



# STAFF REPORT

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**Meeting Type:** Board of Directors

**Title:** First Amendment for Contract No. 1956 with Western States Oil Co. for Motor Fuels

**From:** Darren Machado, Operations Director

**Through:** Ben Horenstein, General Manager

**Meeting Date:** October 7, 2025

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**TYPE OF ITEM:**        X        Action                    Information

**RECOMMENDATION:** Authorize the General Manager to execute the First Amendment to Contract No. 1956 exercising an option to extend the contract term for one (1) additional year, in an amount not to exceed \$527,000 plus up to a 15% contingency

**SUMMARY:** On October 5, 2021, the Board of Directors approved a four-year contract with Western States Oil Co. for the furnishing and delivery of motor fuels to five District locations. The contract included options to extend the term of the contract in one (1) year increments for up to an additional two years. Staff is requesting that the Board authorize the General Manager to execute the first amendment and any additional necessary amendments to this contract in an amount not to exceed \$527,000 plus up to a 15% contingency.

**DISCUSSION:** This contract is for the furnishing and delivery of approximately 100,000 gallons of gasoline and diesel fuels to five District locations. The District has two fuel dispensing sites that require frequent fuel deliveries. Of the frequent fuel deliveries, approximately 85% of the fuel used for the District's fleet is dispensed at the Corporation Yard in Corte Madera, and the other 15% is dispensed at the Sky Oaks Watershed Headquarters located in Fairfax. The three other locations require significantly fewer fuel deliveries. These deliveries are for the emergency generators at the Ignacio Booster Pump Station, Bon Tempe Treatment Plant and San Geronimo Treatment Plant.

The fixed pricing included in the original contract will remain the same during the additional proposed one (1) year term. The daily price of gasoline and diesel fuels will continue to fluctuate as reported by the Oil Price Information Service (OPIS). In the event that fuel prices increase significantly or an emergency event results in a substantial increase in consumption, staff will rely on the requested 15% contingency to ensure sufficient funding for necessary fuels.

**ENVIRONMENTAL REVIEW:** Not applicable.

**FISCAL IMPACT:** Funding for this First Amendment is budgeted in FY 2026 at \$527,000, as an operating expenditure under the Automotive Services Department (ASD) (10-6130-5120).

**ATTACHMENT(S):**

1. Proposed First Amendment to the Contract No. 1956

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Operations	 Darren Machado Operations Director	 Ben Horenstein General Manager