



**FLEET MAINTENANCE DEPARTMENT**  
**City of Kingsport, Tennessee**

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**To:** Nikisha Eichmann, Assistant Procurement Manager  
**From:** Steve Leonard, Fleet Manager  
**Date:** April 2, 2026  
**Re:** Diesel and Unleaded Gasoline Purchase Recommendation

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This memo will confirm my review to renew the current contract for ultra-low sulfur diesel and unleaded gasoline for the FY27. It is my recommendation to extend the current purchasing contract 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.