



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Bulk Fuel and Oil Products – Hunt and Sons Inc.

DATE: September 27, 2016

ACTION REQUESTED

Approve the award of competitive Bid No. 10566 to Hunt and Sons Inc. of Sacramento, CA for bulk fuel, automotive oil and related products in the maximum amount of \$2,325,000 for the period of October 1, 2016 through September 30, 2017.

Approve the option to renew the resulting award for two (2) additional one-year periods provided the renewal amounts do not exceed 10 percent in aggregate of the original award amount.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Department of Public Works and Facilities, Fleet Services and Building Maintenance Divisions (DPWF) and the Office of Emergency Services (OES) has an ongoing need for the as-needed purchase and delivery of bulk gasoline and diesel fuel as well as automotive oil and lubrication products. These products are used to power and maintain the County's passenger vehicles and heavy equipment as well as emergency power generators located in both Eastern and Western Placer County regions. On June 2, 2015 your Board approved the final renewal options for bulk fuel, automotive oil and lubrication products. The resulting blanket purchase orders expire on September 30, 2016. This year it was determined that a new bid should be sent out that combine these products into one (1) bid solicitation in an attempt to obtain the most competitive prices.

DPWF, OES, and the Procurement Services Division developed Invitation for Bids No. 10566 for the required bulk fuel, automotive oil and lubrication products. The bid was distributed via the County's Public Purchase system to fifty-three potential bidders and was also posted on the County's website. Thirty-six bidders viewed the bid online and a total of five (5) responsive bids were received. The bids were evaluated based on the product costs for each bid category, applicable regulatory taxes and sales tax, and compliance with the bid specifications, terms and conditions. The bid results show that Hunt and Sons Inc. was the lowest responsive and responsible bidder for all of the bid categories. DPWF and OES have reviewed the low bidder's response and concurs with the award recommendation. No bid protests were received regarding the award recommendation.

Therefore, your Board's approval is required to proceed with the award of a blanket purchase order to Hunt and Sons Inc. in the maximum amount of \$2,325,000.

FISCAL IMPACT

Funds are currently budgeted in the Office of Emergency Services and the Department of Public Works and Facilities' FY 2016-17 Final Budget, and will be included in the FY 2017-18 Requested Budget, resulting in no new net County cost. Funds are not encumbered until purchases are rendered against the blanket purchase order.

cc: Cynthia Taylor, Senior Administrative Services Officer
Chuck Gordon, Fleet Services Manager
John McEldowney, Program Manager
Vicki Patterson, Accountant Auditor Senior

