



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		04/11/16			
Department:		Public Works			
Department Head		Gerald Cosgrove			
Agenda Coordinator (include phone #): Lincoln Thompson (Ext. 7376)					
CAPTION					
RFP No. 2016-0217-C for a one-year contract with five City optional one-year renewals for Fleet Fuel Card and Related Services to Mansfield Oil Company in the estimated annual amount of \$3,870,000, and authorizing the City Manager to execute all necessary documents.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2015-16 through 2021-22	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	3,870,000	19,350,000	23,220,000
Encumbered/Expended Amount		0	-670,380	0	-670,380
This Item		0	-1,750,000	-19,350,000	-21,100,000
BALANCE		0	1,449,620	0	1,449,620
FUND(s): EQUIPMENT MAINTENANCE FUND					
<p>COMMENTS: This item approves price quotes. Expenditures will be made in the Fleet Services Department based on need within the approved budget appropriations for each year of the contract. The estimated amount to be spent in FY 2015-16 is \$1,750,000. The estimated future amount is \$19,350,000, which will be made within approved budget appropriations. Remaining balance will be used for other Fleet Services purchases.</p> <p>STRATEGIC PLAN GOAL: Providing Fleet Fuel Card & Related Services for Fleet Services Vehicles and Equipment relates to the City's Goal of a Financially Strong City with Service Excellence.</p>					
SUMMARY OF ITEM					
See Recommendation Memo.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Recommendation Memo			NA		
RFP Recap					



Memorandum

Date: March 23, 2016
To: Bruce D. Glasscock, City Manager
From: Reid Choate, Fleet Manager
Subject: Fleet Fuel Card and Related Services

Fleet Services reviewed all responses for evaluation of RFP No. 2016-0217-C (Fleet Fuel Card and Related Services). Each vendor's response was assessed and rated by the published evaluation criteria in the solicitation.

Of the two proposals received, the proposal submitted by US Bank was deemed non-responsive, as it failed to meet all minimum requirements.

Based on the overall evaluation of the submitted proposals by the responsive bidder the evaluation committee recommends the contract be awarded to Mansfield Oil Company as the selected vendor.

Approval of this contract will allow Fleet Services to continue providing discounted motor fuels to all City vehicles and equipment without interruption. Should this contract not be approved, the City would be forced to pay retail pricing using the City's P-Cards.

Approximate annual expenditures for this item will be \$3,870,000.00.

If you have any questions, please contact me at 4182.

**CITY OF PLANO
SOLICITATION NO. 2016-0217-C
FLEET FUEL CARD AND RELATED SERVICES
RFP RECAP**

Proposal Opening Date/Time: March 3, 2016 @ 3:00 pm

Number of Vendors Notified: 1,104

Vendors Submitting "No Bids": 0

Proposals Deemed Nonresponsive: 1

Number of Responsive Proposals Submitted: 1

Discount for All Fuel Purchases

Mansfield Oil Company 0.50%

Recommended Vendor:

Mansfield Oil Company 0.50%

Lincoln Thompson

Lincoln Thompson
Senior Buyer

March 23, 2016

Date