



Hallandale Beach
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400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	March 15, 2017		Item Type: <small>(Enter X in box)</small>	Resolution x	Ordinance	Other
Fiscal Impact: <small>(Enter X in box)</small>	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>	1st Reading		2nd Reading
	x		Public Hearing: <small>(Enter X in box)</small>	Yes	No	Yes No
Funding Source:	001-141300 INVENTORY OF SUPPLIES/Unleaded Fuel		Advertising Requirement: <small>(Enter X in box)</small>	Yes		No
	001-141400 INVENTORY OF SUPPLIES/Diesel				X	
Account Balance:	Diesel Fuel: \$165,835 (Obj. 552140) Unleaded Fuel: \$243,210 (Obj. 552150) \$409,045		Quasi Judicial: <small>(Enter X in box)</small>	Yes		No
Project Number :			RFP/RFQ/Bid Number:	RFP E-13-17 (Pompano Beach serving as lead agency for Co-op)		
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	Strategic Plan Priority Area: <small>(Enter X in box)</small>			
	X		Safety <input type="checkbox"/> Quality <input checked="" type="checkbox"/> Vibrant Appeal <input type="checkbox"/>			
Sponsor Name:	Roger M. Carlton, City Manager		Department: Public Works	Steven F. Parkinson, P.E., PWLF, Director		

Short Title:

Staff Summary:

Background:

The Department of Public Works - Fleet Maintenance Division, is responsible for servicing and providing fuel for all City vehicles in the Fire, Police, Code Compliance, Parks and Recreation, Human Services and Public Works Departments. Public Works also is responsible for tracking and ordering, when necessary, the diesel and unleaded fuel inventory for all of the City generators, all lift stations and the underground tanks located at the Department of Public Works Compound.

The City of Hallandale Beach is a Participating Agency in the Southeast Florida Governmental Purchasing Cooperative Group (Co-Op). The Co-Op Group is comprised of governmental entities from Broward, Dade and Palm Beach Counties. The City participates in the Co-Op Group in order to take advantage of cost savings that a city of our size would otherwise be unable to realize.

The City has utilized this Co-Op, through its participation in the Co-Op group, to purchase diesel fuel and unleaded gasoline since July 1, 2014 from MacMillan Oil Co. of Florida, Inc (Exhibit 2). This contract expires March 31, 2017, therefore staff must bring forth an item authorizing the purchase of fuel utilizing a new contract.

Current Situation and Fiscal Impact:

The City of Pompano Beach, acting as the lead agency for the approximately 45 other agencies participating in this Co-Op procurement, released RFP E-13-17, Unleaded Gasoline and Diesel Fuel for Southeast Florida Governmental Purchasing Cooperative Group, on December 20, 2017. The RFP closed on January 20, 2017. The evaluation committee shortlisted Mansfield Oil, MacMillan Oil and Port Consolidated, Inc. for oral presentations.

Pompano Beach approved the Ordinance awarding RFP E-13-17 to Port Consolidated, Inc. on 1st Reading on February 28, 2017 for the purchase of diesel fuel and unleaded gasoline. The 2nd Reading of the Ordinance is scheduled for the 3/14/17 City Commission meeting. The executed contract will be posted online on the co-op contract page on 3/15/17. The term of the contract is three years and includes the option to renew the contract with two additional two year terms (Exhibit 3).

Date	Event	Status/Result
12/20/16	Issued RFP E-13-17	Unleaded Gasoline & Diesel Fuel for S.E. FL Governmental Purchasing Cooperative Group
01/20/17	RFP Closing Date	Proposals and solicitation documents distributed to Evaluation Committee
01/30/17	Selection/Evaluation Meeting	Evaluation Committee shortlisted Mansfield Oil, MacMillan Oil, and Port Consolidated, Inc. for future presentation
02/06/17	Presentation/Evaluation Meeting	Evaluation Committee gave final ranking to shortlisted firms
02/14/17	City Commission approval	Commission approved ranking & authorized negotiation with top firm, Port Consolidated, Inc.
02/15/17	Negotiation Meeting	During negotiation, committee received BAFO from Port Consolidated, Inc.
02/28/17	City Commission approval	1 st reading of ordinance to approve multi-year contract with Port Consolidated, Inc. for 3 years with (1) 2-year renewal
03/14/17	City Commission approval	2 nd reading of ordinance to approve multi-year contract with Port Consolidated, Inc.
03/15/17	Execution of new contract	Executed contract will be posted on the co-op contract page

Staff has budgeted \$546,844 for fuel purchase this fiscal year and has spent \$137,799 to date.

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-8 Exception to Bid Requirements, (6) Bids and Contracts from Other entities, and Section 23-9 Cooperative Purchasing, the City Manager is authorized to procure all supplies, materials, equipment and services from other governmental units, when the best interests of the City would be served subject to the requirement that any purchase in excess of \$50,000 requires City Commission approval.

As the aforementioned purchase will be in excess of the City Manager's purchasing authority, City Commission authorization is required.


Proposed Action:

Staff requests approval of the attached Resolution authorizing the City Manager to purchase diesel fuel and unleaded gasoline from Port Consolidated, Inc. in an amount not-to-exceed the budgeted amount for fuel purchases during Fiscal Year 2016-2017, through the Southeast Florida Governmental Purchasing Cooperative Group, RFP E-13-17.

Attachment(s):

Exhibit 1 – Resolution
Exhibit 2 – Resolution 2016-151
Exhibit 3 – RFP E-13-17

Prepared by:



Susan Fassler