

Board of County Commissioners

Agenda Request

Date of Meeting: September 7, 2010

Date Submitted: August 20, 2010

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Cleve Fleming, Public Works Director

Subject: Request Board Approval to Award Bid #2010-09, "Fuel for County Vehicles and Equipment" to the Low Bidder, Mansfield Oil Company, and Authorize the Chairman to Execute the Contract

Statement of Issue:

This agenda item requests Board approval to award bid #2010-09, "Fuel for County Vehicles and Equipment" to the low bidder, Mansfield Oil Company, and to authorize the Chairman to execute the Contract.

Background:

The Public Works Department (operated by ESG Operations) manages the fuel procurement, storage, regulatory maintenance, distribution, and billing for Wakulla County. Fuel is provided for all County Departments including the BOCC, Public Works, Fire Departments, EMS, and WCSO. Fuel is also provided to the Florida Highway Patrol, Division of Forestry, Health Department, Mosquito Control, Wilderness Coast Library, City of Sopchoppy and the Senior Citizen's Department. Fuel is billed to each department at cost plus five cents per gallon tank charge to cover the costs of maintenance and insurance.

Currently, there are three above ground tanks at the Trice Lane Annex. Capacity is 6,000 gallons of diesel and 12,000 gallons of gasoline. Diesel usage for the past year was approximately 120,000 gallons and gasoline usage was approximately 175,000 gallons.

Previously, the County has had fuel contracts with Morris Petroleum and Eli Roberts. When bidding out a fuel contract, the bid is for the vendor's firm markup (VFM) per gallon. This is what the contractor will charge the County for delivery and freight charges over the Oil Price Information Service (OPIS) price at the time of delivery. Under the previous contract with Eli Roberts & Sons, the County has been purchasing diesel with a VFM of .0525 and gas with a VFM of .025.

Analysis:

Invitation to Bid #2010-09 was advertised on the County Website on August 6th, in the Wakulla News on August 12th and 19th, and in the Tallahassee Democrat on August 18th and 15th. The bid opened on August 20th with three bids being received: Morris Petroleum, Eli Roberts, and Mansfield Oil. The bid requested the vendor's firm markup (VFM) per gallon.

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The following is a list of the three vendors along with their VFM for Unleaded Plus Gasoline (midgrade) and Ultra Low-Sulfur Highway Diesel:

<u>VENDOR NAME</u>	<u>VFM-DIESEL</u>	<u>VFM-GAS</u>
* Morris Petroleum	.0725	.0685
* Eli Roberts	.051(.04947 w/local pref)	.029 (.02813 w/local pref.)
* Mansfield Oil	.0370	.0155

Staff is requesting Board approval to award the lowest bid to Mansfield Oil Company for a three year contract to furnish fuel for County vehicles and equipment and to authorize the Chairman to execute the Contract. The County Attorney has reviewed this item.

Options:

1. Approve to award Bid #2010-09 to Mansfield Oil Company and authorize the Chairman to execute the Contract.
2. Do not approve to award Bid #2010-09 to Mansfield Oil Company and do not authorize the Chairman to execute the Contract.
3. Board Direction.

Recommendation:

Option #1

Attachment(s):

1. Bid Legal Advertisement
2. ITB #2010-09
3. Bid Opening Sheet

CF/nw