



Interoffice Memorandum

February 12, 2024

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: Award of Invitation for Bids Y24-103-MV, Motor Fuel - Tank Wagon Deliveries

ACTION REQUESTED:

Approval to award Invitation for Bids Y24-103-MV, Motor Fuel - Tank Wagon Deliveries, to the low responsive and responsible bidder, Palmdale Oil Company, LLC, in the estimated contract award amount of \$2,255,568.03 for a one-year term. Further request authorization for the Procurement Division to renew the contracts for four additional one-year terms.

In the event the bidder recommended above fails to achieve timely compliance with pre-award deliverables, as defined in the Invitation for Bids, including, but not limited to, M/WBE participation sub-contract agreements, State Division of Corporations registration, E-verify, insurance and bonds, further request authorization for the Procurement Division to award to the next low responsive and responsible bidder as listed in the bid tabulation herein, to the extent practicable and advantageous to the County.

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 may be used by other Central Florida entities, including the Cities of Altamonte Springs and Winter Park, and the Orlando Utilities Commission. Tank wagon deliveries are motor fuel deliveries of 7,000 gallons and under.

Consolidating the requirements for these various entities under one solicitation is intended to 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:

Funds are available in account numbers 5530-043-2035-4180, 5530-043-2035-4185, and 5530-043-2035-4187.

APPROVALS:

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

REMARKS:

Three 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. Bidders 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. Administration of each fuel contract requires weekly and time-sensitive coordination between the County, the contractor, all entities utilizing this contract, and the Oil Price Information Service.

The bid submitted by Phoenix Contracting, LLC was deemed non-responsive since the company does not provide fuel. Additionally, none of the references provided were for delivery of fuel products. Staff has determined that the bid prices are reasonable based on comparison to previous contracted prices. Palmdale Oil Company, LLC meets all specifications and requirements of the solicitation. Therefore, recommendation for award is made to Palmdale Oil Company, LLC.

The bid tabulation is as follows:

<u>Bidders</u>	<u>Total Estimated Bid</u>
Palmdale Oil Company, LLC	\$2,255,568.03
Colonial Oil Industries, Inc.	\$2,421,129.83
Phoenix Contracting, LLC	Non-Responsive



Interoffice Memorandum

January 12, 2024

To: Melisa Vergara, Contracting Agent
Procurement Division

FROM: Sheena Ferguson, Manager *S. F.*
Business Development Division

SUBJECT: Y24-103- MV, Motor Fuels – Tank Wagon Deliveries Term Contract

Orange County would receive federal funding through the Federal Emergency Management Agency (FEMA) for the services solicited in the Invitation For Bid. Accordingly, Orange County’s M/WBE ordinance and program do not apply to this solicitation.

Orange County shall participate in the federal requirements 2 CFR 200.321 (or 45 C. F. R. 75.330 for Health and Human Services funds) to ensure small and minority-owned firms, women-owned business enterprises, and labor surplus area firms have been afforded subcontracting opportunities.

The Business Development Division evaluated the two bids to denote whether an executed and notarized “Affidavit of Compliance Requirements” form submitted with the proposal was compliant with the federal requirements. Colonial Oil Industries, Inc. and Palmdale Oil Company, LLC provided the executed and notarized federal compliance forms.

Listed below are respondents to the subject IFB with their small and minority-owned firms, women-owned business enterprises, and labor surplus area firms’ utilization:

Prime Contractor	Firms listed	Type of Work	Percentage of Subcontract
Colonial Oil Industries, Inc.	None		
	Total Federal M/WBE Participation %		0%

Prime Contractor	Firms listed	Type of Work	Percentage of Subcontract
Palmdale Oil Company LLC	None		
	Total Federal M/WBE Participation %		0%

cc: Contract File