

### Agenda Item Details

Meeting	Feb 24, 2025 - Regular Meeting
Category	7. Consent Agenda
Subject	7.12 Renewal of ITB 22-12 Fuel - Gasoline & Diesel, presented by Vince Windham, Program Director, Purchasing, and recommended by the Superintendent for approval.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Budget Source	General Funds
Recommended Action	Motion to approve the renewal of ITB 22-12 Fuel - Gasoline & Diesel, effective March 12, 2025 through March 11, 2026.

### Public Content

Request approval to renew ITB 22-12 Fuel - Gasoline & Diesel. The awarded vendor is Mansfield Oil Company of Gainesville, Inc. and the contract will be used as needed for the purchase of gasoline and diesel fuels, based on per gallon fixed markup/discount to OPIS Average Weekly Rack price, and the contract is effective March 12, 2025 through March 11, 2026. Copies of the renewal documents are attached.

For additional information, please contact Vince Windham, Program Director, Purchasing, at (850) 833-7668.

[Renewal Documents for ITB 22-12.pdf \(638 KB\)](#)

[ITB 22-12\\_TAB.pdf \(108 KB\)](#)

### Administrative Content

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items have been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.*

### Motion & Voting

Motion to approve the Consent Agenda and all of the Consent Agenda items as recommended by the Superintendent.

Motion by Linda Evanchyk, second by Tim Bryant.

Final Resolution: Motion Carries

Yes: Tim Bryant, Parker Destin, Linda Evanchyk, Brett Hinely, Lamar White

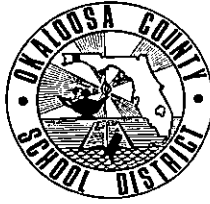


**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**Purchasing Department**

SUPERINTENDENT OF SCHOOLS  
MARCUS D. CHAMBERS

ATTORNEY TO THE BOARD  
C. JEFFREY McINNIS, ESQ.

PGM. DIRECTOR - PURCHASING  
VINCE WINDHAM, CPPB



BOARD MEMBERS  
TIM BRYANT  
D. PARKER DESTIN  
LINDA EVANCHYK  
BRETT HINELY  
LAMAR WHITE

January 8, 2025

Mansfield Oil Company of Gainesville, Inc.  
Attn: Kim Armour, Customer Relationship Manager  
1025 Airport Pkwy, SW  
Gainesville, GA 30501-6813

Ms. Armour,

On February 28, 2022, the School Board of Okaloosa County, Florida approved the award of ITB 22-12 Fuel: Gasoline & Diesel with your organization. The original contract term was for the period of March 12, 2022 through March 11, 2025.

Bid terms state that the contract term, upon mutual agreement of the parties, may be extended for up to three (3) additional one (1) year periods at the same terms and conditions. We would like to request that this bid be extended for the period of March 12, 2025 through March 11, 2026.

Please check one of the responses below indicating your decision regarding this request. Please sign and return this letter, along with a completed copy of the attached Federal Debarment Certification, Scrutinized Company Certification, and Affidavit of Compliance with Anti-Human Trafficking Laws to Shanna Duncan at [Shanna.Duncan@OkaloosaSchools.com](mailto:Shanna.Duncan@OkaloosaSchools.com) no later than Monday, February 3, 2025.

Thank you for your consideration. We look forward to doing business with you for another year.



Vince Windham  
Program Director of Purchasing

☒ I agree to renew the contract adhering to the original terms and conditions, including pricing for an additional period of March 12, 2025 through March 11, 2026.

☐ I decline to renew the contract for an additional one-year period.

Signature\*: David Zarfoss  
David Zarfoss (Feb 3, 2025 09:39 EST)

Title: Director of Pricing

Print Name: David Zarfoss

Date: 2/3/2025

\*Note: Must be signed by an officer or employee having the authority to bind the company or firm.

PURCHASING DEPARTMENT - CENTRAL COMPLEX  
202A HIGHWAY 85 NORTH, NICEVILLE, FLORIDA 32578  
TELEPHONE (850) 833-7668

TABULATION AND RECOMMENDATION FOR ITB 22-12: FUEL-GASOLINE AND DIESEL

<b>Vendors: →</b>	<b>Mansfield Oil Company of Gainesville, Inc.</b>	<b>Petroleum Traders Corporation</b>
<b>Item Description:</b>		
Location of Main Office:	Gainesville, GA	Fort Wayne, IN
In-State Vendor Bid Preference Offered?	No	No
Signed Bid & Amendment #1?	Yes	Yes
Regular Unleaded Gasoline, 10% Ethanol 87 Octane, Estimated Annual Gallons = 65,000. Fixed markup or discount per gallon to OPIS Rack Price	Fixed Discount/Gal = 0.0412 Opis Avg (1/31/22) = \$2.5544 Estimated Gallons = 65,000 Est. Annual Cost: \$163,358	Fixed Discount/Gal = 0.0047 Opis Avg (1/31/22) = \$2.5544 Estimated Gallons = 65,000 Est. Annual Cost: \$165,730.50
Diesel Fuel Grade #2, Ultra Low Sulfur Undyed, Estimated Annual Gallons = 475,000. Fixed markup/discount per gallon to OPIS Rack Price	Fixed Discount/Gal = 0.0017 Opis Avg (1/31/22) = \$2.7964 Estimated Gallons = 475,000 Est. Annual Cost: \$1,327,482.50	Fixed Markup/Gal = 0.0180 Opis Avg (1/31/22) = \$2.7964 Estimated Gallons = 475,000 Est. Annual Cost: \$1,336,840.00
Minimum Order - Transport	Gas: 8,500 gallons/ Diesel: 7,500 gallons	7,500 Gallons
Accept split orders between locations?	Yes	Yes
Maximum number of sites that can split?	4	3
Is there a charge for split transport orders between locations?	Yes - \$55.00	Yes - \$75.00
Is there a charge for split orders to same location?	Yes, \$55 if truck has to move. No charge if truck remains stationary	No
Emergency Plan Included?	Yes	Yes
<b>Total Cost:</b>	<b>\$1,490,840.50</b>	<b>\$1,502,570.50</b>
<b>BIDDERS WHO BID "NO BID":</b> None		
<b>NON-RESPONSIVE BIDDERS:</b> None		
<b>RECOMMENDATION FOR AWARD:</b> Committee recommends award to the lowest responsible and responsive bidder <u>Mansfield Oil</u> in the amount of <u>\$0.0412</u> per gallon fixed discount to OPIS Average Weekly Rack price for Regular Unleaded E10, 87 Octane Gasoline and <u>\$0.0017</u> per gallon fixed discount to OPIS Average Weekly Rack price for Diesel Fuel Grade #2. The annual expenditure for fuel costs is estimated to total <u>\$1,490,840.50</u> based on the current OPIS Average Weekly Rack price (January 31, 2022) and estimated annual gallons to be purchased.		
<b>Committee:</b>		
	<u>Vince Windham</u>	<u>Shanna Duncan</u>
	<u>Irene Dahnke</u>	
<u>Fund</u>	<u>Function</u>	<u>Object</u>
<u>Center</u>		
1010	9903	0599
		9014
"Failure to file a protest within the time prescribed in Florida Statutes 120.57, Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."		
POSTED: 2/10/22 3:05 PM CT		