



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 7, 2026

Originating Department: Public Works

Agenda Title: Resolution 96-10-26 - Agreement (Piggyback) - Bulk Fuel, Gasoline, Diesel, Marine and Biodiesel - Petroleum Traders Corporation

Agenda Category: New Business

Approved by Town Manager: _____ **Date:** _____

Cost of Item: TBD **Funding Source:** General Fund/Marina Fund

Account Number: 001-141.100 & 001-141.200/401-141.200 & 401-141.201 **Finance Signature:** Barbara Gould

Advertised:

Date: N/A **Newspaper:** _____

Attachments: Resolution 96-10-26

Agreement between the Town of Lake Park and Petroleum Traders Corporation

Exhibit A – Florida Department of Management Services State Term Contract No. 15100000-25-STC For Bulk Fuel, Gasoline, Diesel, Marine, and Biodiesel with Petroleum Traders Corporation.

Exhibit B – The State of Florida Department of Management Services Invitation to Bid (ITB) Bulk Fuel, Gasoline, Diesel, Marine, and Biodiesel ITB No. 25-15100000-ITBv2

Exhibit C – Markup Sheet for Petroleum Traders (Southern Region)

Petroleum Traders Corporation - Customer Setup Forms

Please initial one:

_____ Yes, I have notified everyone.

DB _____ Not applicable in this case

Summary Explanation/Background:

The Public Works Department requests the Town Commission's consideration to enter into an Agreement with Petroleum Traders Corporation to provide a reliable and uninterrupted bulk fuel supply of gasoline, diesel, marine, and biodiesel to support Town operations, including sanitation collection, stormwater and

roadway maintenance, parks services, fleet operations, marina operations and sales, as well as emergency response.

Note: The proposed Agreement would ensure that the Town purchases all fuel in a manner that is competitively solicited and in accordance with the Town's procurement policy and state law. To date, the Town has not maintained a contract with the current fuel vendor (although the Town was provided with pricing that appears to be competitively solicited by Palm Beach County), which is not in compliance with the Town's procurement policies and state law. This issue was identified early in 2025 and the PBC Inspector General's Office (IG) will be notified of this issue along with the Town's efforts to resolve the non-compliance issue.

To ensure the lowest price possible, staff is recommending that the Town piggyback off the current Florida Department of Management Services (FDMS) State Term Contract, which was awarded to Petroleum Traders Corporation through a competitive selection process (Contract No. 15100000-25-STC), for the purchase and delivery of bulk gasoline, diesel, marine fuel, and biodiesel, as needed.

Note: Various documents related to this competitive selection process are either attached and/or available for review by contacting the Town Clerk's Office, including Florida Department of Management Services (FDMS) State Term Contract #15100000-25-STC and published addenda, as required.

The proposed piggyback Agreement with Petroleum Traders Corporation, if approved, would establish a direct, independent procurement mechanism for future bulk-fuel deliveries; expand fuel-source flexibility; support continuity of operations and emergency readiness; and provide access to competitively established statewide pricing, terms, and conditions.

Note: The Town and Palm Beach County (since 2017) have maintained an intergovernmental arrangement for fuel-management services and reciprocal use of fueling facilities [Palm Beach County Agreement No. R2017-0723 – 2017 & First (Renewal) Amendment No. R2022-0189 – January 8, 2022, to January 8, 2027]. Although this agreement enables the Town and PBC staff, including PBSO, to fuel at both entities' facilities (and provide payment back to the provider agency), it does not authorize the purchase and delivery of various types of bulk fuels (including fuel utilized and sold at the Town's Marina and Public Works facilities) from a petroleum vendor for the Town's facilities nor did the Town Commission approve a separate and distinct agreement for these types of purchases.

As provided within the Town's Purchasing Code, Sec. 2-249. Alternative Source Selection:

1. Cooperative purchases: Purchases utilizing contracts of other Florida entities: Notwithstanding any requirements of this division, the purchase of goods and services under a contract with a Florida municipal governmental agency, political subdivision, or government-related association for the same scope of services may be made, provided that the originating entity utilized a competitive process substantially similar to that used by the Town.

Note: Utilizing an existing competitively awarded contract will enable the Town to streamline the procurement process, benefit from pre-negotiated, volume-based pricing, and engage a vendor with a proven record of performance and technical expertise. Furthermore, piggybacking on this agreement will accelerate project mobilization, support cost control, and ensure compliance with state and local procurement requirements.

If approved, the Town Commission would accept Petroleum Traders Corporation pricing by piggybacking on the Florida Department of Management Services (FDMS) State Term Contract #15100000-25-STC,

including all terms, conditions, and pricing therein. The proposed Agreement would expire on December 30, 2028, and be for a little more than two (2) years with no renewal options. The Town will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

The proposed pricing for each of the various types of fuel that are offered within this Agreement will be dependent upon market pricing, and the markup to the Town will be defined by the approved markup amounts within the approved Florida Department of Management Services (FDMS) State Term Contract #15100000-25-STC.

Funding to support these fuel purchases is provided within the current FY 2027 Budget – Various Funds, including the Town’s Marina and Public Works Department Funds.

The proposed Agreement was developed by the Public Works Director and the Operations Manager and reviewed by the proposed fuel vendor, Petroleum Traders Corporation, the Marina Director, the Finance Director and the Town Attorney.

The Town has not previously worked with the proposed vendor; however, staff confirmed with various local governments that they have a record of dependable delivery, fuel quality compliance and responsive customer service.

Recommended Motion:

I move to adopt Resolution 96-10-26 and authorize a piggyback Agreement with Petroleum Traders Corporation for the purchase and delivery of bulk fuel, gasoline, diesel, marine and biodiesel; and authorize the Mayor to execute the Agreement.