

**Agenda Item Details**

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Meeting Feb 23, 2015 - Regular Meeting

Category 7. Consent Agenda

Subject 7.11 Renewal of RFB 13-B03 Fuels: 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 RFB 13-B03 Fuels: Gasoline & Diesel, based on fixed pricing. The vendor is Mansfield Oil, and the contract is effective March 12, 2015 through March 11, 2016.

**Public Content**

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Request approval to renew RFB 13-B03 Fuels: Gasoline & Diesel, based on fixed pricing. The vendor is Mansfield Oil, and the contract is effective March 12, 2015 through March 11, 2016. Funds will be paid from general funds by the Purchasing Department . Copies of the renewal confirmation and the original award tabulation are attached.

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

[MANSFIELD OIL.pdf \(96 KB\)](#)

**Administrative Content**

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*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**

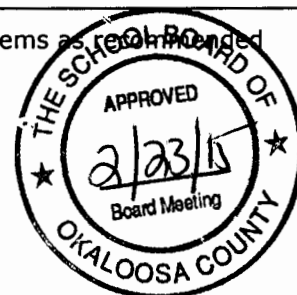
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Motion to approve the Consent Agenda as amended and all of the Consent Agenda items as recommended by the Superintendent

Motion by Dewey Destin, second by Rodney Walker.

Final Resolution: Motion Carries

Yes: Dewey Destin, Cathy Thigpen, Melissa Thrush, Rodney Walker, Lamar White



SCHOOL DISTRICT OF OKALOOSA COUNTY  
Purchasing Department

SUPERINTENDENT OF SCHOOLS  
MARY BETH JACKSON

ATTORNEY TO THE BOARD  
C. JEFFREY McINNIS, ESQ.

PGM. DIRECTOR - PURCHASING  
VINCE WINDHAM, CPPB



BOARD MEMBERS  
DEWEY DESTIN  
CATHY THIGPEN  
MELISSA THRUSH  
RODNEY L. WALKER  
LAMAR WHITE

January 26, 2015

Mansfield Oil Company, Inc.  
Attn: Mr. David Zarfoss  
1025 Airport Pkwy SW  
Gainesville, GA 30501

Mr. Zarfoss:

On March 11, 2013 The School Board of Okaloosa County, Florida approved RFB 13-B03 Fuels: Gasoline & Diesel. The original award was for the period of March 12, 2013 through March 11, 2014.


Bid terms stated that the School Board has the option, with the consent of the successful vendor, to renew the bid for an additional one-year period. The bid was previously renewed for the period of March 12, 2014 through March 11, 2015. We would like to request that this bid be renewed for the period of March 12, 2015 through March 11, 2016.

Please check one of the responses below indicating your decision regarding this request. Sign and return this letter, along with a completed copy of the enclosed Federal Debarment Certification to my attention, no later than Monday, February 9, 2015. To expedite, feel free to email your response to Becky Perrin at [perrinb@mail.okaloosa.k12.fl.us](mailto:perrinb@mail.okaloosa.k12.fl.us), or faxing to 850-833-8327.

Please fax a current Certificate of Insurance form for your business to the Risk Management Department at 850-833-3195. All contractors must continue to comply with the insurance requirements as provided in the original bid documents. If your Certificate of Insurance is current, or was not a requirement in the original bid documents, please disregard.

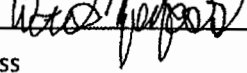
Thank you for your consideration. We look forward to doing business with you for another year.

Sincerely,

  
Vince Windham,  
Program Director of Purchasing

I agree to renew the bid adhering to original terms and conditions, including pricing for an additional one-year period through March 11, 2016.

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

Signature\*   
David Zarfoss

Title Director of Government Pricing

Date January 26, 2015

*Please print name*

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

PURCHASING DEPARTMENT - ADMINISTRATIVE COMPLEX - 120 LOWERY PLACE S.E.  
FORT WALTON BEACH, FLORIDA 32548  
TELEPHONE (850) 833-7668 FAX (850) 833-6327

TABULATION AND RECOMMENDATION FOR RFB 13-B03 FUELS: GASOLINE DIESEL

Vendors: →	Mansfield Oil Company of Gainesville, Inc.	Petroleum Traders Corporation	RKA Petroleum Companies	The McPherson Companies, Inc.
<b>Item Description:</b>				
Location of Main Office:	Gainesville, GA.	Fort Wayne, IN	Romulus, MI	Trussville, AL
In-State Vendor Bid Preference Offered?:	No	Yes - 1%	No Response	No Response
Signed Bid & Amendment #1?	Yes	Yes	Bid - Yes, Amendment - No	Yes
Regular Unleaded Gasoline, 10% Ethanol 87 Octane, Estimated Annual Gallons = 60,000. Fixed markup or discount per gallon to OPIS Rack Price - <u>Transport Delivery</u>	Fixed Discount per Gal = (-0.0016) Opis Avg (2/11/03) = \$2.917 Estimated Gallons = 60,000 Total Est. Annual Cost: \$ 174,924.00	Fixed Markup per Gal = 0.0510 Opis Avg (2/11/03) = \$2.917 Estimated Gallons = 60,000 Total Est. Annual Cost: \$ 178,080.00	Fixed Markup per Gal = 0.0279 Opis Avg (2/11/03) = \$2.917 Estimated Gallons = 60,000 Total Est. Annual Cost: \$ 176,694.00	Fixed Markup per Gal = 0.03 Opis Avg (2/11/03) = \$2.917 Estimated Gallons = 60,000 Total Est. Annual Cost: \$ 176,820.00
Diesel Fuel Grade #2, Ultra Low Sulfur Undyed, Estimated Annual Gallons = 475,000. Fixed markup/discount per gallon to OPIS Rack Price - <u>Transport Delivery</u>	Fixed Markup per Gal = 0.0148 Opis Avg (2/11/03) = \$3.3006 Estimated Gallons = 475,000 Total Est. Annual Cost: \$ 1,574,815.00	Fixed Markup per Gal = 0.0233 Opis Avg (2/11/03) = \$3.3006 Estimated Gallons = 475,000 Total Est. Annual Cost: \$ 1,578,852.50	Fixed Markup per Gal = 0.0279 Opis Avg (2/11/03) = \$3.3006 Estimated Gallons = 475,000 Total Est. Annual Cost: \$ 1,581,037.50	Fixed Markup per Gal = 0.03 Opis Avg (2/11/03) = \$3.3006 Estimated Gallons = 475,000 Total Est. Annual Cost: \$ 1,582,035.00
Regular Unleaded Gasoline, 10% Ethanol 87 Octane, Fixed markup or discount per gallon to OPIS Rack Price - <u>Tank Wagon Delivery</u> * See Note Below	Fixed Markup per Gal = 0.1267	Fixed Markup per Gal = 0.125	Fixed Markup per Gal = 0.2125	Fixed Markup per Gal = 0.10
Diesel Fuel Grade #2, Ultra Low Sulfur Undyed, Estimated Annual Gallons = 475,000. Fixed markup/discount per gallon to OPIS Rack Price - <u>Tank Wagon Delivery</u> * See Note Below	Fixed Markup per Gal = 0.1267	Fixed Markup per Gal = 0.125	Fixed Markup per Gal = 0.2125	Fixed Markup per Gal = 0.10
Minimum Order - Transport ?	7,500 Gallons	7,500 Gallons / DSL 8,500 Gallons / UNL	7,000 Gallons	7,500 Gallons
Minimum Order - Tank Wagon?	500 Gallons	500 Gallons	1,500 Gallons	2,000 Gallons
Accept split orders between locations?	Yes	Yes	Yes	Yes
Maximum number of sites that can split?	3	No Maximum	2	2
Is there a charge for split transport orders between locations?	Yes - \$40.00/stop after first stop	Yes - \$40.00/stop after first stop	Yes - \$45.00/stop after first stop	Yes - \$35.00/stop after first stop
Is there a charge for split orders to same location?	No	No	No	No
Emergency Plan Included?	Yes	Yes	Yes	No
Total Cost:	\$1,749,739.00	\$1,756,932.50	\$1,757,731.50	\$1,758,855.00

**Notes:**

\* Pricing for Tank Wagon delivery is to establish a price if tank wagon delivery is ever required. It is not anticipated that the district will order tank wagon deliveries. This pricing is not used as a determining factor for this award except as a tie breaker in the case of identical bids.

TABULATION AND RECOMMENDATION FOR RFB 13-B03 FUELS: GASOLINE DIESEL

**BIDDERS WHO BID "NO BID":**

None

**NON-RESPONSIVE BIDDERS:**

RKA Petroleum Companies - Did not return completed Vendor Preference Disclosure Form with bid. (Required)

The McPherson Companies - Did not return completed Vendor Preference Disclosure Form with bid. (Required)

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**RECOMMENDATION FOR AWARD:**

Committee: Vince Windham - Program Director, Purchasing

Irene Dahnke - Buyer, Purchasing

Becky Perrin - Buyer, Purchasing

Committee recommends award to the lowest responsible and responsive bidder Mansfield Oil Company of Gainesville, Inc. in the amount of (-\$,0016) per gallon fixed discount to OPIS Average Weekly Rack price for Regular Unleaded E10 Gasoline and 0.0148 per gallon fixed markup to OPIS Average Weekly Rack price for Diesel Fuel Grade #2. The annual expenditure for fuel costs is estimated to total \$1,749,739.00 based on the current OPIS Average Weekly Rack price (February 11, 2013) and estimated annual gallons to be purchased.

**FUNDING**

<u>Fund</u>	<u>Function</u>	<u>Object</u>	<u>Center</u>	<u>Project</u>
1010	9903	0599	9014	

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"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: 2/26/13 11:30 AM CT