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SUBJECT: AVIATION FUEL

BID #: SC-0261-24 **OPEN DATE: 11/29/2023**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SUPPLY CONTRACT – ONE YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SHERIFF'S OFFICE

BASIS OF AWARD: ALL OR NONE, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 17 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to Campbell Oil Company as the lowest responsive, responsible bidders for the supply of Aviation Fuel for the Jacksonville Sheriff's Office. Period of service is one year from date of award with three (3) one (1) year renewal options. Total estimated annual award not to exceed $335,000.00.

Funding for this award to be encumbered by account 00111.533101.552160.000000.00000236.00000.0000000 to be executed by purchase orders.

Attachments: Recommendation Memo, Tabulation Sheet, Terms and Conditions, Specification

Analyst: O Wallace-Cohen
OLIVE WALLACE-COHEN

RESPECTFULLY SUBMITTED: Robert N Warren
FOR DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: BILL CLEMENT, CHIEF OF BUDGET

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

JACKSONVILLE SHERIFF'S OFFICE

T.K. Waters, Sheriff

Dedication. Service. Honor. Community.

To: Dustin Freeman
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

From: Joe Cowan
Director of Patrol and Enforcement

Subject: SC-0261-24 Aviation Fuel

Date: December 11, 2023

We have reviewed the two (2) bid submissions for bid #SC-0261-24 Aviation Fuel. We recommend awarding the bid to the lowest responsive, responsible bidder Campbell Oil Company. The initial term of the award is one (1) year from date of award with three (3) one (1) year renewal options. The estimated not to exceed expenditure amount for the initial term is $335,000.00 from account code 00111.533101.552160.000000.00000236.00000. Purchases will be processed through a purchase order agreement.

Please let me know if you need any additional information.

TITLE: AVIATION FUEL

BID NO: SC-0261-24

OPEN DATE: 11/29/23

ANALYST: Olive Wallace-Cohen

NO. INVITED: (17) No. Received: (2) No Bids: (0)

RECORDED BY: MELISSA PIERCE

ANNOUNCER: RENATA BARNETTE

ITEM #	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	Plus or Minus to OPIS Commercial Airline Jet Fuel Ranges weekly average contract price for East/Golf Coast (circle one)	Ascent Aviation Group, Inc. (A Subsidiary of World Fuel Services, Inc)		Campbell Oil	
				Plus or Minus Differential Amount (differential ONLY, not total per gallon cost)	Plus or Minus Differential Amount (differential ONLY, not total per gallon cost)	Plus or Minus Differential Amount (differential ONLY, not total per gallon cost)	Plus or Minus Differential Amount (differential ONLY, not total per gallon cost)
1	JET A FUEL: Transportat and Delivery to JSO Aviation Unit, Craig Airport	75,000	PLUS MINUS	PLUS	$ 0.3748	PLUS	$ 0.1498
	Delivery			72 Days		24-48 hrs (1-2 days)	
	Buy American Preference			✓		✓	
	Conflict of Interest:			✓		✓	
	Addendums ( ):			n/a		n/a	

TERMS AND CONDITIONS

AVIATION FUEL

1. **SCOPE**

The City of Jacksonville's Sheriff's Office Aviation Unit of the City of Jacksonville, Florida, is currently accepting bids to obtain a source of supply for the items/services as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items/services and to obtain pricing commitments for **Aviation Fuel**.

All equivalent/alternative items must **MEET** **or** **EXCEED** the specifications. It is at the sole discretion of the Jacksonville Fire and Rescue to determine if the alternative or equivalent product meets or exceeds the specifications. **IF THIS DETAIL IS NOT PROVIDED, THE BID WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE CONSIDERED.**

* Product must be new. Refurbished, Remanufactured, Rebuilt or Used parts are not acceptable.

2. **AWARD**

Award will be ALL or NONE to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

- As per Section 126.114 of the City of Jacksonville Ordinance Code, preference will be given to a responsive and responsible vendor offering American manufactured, assembled, or produced goods, and who is within 5% of the lowest responsive and responsible bidder. To receive this preference, the bidder must complete the attached Buy American Preference Compliance Certificate and attach supporting documentation and/or evidence attesting that at least 51% offered in the bid response is manufactured, assembled or produced in the United States.
    - Bidder is not required to submit for the Buy American Preference. Bidders may quote items less than 51% American made but will not be eligible for the preference.

Restrictions and exemptions may apply. Please refer to Section 126.114 for specifics.

3. **TERM OF AGREEMENT**

The term of the agreement is for one (1) year from date of award with three (3) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

4. **PRE-BID CONFERENCE**

Not Applicable.

5. **STATE CONTRACTS**

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such service(s).

6. **QUANTITIES**

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated

quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

7. DELIVERY

Delivery will be made to JSO Aviation Unit at Craig Airport at 855 St. Johns Bluff Road N, Jacksonville, FL 32225. The City reserves the right to add or remove delivery locations as necessary.

A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, and unit of measure.

8. ESCALATION/DE-ESCALATION

Not applicable

9. PRICES

All unit prices shall include freight, delivery and handling charges to the delivery location as outlined in the bid documents.

All prices shall exclude Federal Taxes but shall include State Taxes and Inspection Fees.

All prices quoted will be FOB terminal.

Prices under the Contract will change based upon this clause only: The basis for change is the Oil Price Information Service (OPIS), Commercial Airline Jet Fuel Ranges. The applicable price will be the average contract price for East/Gulf Coast. The change is calculated weekly effective each Tuesday and is based on the day the fuel is picked up by the supplier. The weekly total fuel price is thus calculated using the OPIS figure plus or minus the awarded price differential.

If, as a result of legislation, rulemaking, rate-making, or any related act of a legislative or regulatory body subsequent to bid opening, the Contractor's cost of supplying aviation fuel increases, the Contractor may request a change in price by furnishing the Chief of Procurement, with sufficient documentation showing the direct effect on the Contractor's cost. Price adjustments for the aforementioned reasons will not occur more than once a month after the opening date.

10. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

11. COMPLIANCE WITH SPECIFICATIONS

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

12. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal or **can be e-mailed directly to 1CloudInvoices@coj.net** with inv_300000008806179

in the E-Mail subject line.

13. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate. The awarded vendor will be required to submit the copy of the insurance certificate within ten (10) calendar days after receipt of award notification. Failure to submit required certification of insurance could lead to rejection of your bid.

14. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

15. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

SPECIFICATIONS

AVIATION FUEL

All equivalent/alternative items must **MEET** **or** **EXCEED** the specifications. It is at the sole discretion of the Jacksonville Fire and Rescue to determine if the alternative or equivalent product meets or exceeds the specifications. **IF THIS DETAIL IS NOT PROVIDED, THE BID WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE CONSIDERED.**

* Product must be new. Refurbished, Remanufactured, Rebuilt or Used parts are not acceptable.

The Jacksonville Sheriff's Office Aviation Unit of the City of Jacksonville is soliciting for Jet A Fuel.

Item 1 - Jet A Fuel
The Jet A Fuel to be delivered with 'prist' or similar additive.

Delivery Information
In order to preserve High Octane rating and fuel purity it is required that the delivery agent certify that the delivery truck is clean before receiving Jet A fuel for distribution.

It is estimated that each delivery for Jet A Fuel will be for 7,500 gallons at a time. This may fluctuate due to amounts remaining in the tank when the delivery occurs.

Deliveries will be made to JSO Aviation Unit at Craig Airport, 855 St. Johns Bluff Road North, Jacksonville, FL 32225.