

**Columbus Consolidated Government  
Council Meeting Agenda Item**

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

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It is requested that Council authorize the execution of a contract with Service Station Equipment Repair, Inc. (Columbus, GA) for the purchase and installation of fuel pumps and controls for City operations and the vendor's cost is within budget. 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.

Service Station Equipment Repair, 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New fuel pumps are required to replace outdated fuel pumps which have become too costly to repair.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:

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

The following events took place after receipt of the proposals:

| <b>RFP MEETINGS/EVENTS</b>         |             |  |
|------------------------------------|-------------|--|
| <b>Description</b>                 | <b>Date</b> | <b>Agenda/Action</b>   |
| 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 <sup>st</sup> Evaluation Meeting. |
| 1 <sup>st</sup> 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 <sup>nd</sup> 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.  |

**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, as reflected by their comments provided below, unanimously recommend award of the contract to Service Station Equipment Repair, Inc., for the following reasons:

- Years of service in this business. Locally owned. Time frame from service request made to actual service being performed. Experience and knowledge of product(s) in proposal. Affiliations and certifications.
- They are local and have a history of quick responses on service calls.

- I like their proposed lead time for the dispensers to go into service.

**Vendor Qualifications/Experience:**

- Service Station Equipment Repair, Inc. has been in business for more than 58 years, serving both Columbus, Georgia and the surrounding area.
- Service Station Equipment Repair, Inc. is a full-line petroleum and industrial equipment supplier.
- Service Station Equipment Repair, Inc. provides installation, removal and service for the equipment that they sell.
- Service Station Equipment Repair, Inc. has technicians available 24/7.
- Service Station Equipment Repair, Inc. 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.
- Service Station Equipment Repair, Inc. is certified with Georgia Tank & Equipment Contractors' Association (GTEC) for Underground Storage Tank Installations, and Underground Storage Tank Decommissioning.

**Client Work History:**

- Service Station Equipment Repair, Inc. has provided similar services to the following companies:
  - Circle K Stores, Inc., Store #3687 (Charlotte, NC) – 01/2020-03/2020  
Raise and rebuild of a truck stop. Removed the existing tanks, lines, and dispensers. Installed new tanks, underground lines, and new dispensers.
  - Perry Brothers Oil Co. (Americus, GA) – 08/13/2020  
Removed the old dispensers and console. Installed new dispensers and new console.
  - Griggs Oil Company, American Eagle (Phenix City, AL) – 01/07/2021  
Removed the old dispensers, installed new dispensers, and upgraded the console.

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 SERVICE STATION EQUIPMENT REPAIR, INC. (COLUMBUS, 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.**

**WHEREAS**, an RFP was administered (RFP 21-0017) and proposals were received from three (3) qualified offerors; and,

**WHEREAS**, the proposal submitted by Service Station Equipment Repair, Inc. met all proposal requirements and was evaluated responsive to the RFP.

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

That the City Manager is hereby authorized to execute a contract with Service Station Equipment (Columbus, 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.

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\_\_\_\_\_  
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 \_\_\_\_\_.

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Sandra T. Davis, Clerk of Council

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B.H. "Skip" Henderson III, Mayor