur diesel and unleaded gasoline for FY 25. It is my recommendation to extend the current purchasing contract for ultra-low sulfur diesel and unleaded gasoline to Petroleum Traders Corporation.

Petroleum Traders Corporation delivery times have met our expectations in the past and are expected to in the future.

Should you have any questions on this recommendation, please do not hesitate to contact me.

Thank you.