



Interoffice Memorandum

September 1, 2023

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

FROM: 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: Approval of Amendment No. 8, Contract Y18-1124, Motor Fuels Tank Wagon Deliveries

ACTION REQUESTED:

Approval of Amendment No. 8, Contract Y18-1124, Motor Fuels – Tank Wagon Deliveries, with Palmdale Oil Company, Inc., in the amount of \$316,114.60, for a revised estimated contract amount of \$2,707,708.

PROCUREMENT:

This amendment will extend the contract term for the period of October 7, 2023 through January 6, 2024 and provide additional funding to meet projected needs based on the County's usage to date while a new procurement process is complete. The Procurement Division is projecting to issue the re-solicitation by mid-September.

FUNDING:

Funding is available in account numbers 5530-043-2035-4180, 5530-043-2035-4185, 5530-043-2035-4186, and 5530-043-2035-4187.

APPROVALS:

The Fleet Management Division concurs with this recommendation.

REMARKS:

On October 2, 2018, the Board authorized award of contract Y18-1124 to Palmdale Oil Company, Inc., in the estimated amount of \$1,900,000 for a one-year term, with four additional one-year renewal terms.

Previous contract amendments are as follows:

Amendment No. 1: Renewed the contract for one year from October 7, 2019 through October 6, 2020.

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- Amendment No. 2: Renewed the contract for one year from October 7, 2020 through October 6, 2021.
- Amendment No. 3: Renewed the contract for one year from October 7, 2021 through October 6, 2022.
- Amendment No. 4: Renewed the contract for one year from October 7, 2022 through October 6, 2023.
- Amendment No. 5: Increased the total contract amount by \$95,000, for a revised estimated contract amount of \$1,995,000.
- Amendment No. 6: Increased the total contract amount by \$282,708, for a revised estimated contract amount of \$2,277,708. The Board approval was obtained on October 11, 2022.
- Amendment No. 7: Increased the total contract amount by \$113,885.40 for a revised estimated contract amount of \$2,391,593.40.