

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** May 5, 2020

**DEPARTMENT:** Public Works

**TITLE:**

Contracts for the supply of Bulk Fuel, Gasoline, and Diesel for Public Works

**SUMMARY:**

Utilization of the State of Florida, Department of Management Services Contracts for Bulk Fuel, Gasoline, and Diesel supply with Mansfield Oil Company of Gainesville, Inc and Pro Energy Fleet Fueling, LLC. In an amount of \$600,000 annually.

**BACKGROUND AND JUSTIFICATION:**

Public Works is responsible for purchasing and providing unleaded and diesel fuel resources for the City's fleet and heavy equipment. In order to meet this demand and be in compliance with the City's procurement code, and provide the best cost to the City the Department is planning to utilize State of Florida, Department of Management Services Contract No. 15100000-19-1 for Bulk Fuel, Gasoline, and Diesel with the following contractors:

- (1) Mansfield Oil Company of Gainesville, Inc.
- (2) Pro Energy Fleet Fueling, LLC.

The State of Florida Department of Management Services' Division of State Purchasing Department issued Invitation to Bid (ITB) 16-15100000-W for Bulk Fuel, Gasoline, and Diesel fuel to establish a state term contract for Bulk Fuel, Gasoline, and Biodiesel. Customers for these contracts include all state agencies and eligible users, including City of Lake Worth Beach.

The Initial Contract Term is for the three years until June 30, 2022, with the possibility for the renewal for additional three-year period as defined in the State of Florida, Department of Management Services Contract. The City will issue annual Purchase Orders to manage fuel ordering. The City is planning to utilize these contracts for the same duration if considered to be in the best interest of the City.

The estimated Fiscal Year expenditure for these contracts will be up to \$600,000 annually.

**MOTION:**

Move to approve/ not approve the authorization of utilizing the State of Florida, Department of Management Services Contracts for Bulk Fuel, Gasoline, and Diesel, Mansfield Oil Company of Gainesville, Inc and Pro Energy Fleet Fueling, LLC for a period up to June 30, 2022, with the possibility for extension to June 30, 2025, subject to State of Florida, Department of Management Services Contract renewal.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Mansfield Oil Company Agreement  
Pro Energy Fleet Fueling Agreement

**FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Recommended Sources of Funds/Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures	0	0	0	0	0
Operating Expenditures	\$300,000	\$600,000	600,000	600,000	600,000
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	300,000	600,000	600,000	600,000	600,000
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Public Services						
Account Number	Account Description	FY2020 Budget	Project #	Pre Exp; Balance	Expenditure for this item	Post Exp; Balance
530-0000-141-03-00	UNLEADED FUEL		N/A		300,000	
530-0000-141-04-00	DIESEL FUEL		N/A		300,000	