



ARAPAHOE COUNTY
COLORADO'S FIRST

WAIVER OF PURCHASING POLICIES

WAIVER OF SOLICITATION <input type="checkbox"/>	WAIVER OF QUOTE <input type="checkbox"/>
SELECT SOURCE <input checked="" type="checkbox"/>	FOR INFORMATION ONLY <input type="checkbox"/>

DESCRIPTION OF PROJECT: Arapahoe/Dgouglas Works!/Valero (Diamond Shamrock) Participant Gas Vendor

PRICE: \$108,000 spent in 2016 ANNUAL MAINTENANCE: \$ N/A

FIXED ASSET Yes No FIXED ASSET #

COST CENTER # Fund 15/various G/L # 55323 IO # various

JUSTIFICATION (Provide Vendor name, How were they selected, Why requesting to waive purchasing policy process):

Valero (Diamond Shamrock) is the only gas (station) vendor that Arapahoe/Douglas Works! has identified, over two+ decades of providing gas as a supportive service to eligible participants, that is willing to work with our specific financial requirements including utilizing our multipart NCR gas voucher form, keeping all register receipts, and removing charges that can not be substantiated.

Two Valero gas stations are used in Arapahoe County and one in Douglas County by eligible program participants enrolled in programs such as the Workforce Innovation and Opportunity Act, Snap-Ed, H1B, Tech-P grant, National Emergency Grant, as well as other discretionary programs such as our Department of Corrections "Road to Work" grant program and our Veterans grant program.

Valero employees use a "Fleet" credit card to charge our account when a participant comes into the station with a valid gas voucher and identification prior to pumping gas. We receive an itemized monthly billing in which individual gas vouchers are tracked by individual participant charge. We can then compare to copies of gas vouchers and charge appropriate grant programs. Because this is a "Fleet" credit card account, we are able to take advantage of a fleet discount off of the total monthly invoice that is prorated among the programs. These gas vouchers can only be used to purchase gas in various dollar-increments, such as \$20. This arrangement provides a low internal control risk to Arapahoe/Douglas Works!

We request that this waiver be approved for 1 year plus an additional 3 years.

<u>Darcy Kennedy</u>	<u>Darcy Kennedy</u>	<u>5/10/17</u>
Requestor Name, Signature & Telephone Number		Date
303-738-7922		Revised 5/19/16

[Signature]
Elected Official/Department Head

5/10/17
Date

[Signature]
Purchasing Manager

5/11/17
Date

Comments: _____

Waiver approved, BoCC Reso #140221. Requestor to proceed with PO Yes No

Requestor to schedule BoCC Drop In & Create Board Summary Report Yes No

[Signature]
Janet Kennedy, Director of Finance (not to exceed \$100,000) 5/11/17
Date

BOCC, Chair Date

Requestor to schedule BoCC Consent Agenda & Board Summary Report Yes No

Resolution # _____

Per BoCC Resolution #140221 of 4/8/14, Purchasing Manager has authorization for sole approval up to \$25,000 plus exemptions to Policy