

CITY OF MULLINS

151 E. Front Street
P. O. Drawer 408
Mullins, South Carolina 29574



PHONE: (843) 464-9583
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Finance Committee Meeting Raymond Pridgen Auditorium Monday, September 21, 2026 10:00 A.M.

A G E N D A

- 1. Call Meeting to Order & Welcome: Chairman Luke Gasque**
- 2. Disclosure that local media has been informed of meeting pursuant to South Carolina Freedom of Information Act:**
- 3. Discussion:**
 - (a) Financials**
 - (b) Trash Servies**
 - (c) Donation Request**
 - (d) Gas RFP**
- 4. Adjournment:**

City of Mullins
Request for Proposal (RFP)
Fuel Discount Program for Municipal Fleet



Issue Date: October 20, 2025

Proposal Due Date: November 5, 2025

1. Purpose

The City of Mullins is seeking proposals from qualified fuel providers to offer **discounted pricing** on gasoline and diesel fuel for the City's entire vehicle and equipment fleet. The intent is to secure the most cost-effective and reliable fuel purchasing arrangement for municipal operations.

2. Scope of Services

The selected vendor shall provide:

- Discounted fuel pricing (retail minus cents-per-gallon, wholesale plus markup, or fixed rate options)
- Access to fuel at multiple convenient locations, ideally within or near Mullins, SC (if possible)
- Monthly or bi-weekly reporting of fuel usage by vehicle or department (If possible)
- Emergency fueling provisions during natural disasters or outages (if possible)
- Must accept WEX for payment

3. Fleet Overview

- Approximate number of vehicles: 71
- Fuel types required: Unleaded Gasoline and Diesel
- Data based on July 2025/Full Year Usage
 - Number of Transactions: 266
 - Total Amount: \$14,688/\$180,162
 - Average Amount: \$55.22/\$54.81
 - High Amount: \$203.73/\$294.02
 - Low Amount: .17/.03
 - Total Fuel Units: 4,710/60,602
 - Average Fuel Unit Price: \$3.12/\$3.05
 - Average Fuel Units: 17.7074/18.4370

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4. Proposal Requirements

Vendors must include:

- Company background and fuel delivery capabilities
- Pricing structure and any volume-based discount tiers
- Locations of fueling stations
- Terms and conditions, including payment terms and contract length
- References from current or past municipal or government clients (if available)

5. Evaluation Criteria

Proposals will be evaluated based on:

- Price and discount offered
- Geographic convenience of fueling locations
- Quality and responsiveness of reporting/invoicing system
- Experience working with public sector clients
- Flexibility and customer service

6. Submission Instructions

Proposals must be submitted by **November 5, 2025** to:

City of Mullins – Procurement Office
151 E. Front Street, Mullins, SC 29574
Email: hjackson@mullinssc.us
Subject Line: RFP Submission – Fuel Discount Program

Late submissions will not be accepted.

7. Questions

All questions must be submitted in writing to Holly Jackson by 10/31/2025.