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AGENDA COVER MEMO

DATE: May 12, 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 Truax-Harris Energy LLC/Metrofueling for the Purchase of Cardlock Fuel and Fueling Services in Eugene, Contract No. RFP03/04 FS-02

I. MOTION

MOVE TO AWARD A THREE-YEAR REQUIREMENTS CONTRACT TO TRUAX-HARRIS ENERGY LLC/METROFUELING FOR THE PURCHASE OF CARDLOCK FUEL AND FUELING SERVICES IN EUGENE, CONTRACT No. RFP03/04 FS-02

II. ISSUE OR PROBLEM

Shall Lane County approve awarding a requirements contract to Truax-Harris Energy LLC/Metrofueling for the purchase of cardlock fuel and fueling services in the downtown Eugene area?

III. DISCUSSION

A. Background

Lane County Department of Public Works Fleet Services has contracted for cardlock fuel in downtown Eugene since 1991 when the Oak Street service station was decommissioned.

Fleet Services and the Sheriff's Office have purchased approximately 62,000 gallons of fuel annually at this location. The existing three-year contract expired on February 28, 2004. The County is currently purchasing fuel under a blanket purchase order until the new contract can be executed.

Fleet Services solicited bids via a Request for Proposal (RFP) process. Criteria included 24-hour availability, a location within five (5) blocks of the PSB, 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.

B. Analysis

The RFP was advertised in the Register-Guard on March 23, 2004, and opened on April 13, 2004. The County received one response to its RFP solicitation, Truax-Harris Energy LLC/Metrofueling. The response to the RFP met all specification criteria.

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

C. Alternatives/Options

1. Approve entering into a requirements contract with Truax-Harris Energy LLC/Metrofueling 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. The Metrofueling station is located on the corner of 6th and Lincoln, convenient to the PSB.
2. Do not enter into the contract.

D. Recommendation

It is recommended that the Board approve entering into a requirements contract with Truax-Harris Energy LLC/Metrofueling for fuel and fueling services in downtown Eugene and delegate the County Administrator authority to execute the contract.

E. Timing

Upon approval of the Board, a requirements contract will be executed between Truax-Harris Energy LLC/Metrofueling and the County Administrator.

IV. IMPLEMENTATION/FOLLOW-UP

None.

V. ATTACHMENTS

Board Order

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

) IN THE MATTER OF AWARDING A
) THREE-YEAR REQUIREMENTS
) CONTRACT TO TRUAX-HARRIS
) ENERGY LLC/METROFUELING FOR
) THE PURCHASE OF CARDLOCK FUEL
) AND FUELING SERVICES IN EUGENE
) CONTRACT NO. RFP03/04 FS-02

ORDER

WHEREAS, at the duly publicized place and time on April 13, 2004, an authorized representative of the Department of Public Works, opened Request for Proposals (RFP) on the following:

Fuel and fueling services in downtown Eugene
Contract RFP03/042 FS-02; and

WHEREAS, the sole responsive proposal, which also conforms to the RFP specifications, was received from Truax-Harris Energy LLC/Metrofueling, and the Director of the Department of Public Works recommends that the proposal be accepted; therefore it is hereby

ORDERED that the proposal received from Truax-Harris Energy LLC/Metrofueling be accepted as recommended; and it is further

ORDERED that a three-year requirements contract be awarded to Truax-Harris Energy LLC/Metrofueling 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 May, 2004.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM
Date: 4-30-04 Lane County
[Signature]

TO BE ATTACHED TO ANY ORDER OVER \$2499.99

LANE COUNTY PURCHASING CENTRAL RECEIVING WAREHOUSE
3040 DELTA HWY, EUGENE OR 97401-1696 (503) 341-8593

ITEM: Please describe, destination, shipping cost, quantity and date required.

UNIT TO BE PRICED: EACH 100 1000 GAL OTHER:

VENDOR NAME, ADDRESS & PHONE No.	PRICE QUOTATION	COMMENTS
1. Truax-Harris Energy LLC/ Metrofueling 29394A Airport Road Eugene, OR 97402 CONTACT: Roberta DeBates @ 800-367-3835	\$1.809 transfer price + Lane County markup .04¢ less federal tax .18¢ as of 12:01 a.m. 4/5/04 Net price to Lane County:	
2.	\$1.669 per gallon (Fuel Prices Fluctuate Daily)	
CONTACT:		
3.		
CONTACT:		
4.		
CONTACT:		
5.		
CONTACT:		
6.		
CONTACT:		

QUOTES OBTAINED BY: M. Dale Wendt

TELEPHONE: 682-6920

BUDGET CODING: 36-30-619-512321-030

AUTHORIZED BY: 