

AGENDA ITEM REPORT

DATE: October 21, 2025
DEPARTMENT: Fleet Management
REQUESTER: Schecyl Santiago-Lugo
TITLE: Approve Piggyback Purchase of Fuel Monitoring System Parts and Supplies

I. MOTION REQUESTED

- A. Approve Piggyback No. PB250304SAG to utilize pricing on the Sourcewell Contract No. 081524-JFA for Above ground Fuel and Fluid Storage with Related Hardware, Software, and Services, for the purchase of fuel monitoring system parts and supplies from JF Acquisition LLC dba JF Petroleum Group, on an as-needed basis, through the contract expiration date of November 18, 2028, and as approved in the departments' annual adopted budgets. Any purchase over \$100,000 will return to the Board for approval.
- B. Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C. Grant the County Manager or designee the authority to renew the contract(s), for up to three additional one-year extensions, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Approves a piggyback purchase to use pricing on the Sourcewell Contract for aboveground Fuel and Fluid Storage with related parts and services from JF Acquisition LLC dba JF Petroleum Group. This will allow Lee County to buy fuel monitoring system parts and supplies from JF Petroleum Group on an as-needed basis through November 18, 2028, including any contract renewals approved by Sourcewell and within adopted departmental budgets.

Fleet Management will use this contract to buy fuel system components, repair parts, and equipment needed to maintain the County's six fuel sites. A market analysis was completed and use of the piggyback will represent an estimated 10% cost savings compared to other options. Expenditures for FY24/25 totaled \$42,396.00, and any purchase over \$100,000 will return to the Board for approval. Using the piggyback method allows the County to take advantage of large-scale contract volume discounts. The County benefits from a shorter timeframe because a competitive procurement process has already been conducted.

III. BACKGROUND AND IMPLICATIONS OF ACTION

Using the piggyback method allows the County to take advantage of large-scale contract volume discounts. The County benefits from a shorter timeframe because a competitive procurement process has already been conducted. A market analysis was completed and the purchase under this contract will represent a savings of 10%. Individual purchases in excess of \$100,000.00 will be brought to the Board for approval.

IV. FINANCIAL INFORMATION

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|----------------------------------|--|
| Current Year Dollar Amount: | \$50,000 |
| Included in the Current Budget?: | Yes |
| Fund: | Fleet Operating Fund |
| Comments: | Purchases will be on an as-needed basis. The Current Year Dollar Amount is an estimate based on the FY24/25 spend. Any purchase over \$100,000 will be brought back to the Board for approval. |

Is this a revenue or expense item? Expense
Is this Discretionary or Mandatory? Discretionary
Will this item impact future budgets? No
Program:
Project:
Account Strings: JB5191059400

Fund Type? Fleet Operating Fund

V. RECOMMENDATION

Approve

ATTACHMENTS:

Summary Form

REVIEWERS:

Schecyl Santiago, Fleet Management

Mary Tucker, Procurement

Schecyl Santiago, Fleet Management

Anne Henkel, Budget Services

Peter Winton, County Manager

Amanda Swindle, County Attorney

Robert Codie, County Manager

Created/Initiated - 10/8/2025

Approved - 10/9/2025

Approved - 10/9/2025

Approved - 10/9/2025

Approved - 10/9/2025

Approved - 10/10/2025

Final Approval - 10/10/2025