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**SUBJECT:** JOINT AGENCY FUELING

**BID #: SC-0411-22** **OPEN DATE:** 7/13/2022

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SERVICE CONTRACT – FIVE (5) YEARS FROM AUGUST 1,2022 THROUGH JULY 31, 2027 WITH ONE (1) ONE (1) YEAR RENEWAL OPTION.

**AGENCY:** FLEET MANAGEMENT

**BASIS OF AWARD:** BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

**NUMBER OF BIDS INVITED:** 18 **NUMBER RECEIVED:** 2 **OTHER:** 0

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to reject Circle K bid for not sending the correct bid proposal form and signed addenda.

Recommend approval to award Groups 1 and 2 to Gate Petroleum for fuel and fuel card supplies from the period of August 1, 2022, through July 31, 2027, with a one (1) year renewal option. The City of Jacksonville's expenditure not to exceed $23,800,000.00. $8,200,000.00 will be shared between JEA, JPA, Jacksonville Public Schools, and Jacksonville Airport Authority. Total not to exceed expenditure amount is $32,000.000.00.

Groups 3 through 7 will be rebid later if necessary.

Funding Source: 51101.114005.552010.0000000.00000000.00000.0000000 – Process via Purchase Orders.

**Attachments:** Recommendation Memo, Bid Tabulation, Terms and Conditions, and Bid Rejection Letter

**Analyst:** _____
JACLYN STAMOS

**RESPECTFULLY SUBMITTED:** _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** Crisencio Tongol, Chief, Fleet Management

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**(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 _____

FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville

Where Florida Begins.

Date: July 14, 2022

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Fleet Management Administrator

From: Erik Preacher, Fleet Management Administrator

Re: Recommendation of Approval of Award SC-0411-22 Joint Agency Fuel Bid

Fleet Management Division is recommending to reject Circle K for not sending in the correct bid form and not sending in the addendum.
Fleet Management Division is recommending approval of award to Gate Petroleum for the purchase of Joint Agency Fuel for Group 1 & 2. Fleet Management will rebid Group 3-7 later if necessary. Period of service is August 1, 2022 through July 31, 2027, with one (1) one (1) year renewal option. Estimated amount of expenditure not to exceed is $32,000,000.00. City of Jacksonville share of the expenditure is $23,800,000.00, funding source: 51101.114005.552010. 000000.00000000.00000.

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255-7499 Fax: 904.381.4607 www.coj.net

TITLE: JOINT AGENCY FUELING PURCHASE

BID NO.: SC-0411-22

OPEN DATE: JULY 13, 2022 @ 2:00 P.M.

BUYER: JACLYN STAMOS, PURCHASING ANALYST

No. Invited: (18 ) No. Received (2 ) No Bids: (0 )

Recorded By: Melissa Pierce ANNOUNCER: Ben Kemp

| | | | | GATE FUEL SERVICES | | Circle K (REJECTED) | |
|---|---|---|---|---|---|---|---|
| ITEM | DESCRIPTION | EST. ANNUAL QTY/GALLONS | DIFFERENTIAL (RACK + OR-) | RACK PRICE | EXTENDED PRICE | UNIT PRICE | EXTENDED TOTAL |
| **GROUP 1: BULK FUEL DELIVERY** | | | | | | | |
| 1 | Regular Unleaded (CBOB Ethanol 10%) | 3,238,486 | -0.0177 | 3.25060 | 10,469,701.39 | | |
| 2 | Red Dyed Ultra Low Sulphur Diesel Fuel | 1,382,293 | -0.00986 | 3.88590 | 5,357,822.96 | | |
| 3 | Diesel Exhaust Fluid | 100 | 1.82 | | 182.00 | | |
| | TOTAL BULK FUEL DELIVERY | | | | 15,827,706.35 | $ - | |
| **GROUP 2: Retail Fuel Fleet Credit Card** | | | | | | | |
| 4 | Regular Unleaded (CBOB Ethanol 10%) | 1,819,780 | 0.399 | 3.25060 | 6,641,469.09 | | |
| 5 | Mid-Grade Unleaded | 30,000 | 0.399 | 3.47420 | 116,196.00 | | |
| 6 | Premium Unleaded | 21,000 | 0.399 | 3.92390 | 90,780.90 | | |
| 7 | E85 Unleaded | 42,000 | 0.399 | 2.95060 | 140,683.20 | | |
| 8 | Undyed Ultra Low Sulphur Diesel | 1,664,994 | 0.409 | 3.86510 | 7,116,350.86 | | |
| 9 | Additional Discount for Company Owned Stores | | -0.32 | | -1,144,887.68 | | |
| | TOTAL | | | | | $ - | |
| **GROUP 3: WET HOSE FUELING** | | | | | | | |
| 9 | Wet Hose Fueling**** | 236,934 | | | | | |
| | TOTAL | | | | | $ - | |
| **GROUP 4: FIXED GENERATOR RE FUELING SERVICES** | | | | | | | |
| 10 | Fixed Generator Re-Fueling Services | 5,000 | | | | | |
| | TOTAL | | | | | $ - | |

# BID TABULATION SHEET

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **GROUP 5: TERMINAL FUELING** | | | | | | | |
| 11 | Terminal Fueling - Diesel | 115,000 | | | | | |
| 12 | Terminal Fueling - Unleaded | 115,000 | | | | | |
| | | TOTAL | | | | $ | - |
| **GROUP 6: OPTIONAL FUELS** | | | | | | | |
| 13 | Compressed Natural Gas (CNG) Retail | 31,000 | | | | | |
| 14 | Propane Retail | 100 | | | | | |
| 15 | Propane Bulk Delivery | 2,500 | | | | | |
| 16 | Kerosene***** | 100 | | | | | |
| | | TOTAL | | | | $ | - |
| **GROUP 7: NON FUEL ITEMS** | | | | | | | |
| 17 | Tank Monitoring Telemetry Hardware | 27 | | | | | |
| 18 | Temporary Fixed Tank | 5 | | | | | |
| | | TOTAL | | | | $ | - |
| | | CONFLICT OF INTEREST | | Y | | Y | |
| | | INSURANCE AGENT ACKNOWELEDEMENT FORM | | N | | N | |
| | | ADDENDUMS ( 1 ) | | Y | | N | |

BID # SC-0411-22

# TERMS AND CONDITIONS
# JOINT AGENCY FUELING

## SCOPE

The Fleet Management Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) 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 item(s) / service(s) and to obtain pricing commitments for Joint Agency Fueling as listed in the bid documents.

## AWARD

Award will be BY GROUP to the lowest responsive, responsible bidder(s). Bidders must bid on ALL items in the group to be considered. ALL awards are subject to the availability of funds.

## TERM OF AGREEMENT

The term of this agreement is for five (5) years from the date of award with a single one (1) year renewal option. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

## COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

## STATE CONTRACTS

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

## 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.

## ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

PROCUREMENT DIVISION

# NOTIFICATION OF RECOMMENDED BID REJECTION

**Date:** 14 July 2022

**Via Email:** mmeints@circlek.com

**Bidder's Name:** Circle K

**Address:** 1100 Situs CT, STE 100
Raleigh, NC 27606

**Contact Name:** Misty Meints1

**Bid No:** SC-0411-22

**Title:** Joint Agency Fueling

**Date Opened:** July 13, 2022

**REASON FOR RECOMMENDED BID REJECTION:** Bidder did not submit addendums or correct bid form from addendum one (1).

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

**NOTE:** This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, July 21, 2022 at 1:00 p.m.

**Purchasing Analyst's Signature:** _____
Jaclyn L. Stamos, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

## Stamos, Jaclyn

**From:** Stamos, Jaclyn
**Sent:** Thursday, July 14, 2022 3:27 PM
**To:** mmeints@circlek.com
**Subject:** SC-0411-22 Joint Agency Fuel Bid Rejection
**Attachments:** Bid Rejection.pdf

Good afternoon,

I am sorry to send this email, your bid has been rejected. Please see the attached memo. This email is an official notice in writing. I hope you have a great day and hope to see your bid in future solicitations with the City of Jacksonville.

v/r
Jaclyn L Stamos
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
(P) 904-255-8844
Email: jstamos@coj.net