



M E M O R A N D U M
COUNTY EXECUTIVE OFFICE
Procurement Services Division
County of Placer

TO: Board of Supervisors
FROM: Todd Leopold, County Executive Officer
By: Brett Wood, Purchasing Manager
SUBJECT: Fleet Card Fuel Services – U.S. Bank National Association

ACTION REQUESTED

Approve the renewal of a cooperative contract with U.S. Bank National Association of Minneapolis, MN for credit card fuel purchases as needed in the amount of \$500,000 for the period of January 1, 2021 through June 30, 2021. Funded by the Department of Public Works and the Sheriff's Office 2020-21 Final Budgets.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Department of Public Works Fleet Services Division and the Sheriff's Office both require an annual contract for credit card fuel purchases. The cards are administered by each department and are used for fueling County vehicles when staff is unable to utilize a County card lock fuel facility. Staff may purchase fuel at most service stations nationwide using the card, and the card company will consolidate all the fuel charges into one monthly statement to each department. Since 2013, the County has contracted with U.S. Bank National Association for these credit card fuel purchase requirements as a result of a State of Washington competitive Contract No. 00612 awarded on behalf of the NASPO ValuePoint cooperative program. On January 10, 2017, your Board approved the renewal of an agreement based on that contract. Your approval included options to renew the agreement annually, through December 31, 2020.

The County is exempt from Federal Excise Tax and the U.S. Bank system removes this tax from each monthly statement. The U.S. Bank system also interfaces with the County's "Fleet Anywhere" fleet and fuel management system which enables County departments to use the U.S. Bank/Voyager cards at the County's participating card lock fuel facilities located within the Auburn, Rocklin/Loomis, and Roseville/Lincoln areas. The cards are used throughout the state and out-of-state as necessary.

The current US Bank contract was extended to June 30, 2021. The State of California has signed an amendment with U.S. Bank National Association for the extension, which makes these services available to local government agencies within California, including Placer County. Procurement Policy Section 3.5(a) permits contracting with a vendor that was awarded an agreement by another public agency as the result of a competitive process without further competitive bidding by Placer County. The NASPO ValuePoint contract meets this criterion.

The requested award exceeds the Purchasing Manager's authority and require your Board's approval in accordance with the Procurement Policy. Therefore, your Board's approval is required to renew a contract with US Bank National Association in the maximum amount of \$500,000 for the period of January 1, 2021 through June 30, 2021.

FISCAL IMPACT

Funds are currently budgeted in the Department of Public Works Fleet Services Division and Sheriff's Office FY 2020-21 Final Budgets resulting in no new net County cost. Funds are not encumbered until purchases are made.

