



## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
<b>10/6/2021</b>	<input checked="" type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Other</b>	Ordinance Reading	<b>N/A</b>	<b>N/A</b>
		Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
File No.:				
<b>21-352</b>				
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number :	
<b>\$575,000 *</b> (See comment under 'Current Situation')	FY21/22 Budget Request: Diesel: <b>\$106,874</b> Unleaded: <b>\$301,433</b> <b>\$408,307</b>	<b>Various Org</b> <b>552140 – Diesel Fuel</b> <b>552150 – Unleaded</b>	<b>N/A</b>	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>Southeast Florida Governmental Purchasing Cooperative Group, RFP # E-13-17</b>	<b>Jeffrey Odoms, Director</b>	<b>Public Works</b>	
Strategic Plan Focus Areas:				
<input checked="" type="checkbox"/> <b>Finance &amp; Budget</b>		<input type="checkbox"/> <b>Organizational Capacity</b>		<input type="checkbox"/> <b>Infrastructure/Projects</b>
Implementation Timeline:				
Estimated Start Date: 10/1/2021			Estimated End Date: 9/30/2022	

**SHORT TITLE:**

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO UTILIZE THE CITY OF POMPANO BEACH RFP E-13-17 FOR THE SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE GROUP CONTRACT WITH PORT CONSOLIDATED, INC. TO PROCURE UNLEADED GASOLINE AND DIESEL FUEL IN AN AMOUNT NOT TO EXCEED FIVE HUNDRED SEVENTY FIVE THOUSAND DOLLARS (\$575,000), DURING FISCAL YEAR 2021/2022; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PROJECT AS NEEDED; AND PROVIDING FOR AN EFFECTIVE DATE.**

## STAFF SUMMARY:

### **Summary:**

The purpose of this agenda item is to request authorization from the City Commission to purchase diesel fuel and unleaded gasoline from Port Consolidated, Inc. utilizing the Southeast Florida Governmental Purchasing Cooperative Group, RFP # E-13-17 for an amount not to exceed \$575,000 during Fiscal Year 2021/2022.

### **Background:**

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

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 is also responsible for tracking and ordering, when necessary, the diesel and unleaded fuel inventory for all City generators, all lift stations and the underground tanks located at the Department of Public Works Compound.

The City of Hallandale Beach has been utilizing Co-op Contract RFP # E-13-17(Exhibit 2). The City of Pompano Beach, acting as the lead agency for the approximately 39 other agencies participating in this Co-Op Contract, released RFP # E-13-17 Unleaded Gasoline and Diesel Fuel for the Southeast Florida Governmental Purchasing Cooperative Group, on December 20, 2016. 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 (February 28, 2017) and on 2nd Reading (March 14, 2017) for the purchase of diesel fuel and unleaded gasoline. The term of the contract is for three years and includes the option to renew the contract with one additional two-year term (Exhibit 2 – RFP and Executed Contract).

### **Current Situation:**

The Public Works Department plans to utilize the Co-op's RFP # E-13-17 awarded to Port Consolidated, Inc., to purchase fuel in an amount exceeding \$50,000 during FY 2021/2022. This contract will expire on March 14, 2022. Accordingly, staff is bringing forth this agenda item for City Commission consideration.

The City's expenditure breakdown for the last three fiscal years is as follows:

FY 20/21 \$503,000 (Estimate)  
FY 19/20 \$407,591  
FY 18/19 \$466,137  
FY 17/18 \$534,706

\* The price of fuel has been increasing steadily during the past year. Staff has decided to request an amount not to exceed \$575,000 in anticipation of further increases.

**Why Action is Necessary:**

Pursuant to Chapter 23, 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.

**Cost Benefit:**

The City of Hallandale Beach customarily utilizes cooperative purchasing contracts to realize cost savings and cost avoidances that would otherwise be impossible for a city of our size to achieve. As such, the city has decided to purchase tires, utilizing authorized vendors from the Southeast Florida Governmental Purchasing Cooperative Group for Fiscal Year 2021/2022.

**PROPOSED ACTION:**

Staff recommends approval of the attached Resolution authorizing the City Manager to purchase diesel fuel and unleaded gasoline from Port Consolidated, Inc. utilizing the Southeast Florida Governmental Purchasing Cooperative Group, RFP # E-13-17 for an amount not to exceed \$575,000 during Fiscal Year 2021/2022.

**ATTACHMENT(S):**

Exhibit 1 – Proposed Resolution  
Exhibit 2 – RFP # E-13-17 and Executed Contract

Prepared By: Yamil Lobo  
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Fleet Manager

Reviewed By: Jeff Odoms  
Jeff Odoms  
Director of Public Works

Approved By: Jeremy Earle  
Dr. Jeremy Earle  
City Manager