



Interoffice Memorandum

January 13, 2023

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

ERM.

Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II,
Procurement Division

CONTACT: Bryan Lucas, Manager II, Fleet Management Division
407-836-8202

SUBJECT: Award of Invitation for Bids Y23-105-MV, Motor Fuels Transport
Deliveries

ACTION REQUESTED:

Approval to award Invitation for Bids Y23-105-MV, Motor Fuels Transport Deliveries, to the low responsive and responsible bidders, Mansfield Oil Company of Gainesville, Inc., in the estimated contract award amount of \$8,808,239.41 for Lots 1 and 2 and Saratoga Rack Marketing, LLC. in the estimated contract award amount of \$1,947,614.56 for Lots 3, 4, and 5 for a one-year term. Further request authorization for the Procurement Division to renew the contracts for four additional one-year terms.

PURPOSE:

Motor fuels are used throughout the County to power automobiles, trucks, fire rescue vehicles, heavy equipment, generators, and other internal combustion engine driven equipment. In addition to Orange County, this cooperative contract will be used by other Central Florida entities, including Seminole County, the cities of Altamonte Springs, Sanford, Ocoee, Winter Park, Cocoa and the Orlando Utilities Commission. The total annual estimated amount of gasoline and diesel fuel that may be purchased under this contract for the nine entities, including Orange County, exceeds six-million gallons.

Consolidating the requirements for these various entities under one solicitation should produce economies of scale based on the volume of fuel involved. The other entities will issue separate orders under the contracts for their requirements without the involvement of the county's Procurement Division.

FUNDING:

Funding is available in account numbers 5530-043-2035-4180 and 5530-043-2035-4185.

APPROVALS:

The Fleet Management Division and Business Development Division concur with this recommendation.

REMARKS:

Four bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness using a discount or markup on the Oil Price Information Service (OPIS) average price for the Taft terminal.

OPIS is a private petroleum reporting and database company providing daily site-specific wholesale pricing data to oil companies, distributors, traders, government, and commercial purchasers of petroleum products. This approach is necessary because long-term fixed contract pricing is not suitable for this highly volatile commodity. Note however, that vendors provided a fixed discount or markup that will remain firm for the entire period of the contract. For all fuels, the discount or markup is subtracted from or added to the OPIS price. Taxes are then added to that price for a final purchase price per gallon.

This solicitation was issued with the County's option to award as an all-or-none contract or multiple lot-by-lot contract award. Mansfield Oil Company of Gainesville, Inc. was the low responsive and responsible bidder for Lots 1 and 2. Orange County's usage is predominantly from Lots 1 and 2. Saratoga Rack Marketing, LLC. was the low and responsible bidder for Lots 3, 4, and 5. The option of awarding lot-by-lot resulted in a cost savings of 1.2% for Lots 1 and 2. The bid submitted by Petroleum Traders Corporation was deemed non-responsive for Lots 3 and 4 for failing to submit pricing for the lots. Administration of each fuel contract requires weekly and time-sensitive coordination between the County, the contractor, all entities utilizing this contract and the OPIS.

Staff has determined that the bid prices are reasonable based on comparison to previous contracted prices. Mansfield Oil Company of Gainesville, Inc. and Saratoga Rack Marketing, LLC. both meet all specifications and requirements of the solicitation. Therefore, recommendation for award is made to Mansfield Oil Company of Gainesville, Inc. and Saratoga Rack Marketing, LLC.

The bid tabulation is as follows:

Award of Invitation for Bids Y23-105-MV, Motor Fuels Transport Deliveries

Page 3

VENDORS	LOT 1	LOT 2	LOT 3	LOT 4	LOT 5
MANSFIELD OIL COMPANY OF GAINESVILLE, INC.	\$5,262,715.41	\$3,545,524.00	No Bid	No Bid	No Bid
SARATOGA RACK MARKETING, LLC.	\$5,329,802.44	\$3,587,086.00	\$336,765.50	\$805,424.53	\$805,424.53
COLONIAL OIL INDUSTRIES, INC.	\$5,337,333.56	\$3,605,107.00	\$356,801.00	\$870,699.37	\$870,699.37
PETROLEUM TRADERS CORPORATION	\$5,277,203.45	\$3,609,585.00	Non-Responsive	Non-Responsive	No Bid



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

January 3, 2023

TO: Melisa Vergara, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y23-105-MV, Motor Fuel Transport Deliveries

The Business Development Division evaluated the **four bids** submitted for this project. **None of the bidders** were an Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. At the time of bid opening, there was no M/WBE availability. The bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

Sheena Ferguson