

Attachment A



CITY OF NEWPORT BEACH

Exception to Bidding Request Form

This form serves as a formal request to the City Manager, with proper justification, for the request to be an exception from the City's bidding requirements as set forth in **AP-001, Section 4.4**. The criteria are detailed below. Requests for Exception to Bidding Requirements must be signed and authorized by the Department Director. All requests will be verified and approved by the City Manager.

Lack of planning and customer preference are not sufficient reasons for an exception to bidding request.

INFORMATION

Requestor's Name: Kyle Brodowski

Date of Request: 2-5-2026

Requested Vendor: Pinnacle Petroleum

Request For: Requisition Contract

Requesting Department: Public Works

Existing Purchase: Yes No

Purchase Amount: \$120,000

Check all that apply:

- Having an alternative source duplicating these capabilities would result in excessive cost to the agency.
- Having an alternative source would cause a delay to the continuity of the project.
- Knowledge and qualitative familiarity with this project through preliminary work or previous work.
- Purchasing policy was not followed and department requesting payment on invoice.
- This constitutes as emergency use.
- Other (Please Explain):



CITY OF NEWPORT BEACH
Exception to Bidding Request Form

PROVIDE DESCRIPTION AND JUSTIFICATION

Include how the vendor's technical capabilities are unique in responding / fulfilling the objectives of the department. Was an evaluation of alternative items/services considered? What market research was conducted to substantiate no competition? Provide a narrative if there was no market research or effort to identify alternative items/services.

Authorize an exception to the competitive bidding requirements and approve a purchase agreement with Pinnacle Petroleum to provide off-site unleaded gasoline fueling services utilizing a Voyager fleet card program.

Effective January 1, 2026, the City fueling site located at 592 Superior Avenue was closed to comply with environmental regulations requiring the removal of two single-wall underground fuel storage tanks. The existing fueling infrastructure is currently being demolished. The City has initiated plans to construct a replacement fueling facility at this location consisting of a new above-ground fuel storage tank and fuel island. Construction of the new fueling facility is underway and scheduled for completion in July 2026. Until the new facility is operational, the City does not have the capability to dispense unleaded gasoline at this site.

PRICE ANALYSIS

How was the price determined to be reasonable or fair? Was this purchased in the past? Did the department compare historical pricing or to similar item/service? Please attach quote to this request form.

The pricing was determined to be fair and reasonable, off-site fueling will be provided through Pinnacle Petroleum's Voyager fleet card program, which utilizes prevailing retail fuel prices at participating local stations. These prices are consistent with publicly posted pump prices and reflect current market conditions.

During the interim period, monthly unleaded fuel expenditures are expected to range between \$13,000 and \$20,000, based on historical fuel consumption and current market pricing.

To account for potential construction delays and market price fluctuations, staff is requesting an authorization amount of \$120,000 to ensure uninterrupted fueling capability until the new fueling facility becomes operational.

Kyle Brodowski Digitally signed by Kyle Brodowski
Date: 2026.02.05 14:23:33 -08'00'

Requestor Signature and Date

Jannae Brown 2/10/26
Finance Signature and Date

Mark Wolf 2-8-26

Requesting Dept Director Signature and Date

Seminole Jenkins 2-11-2026
City Manager Signature and Date