



AGENDA ITEM REPORT

DATE: March 20, 2018
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Extend Annual Contract for Purchase of Fuel Countywide

I. MOTION REQUESTED

A) Approve extensions of the annual contracts with two firms under Bid No. B-130173, Annual Purchase of Fuel, for an additional six-month period, through November 15, 2018, for the annual purchase of fuel Countywide, as approved in the departments' annual adopted budgets: Mansfield Oil Company of Gainesville, Inc. and Palmdale Oil Company, Inc.

B) Authorize the Director of Procurement Management or designee to sign the extension documents on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approve extensions of the annual contracts with two firms under Bid No. B-130173, Annual Purchase of Fuel, for an additional six-month period, through November 15, 2018, for the annual purchase of fuel Countywide as approved in the departments' annual adopted budget. Total expenditures for these services during the 2016 - 2017 Fiscal Year were approximately \$3,601,053.14.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On May 7, 2013, the Board of County Commissioners awarded Countywide Bid No. B-130173, Annual Purchase of Fuel. The original term of the contract was for two years with three additional one-year renewal options. Board approval will allow for a six-month extension, through November 15, 2018, so that services will continue uninterrupted until a new contract is solicited.

Expenditures for these services during the 2016 - 2017 Fiscal Year total approximately \$3,601,053.14 Countywide.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be as needed and within the departments' annual approved, adopted budget.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
B130173 Mansfield Signed Extension	2/14/2018	Backup Material
B130173 Palmdale Signed Extension	2/16/2018	Cover Memo
B-130173 Cost Breakdown	3/9/2018	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Khan, Diana	Approved	2/14/2018 - 8:08 AM
Budget Services	Henkel, Anne	Approved	2/15/2018 - 8:22 AM
County Attorney	Lira, Louis C.	Approved	2/20/2018 - 11:36 AM
County Manager	Brady, Christine	Approved	2/26/2018 - 8:58 AM