

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *BW*
DATE: November 4, 2014
SUBJECT: Cardlock Fuel Services – Dawson Oil Company

ACTION REQUESTED

1. Approve the award of competitive Bid No. 10391 to Dawson Oil Company of Rocklin, CA for cardlock fuel services on an as-needed basis on behalf of the Department of Public Works Fleet Services Division in the maximum amount of \$150,000, funded by revenues collected from Fleet rate and direct charge customers with no new net County cost, for the period of November 5, 2014 through September 30, 2015;
2. Approve the option to renew the resulting blanket purchase order for three additional one-year terms provided that each renewal amount does not exceed 10 percent in aggregate of the recommended award amount of \$150,000; and
3. Authorize the Purchasing Manager to sign the resulting blanket purchase orders.

BACKGROUND

The Department of Public Works Fleet Services Division (DPW) requires an annual blanket purchase order (BPO) for the purchase of automotive fuel on an as-needed basis utilizing a cardlock fuel program to support the department's fleet of vehicles that operate beyond the Auburn area. The department's most recent BPO expires on November 4, 2014.

On behalf of DPW, the Procurement Services Division developed Invitation for Bids No. 10391 to solicit competitive bids for the department's cardlock fuel service requirements. The bid was distributed via the County's e-Procurement system to twenty-four potential bidders and was posted on the County's website. Nineteen vendors accessed the bid documents online and a total of two responsive bids were received. The bids were evaluated by category and on an all-or-none basis in accordance with the terms and conditions of the bid. Local vendor preference and prompt payment discounts were considered in the bid evaluation however they did not affect the outcome of the bid results.

The bid evaluation shows that Dawson Oil Company is the lowest responsive bidder. Dawson Oil Company is the County's most recent cardlock fuel service provider and the department has been satisfied with the vendor's past contract performance. The department concurs with Procurement's recommendation to award Bid No. 10391 to Dawson Oil Company. Therefore, your Board's approval is required to proceed with a BPO in the maximum amount of \$150,000 and to authorize the Purchasing Manager to sign the resulting BPO.

FISCAL IMPACT

Upon your Board's approval, a BPO will be awarded to Dawson Oil Company in the maximum amount of \$150,000 for the period of November 5, 2014 through September 30, 2015. The department's purchases are funded by revenues collected from Fleet rate and direct charge customers with no new net County cost. Funds are not encumbered until services are rendered against the BPO.

cc: Cynthia Taylor, Senior Administrative Services Officer – Public Works
Chuck Gordon, Manager – Fleet Operations – Public Works

