

# TOWN OF DAVIE

## TOWN COUNCIL AGENDA REPORT

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Herb Hyman/797-1016

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** n/a

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE BID AWARDED BY THE BROWARD COUNTY SHERIFF'S OFFICE FOR UNLEADED GASOLINE, SOUTHEAST FLORIDA COOPERATIVE PURCHASING GROUP BID NO. 4-1-8-066.

**REPORT IN BRIEF:** A competitive bid was conducted for unleaded gasoline needed by the Town's fleet of vehicles. The Broward County Sheriff's Office (BSO) acted as lead agency for the Southeast Florida Cooperative Purchasing Group for this bid. BSO received six (6) bids. The recommendation is for Petroleum Traders Corporation who is the lowest responsive and responsible bidder. The initial contract is a three (3) year term with options to renew by mutual agreement of the parties. Extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by the Town Council.

**PREVIOUS ACTIONS:** Not applicable

**CONCURRENCES:** The recommended award has been reviewed by the Bid Specification Committee and the Procurement Manager who concur with the decision to award to Petroleum Traders Corporation.

**FISCAL IMPACT:**

Has request been budgeted? yes

If yes, expected cost: Commodity

Account Name: Operating Budget of Using Departments

Additional Comments: Not applicable

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):**

Procurement Authorization

Award documentation from BSO

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE BID AWARDED BY THE BROWARD COUNTY SHERIFF'S OFFICE FOR UNLEADED GASOLINE, SOUTHEAST FLORIDA COOPERATIVE PURCHASING GROUP BID NO. 4-1-8-066.

WHEREAS, the Town is in need of unleaded gasoline for the Town's fleet of vehicles; and

WHEREAS, The Broward County Sheriff's Office, acting as lead agency for the Southeast Florida Cooperative Purchasing Group, solicited sealed bids for such unleaded gasoline; and

WHEREAS, after review, the Town Council wishes to approve the bid awarded by The Broward County Sheriff's Office to Petroleum Traders Corporation.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby approves the bid awarded by The Broward County Sheriff's Office to Petroleum Traders Corporation for tankwagon and transport deliveries of unleaded gasoline in accordance with unit prices established by the OPIS index.

SECTION 2. The Town Council hereby authorizes the expenditure from the operating budgets of using departments.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

Attest:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER.      BUDGET ITEM & DESCRIPTION      APPROXIMATE COST  
*OPERATING BUDGETS*      *UNLEADED GASOLINE*      *COMMODITY*  
*OR USING DEPTS.*

METHOD OF PROCUREMENT (check the one that applies)

- Open Competitive Bidding
- CO-OP* Contract Number 4-1-8-066
- Sole Source
- Request For Proposals

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

Signed *Carol M...*  
 Department Head

Have Funds been Reserved N/A

Date 7/19/04 Signed *(AP)*

Signed \_\_\_\_\_  
 Town Administrator

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>
<u>PETROLEUM TRADERS CORPORATION</u>		<u>SEE ATTACHED BID TABULATION</u>

Signed *...*  
 Procurement Manager

<u>BID SPECIFICATION COMMITTEE'S RECOMMENDATION</u>	
<u>Vendor</u>	<u>Cost</u>
<u>PETROLEUM TRADERS CORPORATION</u>	<u>PER ATTACHED BID TABULATION</u>

**KEN JENNE  
SHERIFF  
BROWARD COUNTY  
P.O. BOX 9507  
FT. LAUDERDALE, FL 33310**

**DATE:** July 9, 2004

**TO:** John Curry / Executive Director  
Administration

**THRU:** Edward A Witkowski / Director  
Purchasing Bureau

**FROM:** Rick Torres / Purchasing Agent II  
Purchasing

**SUBJECT: Authorization to issue Blanket Purchase Order.**

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Background: BSO as the lead agency for the Southeast Florida Governmental Purchasing Cooperative, issued Invitation To Bid # 4-1-8-066 for Unleaded gasoline for both Tankwagon, and Transport deliveries. The bid contained the combined annual purchase requirements of all 25 participating agencies. Six (6) bids were received for the two groups, with the lowest responsive/responsible bid from Petroleum Traders Corp.

BSO Funding: The projected expenditure to BSO for this contract is estimated to be \$3,151,561.00 annually, and funding has been allocated in Fleet's budget.

Award recommendation: It is recommended that the contract be awarded to Petroleum Traders Corporation for the initial term of three years at the unit prices bid, and per the terms and conditions of the bid for use by the Co-Op agencies. Based on BSO's pending consideration of negotiating a new contract for a comprehensive fuel management service program, it is recommended that BSO issue a blanket Purchase Order on Month-to-Month basis to Petroleum Traders Corporation. This is in accordance with Purchasing SOP manual Section 3.7 H. Purchasing Authority and Approval Levels, paragraph 2: Procurement of goods and services for BSO over \$100,000.00 must be approved by the Department of Administration executive director.

\_\_\_\_\_  
Edward A. Witkowski / Director

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
John Curry / Executive Director

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

Broward Sheriff's Office  
2601 West Broward Boulevard  
Fort Lauderdale, Florida 33312  
(954) 831-8900 • www.sheriff.org



**Purchasing Bureau**

July 8, 2004

Mr. Michael Himes  
President  
Petroleum Traders Corporation  
7110 Pointe Inverness Way  
Fort Wayne , IN 46804

Subject: Letter of Award

Dear Mr. Himes:

In accordance with the response of your firm to Broward Sheriff's Office Bid # 4-1-8-066, Group I Gasoline - Tankwagon deliveries, and Group II Gasoline - Transport deliveries, are being awarded to your company. The appropriate mark-up and/or discount, and the terms and conditions of the bid will be in effect during the term of the contract.

This award is contingent upon submittal of your certificate of insurance form within thirty (30) days of this notification. Additionally, the BSO subscription to the OPIS publication shall commence no later than August 30, 2004. The effective date of the contract is September 1, 2004 with an initial term of three (3) years. As this is a joint procurement for the Southeast Florida Governmental Purchasing Cooperative, the other participating government agencies as listed below, will issue a separate Purchase Order.

Cooper City, Lauderhill, Deerfield Beach, Coral Springs, Coconut Creek, Tamarac, Sunrise, Lauderdale Lakes, Pompano Beach, Ft. Lauderdale, Broward County School Board, Hollywood, Pembroke Pines, Margate, Dania Beach, Hallandale, City of Davie, Miramar, Light House point, Parkland, Wilton Manors, City of Miami, City of North Miami Beach, Oakland Park.

Please contact each participating agency to ensure a smooth transition from the present contractor. Should you have any questions, please don't hesitate to contact me at (954)831-8170. Broward Sheriff's Office thanks you for responding to our Invitation To Bid and look forward to a good business relationship.

Sincerely,

A handwritten signature in cursive script that reads "Rick Torres".

Rick Torres, C.P.M.  
Purchasing Agent II

BROWARD SHERIFF'S OFFICE

TAUJULATION

LOW PRICE AWARD BY:

ITEM OR GROUP ITEM:

SHADED GROUP: XXXX

GASOLINE TANK WAGON & TRANSPORT DELIVERIES

BID # 4-18-066

ITEM #	QUANTITY	DESCRIPTION	VENDOR		VENDOR		VENDOR		VENDOR		VENDOR		VENDOR	
			Markups	DION OIL CO.	Markups	STREICHER MOBILE FUELING	Markups	PETROLEUM TRADERS CORP.	MANSTFIELD	Markups	MacMILLAN OIL CO.	Markups	AMERADA BESS	
1	436,511	TANK WAGON REGULAR UNLEADED	0.3500	\$678,992.86	0.3500	\$678,992.86	0.0476	\$546,991.93	NO BID	0.0480	\$547,166.53	NO BID		
2	95,290	TANK WAGON MIDRANGE UNLEADED	0.3500	\$152,197.18	0.3500	\$152,197.18	0.0429	\$122,933.63	NO BID	0.0480	\$123,419.60	NO BID		
3	86,671	TANK WAGON PREMIUM UNLEADED	0.3500	\$144,237.87	0.3500	\$144,237.87	0.0429	\$117,621.21	NO BID	0.0480	\$118,063.23	NO BID		
				\$975,427.91		\$975,427.91		\$787,546.77			\$788,649.36			
							Disc.							
4	6,379,994	TRANSPORT REGULAR UNLEADED	0.0275	\$7,866,532.60		NO BID	0.0001	\$7,690,444.77	0.0005	0.0145	\$7,783,592.68	0.0024	\$7,706,395.00	
5	1,117,144	TRANSPORT MIDRANGE UNLEADED	0.0275	\$1,424,023.40		NO BID	0.0089	\$1,383,359.42	0.0070	0.0145	\$1,409,500.58	0.0017	\$1,395,204.00	
6	334,006	TRANSPORT PREMIUM UNLEADED	0.0275	\$448,135.85		NO BID	0.0194	\$432,470.97	0.0175	0.0145	\$443,793.77	0.0009	\$439,251.00	
				\$9,738,691.85				\$9,506,275.16			\$9,676,887.03		\$9,540,847.00	

WITNESS

RICK TORRES, CPM, CPPB  
PURCHASING AGENT II  
Thank You For Your Response.

DATE: 22-Jun-04