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## AGENDA COVER MEMO

**Memorandum Date:** April 11, 2007

**Order Date:** May 2, 2007

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**TO:** Lane County Board of Commissioners

**DEPT:** Public Works

**PRESENTED BY:** Phillip Guyette, Public Works Fleet Manager

**AGENDA ITEM TITLE:** In the Matter of Awarding a Three-Year Requirements Contract to PetroCard Systems for the Purchase of Cardlock Fuel and Fueling Services in Eugene, Contract Number RFP06/07 FS-01.

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### I. MOTION

MOVE TO AWARD A THREE-YEAR REQUIREMENTS CONTRACT TO PETROCARD SYSTEMS FOR THE PURCHASE OF CARDLOCK FUEL AND FUELING SERVICES IN EUGENE, CONTRACT NUMBER RFP06/07 FS-01.

### II. ISSUE OR PROBLEM

Shall Lane County approve awarding a requirements contract to PetroCard Systems for the purchase of cardlock fuel and fueling services in the downtown Eugene area?

### III. BACKGROUND/IMPLICATIONS OF ACTION

#### A. Board Action and Other History

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

Fleet Services and the Sheriff's Office purchase approximately 57,000 gallons of fuel annually in downtown Eugene. The existing three-year fuel and fueling services contract expires June 30, 2007.

Fleet Services solicited bids via a Request for Proposal (RFP) process. Criteria included 24-hour fuel availability, a location within five (5) blocks of the Public Service Building, a cardlock self-service operation, an itemized transaction record, and electronic management reports that are compatible to download into the Fleet Services' Equipment Management System.

#### B. Policy Issues

None

**C. Board Goals**

Purchase of motor fuel is necessary to provide direct and indirect services to the citizens of Lane County, to maintain satisfactory operations of the County's road system, and to meet the health, safety, and economic good of the citizens and industries of our community as defined in Section B3.a.2 of the Strategic Plan.

**D. Financial and/or Resource Considerations**

The purchase of motor fuel was approved in the Fleet Services FY06/07 budget and sufficient funds are available for these motor fuel purchases.

**E. Analysis**

The Request for Proposal was advertised in The Register Guard on March 12, 2007 and opened on April 10, 2007. The County received one (1) response to this solicitation.

**F. Alternatives/Options**

1. Approve entering into a requirements contract with PetroCard Systems 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 PetroCard Systems service station is located on the corner of 6<sup>th</sup> and Lincoln, convenient to the PSB.
2. Do not enter into this contract.

**IV. Timing/Implementation**

Upon approval of the Board, a requirements contract will be executed between PetroCard Systems and the County Administrator.

**V. Recommendation**

It is recommended that the Board approve entering into a requirements contract with PetroCard Systems for fuel and fueling services in downtown Eugene and delegate the County Administrator authority to execute the contract.

**VI. Follow-up**

None.

**VII. Attachments**

Board Order  
Recap

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

O R D E R

) IN THE MATTER OF AWARDED A  
) THREE YEAR REQUIREMENTS  
) CONTRACT TO PETROCARD SYSTEMS  
) FOR THE PURCHASE OF CARDLOCK  
) FUEL AND FUELING SERVICES IN  
) EUGENE, CONTRACT NO. RFP06/07  
) FS-01

WHEREAS, bids were received on April 10, 2007, for providing fuel and fueling services in the downtown area; and

WHEREAS, the sole responsive bid to conform to bid specifications was received from PetroCard Systems, and the Director of the Department of Public Works recommends that the bid be accepted; therefore it is hereby

ORDERED that a contract be awarded to PetroCard Systems for fuel and fueling services, in accordance with the bid specifications; and it is hereby further

ORDERED that a requirements contract be executed in accordance with this Order and the bid specifications and the County Administrator be authorized to sign the contract on behalf of the County.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Faye Stewart, Chair  
Board of County Commissioners

APPROVED AS TO FORM  
Date 4-20-07 lane county  
Ms. [Signature]  
OFFICE OF LEGAL COUNSEL

## **RFP 06/07 FS-01    RECAP**

### **Cardlock Fuel and Fueling Services at Eugene**

<b><u>PROPOSER</u></b>	<b><u>Unleaded Gasoline *</u></b>
<b>PetroCard Systems</b>	<b>\$2.7190</b>

*\* Price of unleaded gasoline as of 12:01 a.m. Thursday, April 5, 2007. The method of future price determination will be the published O.P.I.S (Oil Price Information Service) wholesale price for unbranded fuel plus \$0.09/per gallon at the time of delivery.*