

**ConColumbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Fuel Pumps and Controls – RFP No. 21-0017
INITIATED BY:	Finance Department

It is requested that Council rescind the award to Service Station Equipment Repair, Inc. (Columbus, GA), for the purchase and installation of fuel pumps and controls for City operations per Resolution No. 198-21 dated June 22, 2021; and authorize the purchase and installation of fuel pumps and controls for City operations from Atlanta Petroleum Equipment Co., Inc. (Tucker, GA). Cost will include the removal and disposal of existing equipment, provision and installation of new equipment, and annual maintenance per location for five (5) years. The recommended vendor’s proposed cost is within budget.

In a letter dated July 12, 2021, Service Station Equipment Repair, Inc. (Columbus, GA) contacted the City stating they were unable to move forward with this project. The Evaluation Committee has unanimously decided to award to the next highest ranked vendor, Atlanta Petroleum Equipment Co., Inc. (Tucker, GA), and the vendor has agreed.

Atlanta Petroleum Equipment Co., Inc. will be required/responsible for:

- Removal and all costs related to the disposal of the old pumps.
- Delivery and installation of new pumps at the Schatulga Road Fueling Station, the Cusseta Road Fueling Station, METRA Transit, and the Marina.
- Provide training for preventative maintenance for pumps.
- Provide fuel controller(s) that will be compatible to our current fuel management software: **Trak Systems/Fluid Secure Software.**
- Make one distributing fuel source for each type of fuel available for use by City staff during installation unless the fueling station is a single fuel type.
- Annual Maintenance per Location (Five Years)

New fuel pumps are required to replace outdated fuel pumps which have become too costly to repair.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry, and on DemandStar on December 9, 2020. This RFP has been advertised, opened, and evaluated. Three (3) proposals were received on January 22, 2021.

The responding vendors were:

Atlanta Petroleum Equipment Co., Inc. (APEC) (Tucker, GA)
Service Station Equipment Repair, Inc. (Columbus, GA)¹
Barber Petroleum & Equipment Co., Inc. (Albany, GA)

¹Service Station Equipment Repair, Inc. declined the previous award stating they are unable to move forward with this project.

The following events took place after receipt of the proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	02/23/21	The RFP document and related addenda, as well as the RFP rules and process, were provided to evaluation committee members to review prior to the virtual meeting. The Purchasing Manager gave an overview of the rules and policies of the evaluation process. The Project Head gave an overview of the needs of the different facilities. A date was selected for the 1 st Evaluation Meeting.
1 st Evaluation Meeting	03/18/21	The Purchasing Manager opened the meeting, and each proposal was discussed by the committee. It was determined that several clarifications were required from each vendor.
Clarifications Requested	03/25/21	Requests for clarifications forwarded to vendors.
Clarifications Received	04/06/21	Clarification responses received and forwarded to committee members. It was determined that the committee should meet to discuss responses.
2 nd Evaluation Meeting	04/12/21	The Purchasing Manager opened the meeting, and each vendor response was discussed by the committee. It was determined that an additional clarification was needed.
Clarification Requested	04/22/21	Request for clarification was forwarded to vendor.
Clarification Received	04/28/21	Clarification response was received and forwarded to committee members. No further clarifications were requested.
Evaluation Forms Sent	04/28/21	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	05/18/21	Evaluation forms were completed and returned to Purchasing for compilation of results.
Evaluation Results	6/14/21	Evaluation results were forwarded to the Evaluation Committee for review.
Recommendation Received	06/15/21	The committee members unanimously voted to award to the highest scoring vendor.
Council Award	06/22/21	Council awarded to highest scoring vendor.
Vendor Declined Award	07/16/21	Purchasing was notified by awarded vendor that they were unable to move forward with this project. Evaluation Committee was notified of their decision.
Recommendation Received	07/19/21	Evaluation Committee voted unanimously to award to the next highest scoring vendor.

Letter to Vendor	07/20/21	A letter was sent to APEC requesting their confirmation to move forward with this project at their submitted terms and pricing if recommendation approved by Council.
Vendor Response	07/23/21	Affirmative response received from vendor.

Evaluation Committee:

Proposals were reviewed by members of the Evaluation Committee, which consisted of one voting member from the Public Works Department, one voting member from the Facilities Maintenance Division, one voting member from the Parks & Recreation Department, one voting member from METRA, and one voting member from the Fleet Maintenance Division.

One representative from Inspections & Code Enforcement and one representative from the Public Works Department served as alternate voters. Two representatives from the Fleet Maintenance Division served as non-voting advisors.

Award Recommendation:

The evaluation committee unanimously recommend award of the contract to Atlanta Petroleum Equipment Company, Inc. (APEC).

Vendor Qualifications/Experience:

- APEC was founded in 1989 and has 32 years’ experience in the petroleum industry.
- APEC was recently sold to an individual with over 20 years’ experience in the petroleum industry. The company has increased its employee base under the new company head.
- APEC has multiple highly qualified service technicians experienced in petroleum equipment installation.
- APEC has technicians available 24/7.
- APEC is a member of the Petroleum Equipment Institute (PEI), which sets many of the standards and practices for the petroleum industry for both federal and state agencies.
- APEC is certified with Georgia Tank & Equipment Contractors’ Association (GTEC), the Alabama Petroleum Equipment Contractors Association (ALPEC), and the Georgia Association of Convenience Stores (GACS).

Client Work History:

- APEC has provided similar services to the following companies:
 - Douglas County Fleet Management (Douglasville, GA) – 10/11/2018-01/08/2019
Ground Up Fuel Facility: Tanks, pumps, piping, canopy, tank gauging, fuel management system, etc.
 - Jim Ellis Automotive Group (Atlanta, GA) – 07/05/2017-09/09/2018
Multiple sites AST Fuel Systems Tanks, pumps, piping, tank gauging, fuel management system, etc.
 - George Hicks Const. (AAFES) (Fort Benning, GA) – 02/16/2016-06/19/2016
Ground Up Fuel Facility: Tanks, pumps, piping, canopy, tank gauging, fuel management system, etc.

The City’s Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated

components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funds for the purchase of the equipment and installation are budgeted in the FY21 Budget: Other Local Option Sales Tax-Infrastructure Fund – Public Works – Infrastructure-LOST – General Construction – New Fuel Pumps and Generators; 0109-260-9901-LOST-7661-96056-20190.

Funds will be budgeted each fiscal year for annual maintenance:

Public Works: General Fund – Public Works – Fleet Management – Contractual Services; 0101-260-2300-VHCL-6319.

METRA: Transportation Fund – Transportation – Maintenance – Miscellaneous Equipment Maintenance; 0751-610-2200-METM-6519.

Parks and Recreation: General Fund – Parks and Recreation – Lake Oliver Marina – Miscellaneous Equipment Maintenance; 0101-270-4049-LOLV-6519.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH ATLANTA PETROLEUM EQUIPMENT CO., INC. (TUCKER, GA) FOR THE PURCHASE AND INSTALLATION OF FUEL PUMPS AND CONTROLS FOR CITY OPERATIONS, AS WELL AS PERFORM ANNUAL MAINTENANCE PER LOCATION FOR FIVE (5) YEARS; AND RESCIND RESOLUTION NO. 198-21, WHICH AWARDED THE CONTRACT TO SERVICE STATION EQUIPMENT REPAIR, INC.

WHEREAS, three (3) proposals were received on January 22, 2021; and,

WHEREAS, Council awarded the contract to Service Station Equipment Repair, Inc. on June 22, 2021, per Resolution No. 198-21; and,

WHEREAS, in a letter dated July 12, 2021, Service Station Equipment Repair, Inc. (Columbus, GA) has contacted the city stating they are unable to move forward with this project. The Evaluation Committee has determined to award to the next highest ranked vendor, Atlanta Petroleum Equipment Co., Inc. (Tucker, GA), and the vendor has agreed to provide and install the fuel pumps and controls, as well as perform annual maintenance per location for five (5) years.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

Part I

Resolution No. 198-21 is hereby rescinded.

Part II

That the City Manager is hereby authorized to execute a contract with Atlanta Petroleum Equipment Co., Inc. (Tucker, GA) to purchase and install fuel pumps and controls for City operations.

Funds for the purchase of the equipment and installation are budgeted in the FY21 Budget: Other Local Option Sales Tax-Infrastructure Fund – Public Works – Infrastructure-LOST – General Construction – New Fuel Pumps and Generators; 0109-260-9901-LOST-7661-96056-20190.

Funds will be budgeted each fiscal year for annual maintenance:

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Parks and Recreation: General Fund – Parks and Recreation – Lake Oliver Marina – Miscellaneous Equipment Maintenance; 0101-270-4049-LOLV-6519.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2021 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting _____.
Councilor Barnes voting _____.
Councilor Crabb voting _____.
Councilor Davis voting _____.
Councilor Garrett voting _____.
Councilor House voting _____.
Councilor Huff voting _____.
Councilor Thomas voting _____.
Councilor Tucker voting _____.
Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor