



FLEET MAINTENANCE DEPARTMENT

City of Kingsport, Tennessee

To: Nikisha Eichmann, Assistant Procurement Manager
From: Steve Leonard, Fleet Manager
Date: March 21, 2023
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 FY24. It is my recommendation to extend the current purchasing contract for ultra-low sulfur diesel and unleaded gasoline supply and delivery to Petroleum Traders Corporation.

Petroleum Traders Corp. 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.