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## AGENDA COVER MEMO

**DATE:** December 15, 2004

**TO:** Lane County Board of Commissioners

**DEPT:** Public Works

**PRESENTED BY:** Dale Wendt, Public Works Support Services Manager

**AGENDA ITEM TITLE:** In the Matter of Awarding a Three-Year Requirements Contract to The Jerry Brown Co., Inc. for the Purchase of Cardlock Fuel and Fueling Services in Veneta, Contract No. RFP04/05 FS-01

### I. MOTION

MOVE TO AWARD A THREE-YEAR REQUIREMENTS CONTRACT TO THE JERRY BROWN CO. INC. FOR THE PURCHASE OF CARDLOCK FUEL AND FUELING SERVICES IN VENETA, CONTRACT No. RFP04/05 FS-01

### II. ISSUE OR PROBLEM

Shall Lane County approve awarding a requirements contract to The Jerry Brown Co., Inc. for the purchase of cardlock fuel and fueling services in the Veneta area?

### III. DISCUSSION

#### A. Background

Lane County Department of Public Works purchased small quantities of fuel from local cardlocks in Veneta prior to constructing the new shop facility on Jeans Road. Both the old Veneta Shop and the Junction City Shop had on-site diesel fuel tanks. When the new shop was constructed in 2003 the decision was made to purchase fuel from a local cardlock facility rather than have on-site fuel storage. This decision was driven primarily due to the convenience of having two cardlocks in close proximity to the new shop. On-site storage represents some degree of risk and the need to comply with Federal and State environmental and State and local fire marshal regulations.

Since all fuel for the combined Veneta and Junction City shops is now purchased via cardlock, it became necessary to solicit requests for proposals from interested vendors and enter into a requirements contract with the successful proposer.

Public Works solicited proposals via a Request for Proposal (RFP) process. Evaluation criteria included 24-hour availability, a location within one-mile of the Veneta Shop, a cardlock self-service operation, an itemized transaction record, and electronic or disk management reports that are compatible to download into Fleet Services'

Equipment Management System. The Department estimated annual purchases of 30,000 gallons of fuel, consisting of primarily diesel and some unleaded gasoline.

**B. Analysis**

The RFP was legally advertised in the Register-Guard on November 3, 2004, and opened on November 18, 2004. The County received two responses to its RFP solicitation, from both Metrofueling and from The Jerry Brown Co., Inc.

Both responses to the RFP met all specification criteria. However, The Jerry Brown Co., Inc. proposal has a slightly closer location, more dispensers and hoses available, on-site maintenance staff, and a lower quoted fuel price. Metrofueling offered a 4-cent markup over a computed transfer price resulting in a quote at 12:01 a.m., Monday, November 15<sup>th</sup> of \$1.619 per gallon for diesel and \$1.839 per gallon for unleaded gasoline. The Jerry Brown Co., Inc. offered a 1-cent markup over the OPIS price resulting in a quote at 12:01 a.m., Monday, November 15<sup>th</sup> of \$1.568 per gallon for diesel and \$1.7426 per gallon for unleaded gasoline.

Sufficient funds are in the Fleet Services budget for purchase of this item.

**C. Alternatives/Options**

1. Approve entering into a requirements contract with The Jerry Brown Co., Inc. and delegate the County Administrator authority to execute the contract. Contracting for fuel provides a somewhat lower price than purchasing fuel from retail stations. A card-lock station also provides additional security and ease in record keeping of fuel transactions with additional management information. Reports include vehicle identification, employee name, time, date, gallons, and cost for every transaction and summary data including miles per gallon and total fuel purchased per vehicle.
2. Do not enter into the contract.

**D. Recommendation**

It is recommended that the Board approve entering into a requirements contract with The Jerry Brown Co., Inc. for fuel and fueling services in Veneta and delegate the County Administrator authority to execute the contract.

**E. Timing**

Upon approval of the Board, a requirements contract will be executed between The Jerry Brown Co., Inc. and the County Administrator.

**IV. IMPLEMENTATION/FOLLOW-UP**

None.

**V. ATTACHMENTS**

Board Order  
Fuel Price Comparison

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY  
STATE OF OREGON

) IN THE MATTER OF AWARDDING A  
) THREE-YEAR REQUIREMENTS  
) CONTRACT TO THE JERRY BROWN  
) CO. INC. FOR THE PURCHASE OF  
) CARDLOCK FUEL AND FUELING  
) SERVICES IN VENETA, CONTRACT  
) NO. RFP04/05 FS-01

**ORDER**

WHEREAS, at the duly publicized place and time on November 18, 2004, an authorized representative of the Department of Public Works, opened Request for Proposals (RFP) on the following:

Fuel and fueling services in Veneta Contract RFP04/05 FS-01; and

WHEREAS, there were two qualified responses to the RFP, one from Metrofueling, and the other from The Jerry Brown Co., Inc., and

WHEREAS, the evaluation committee identified in the RFP and using the rating criteria specified in the RFP, unanimously recommend award of the contract to The Jerry Brown Co., Inc. based on a closer proximity to the Veneta Shop, more nozzles and dispensers available, and lower fuel prices, and

WHEREAS, the Director of the Department of Public Works recommends that the proposal received from The Jerry Brown Co., Inc. be accepted; therefore it is hereby

ORDERED that the proposal received from The Jerry Brown Co., Inc. be accepted as recommended; and it is further

ORDERED that a three-year requirements contract be awarded to The Jerry Brown Co., Inc. in accordance with the proposal specifications; and it is further

ORDERED that a contract be executed in accordance with this Order and the proposal specifications and the County Administrator be authorized to sign the contract.

DATED this \_\_\_\_\_ day of December, 2004.

\_\_\_\_\_  
Chair, Lane County Board of Commissioners

RECEIVED AS TO FORM

Dec 12-5-04 Lane County

*Maia Kadell*  
\_\_\_\_\_  
County Clerk

## Fuel Price Comparison

Vendor	Low Sulfur Diesel	Unleaded Gasoline
Metrofueling	\$1.6190	\$1.8390
The Jerry Brown Co.	1.5680	1.7426
Difference	\$0.0510	\$0.0964