



**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:		4/26/10			
Department:		Purchasing/ICAD			
Department Head		Mike Ryan/Bob Smeby			
Agenda Coordinator (include phone #): Earl Whitaker x 7407					
CAPTION					
Bid No. 2010-29-C for a one (1) year contract to purchase oil and lubrication products for Warehouse Operations to Douglass Distributing, Sun Coast Resources, Inc., Southwest Distributing Co., & Universal Lubricants, LLC in an estimated amount of \$98,554.00 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:	2009-10, 2011-12	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	1,975,176	50,000	2,025,176
Encumbered/Expended Amount		0	-723,039	0	-723,039
This Item		0	-48,554	-50,000	-98,554
BALANCE		0	1,203,583	0	1,203,583
FUND(S): WAREHOUSE					
<p>COMMENTS: This item approves price quotes. Expenditures will be made in the Inventory Stock department based on need within the approved budget appropriations for each year of the contract. The estimated annual amount to be spent in FY 2009-10 is \$48,554. The estimated future annual amount is \$50,000, which will be made within approved budget appropriations. Remaining balance will be used for other Inventory purchases.</p> <p>STRATEGIC PLAN GOAL: The contracted purchase of Oil and Lubricating Products to support Fleet Services Department relate to the City's goal of a "Financially Strong City with Service Excellence".</p>					
SUMMARY OF ITEM					
Staff recommends approval of a one (1) year contract to purchase oil and lubrication products for Warehouse Operations with Douglass Distributing in the estimated amount of \$18,828.00 (Items: (3), (4), (5), (6), (7), (8), (11), (12), (13), (14), (15), & (25)) and Sun Coast Resources, Inc. in the estimated amount of \$21,249.00 (Items: (1), (16), (17), (18), (19), & (20)) and Southwest Distributing Co. in the estimated amount of \$12,727.00 (Items: (10), (21), (22), & (23)) and Universal Lubricants, LLC in the estimated amount of \$45,750.00 (Items: (2), (9), & (24)) for a total estimated amount of \$98,554.00					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Award Memo, Bid Recap					



MEMORANDUM

DATE: March 11, 2010
TO: Earl Whitaker, Purchasing Buyer
FROM: Bob Smeby, Inventory Control/Asset Disposal Supervisor

SUBJECT: It is the recommendation from ICAD to award the contract to four suppliers, Douglass Distributing, Sun Coast Resources Inc., Southwest Distributing Co., and Universal Lubricants, LLC for Bid #2010-29-C in the amount of \$98,554.00.

Award Breakdown:

Douglass Distributing
Item 3,4,5,6,7,8,11,12,13,14,15,25
\$18,828.00

Sun Coast Resources Inc.
Item 1,16,17,18,19,20
\$21,249.00

Southwest Distributing Co.
Item 10,21,22,23
\$12,727.00

Universal Lubricants, LLC
Item 2,9,24
\$45,750.00

The specifics of this bid are on file with the Purchasing Division.

Explanation:

Awarding this to four vendors versus the seven with low bids will reduce contract administration costs and will allow for better coordination of product delivery.

Bob Smeby
Inventory Control/Asset Disposal
Supervisor

CITY OF PLANO

BID NO. 2010-29-C Oil & Lubrication Products

BID RECAP

Bid opening Date/Time: February 23, 2010 @ 3:00 pm

Number of Vendors Notified: 517

Vendors Submitting "No Bids": 0

Number of Bids Submitted: 10

Douglass Distributing

Sun Coast Resources Inc.

Southwest Distributing Co.

Felts Heavy Duty Oil

Graham Truck Centers

Jack Ray & Sons Oil Co.

Dial Lubricants, Inc.

H & B Industries, Inc.

Napa Auto Parts

Universal Lubricants, LLC

Bids Evaluated Non-Responsive to Specification: 0

Recommended Vendors:

Douglass Distributing

Items: 3,4,5,6,7,8,11,12,13,14,15,25 \$18,828.00

Sun Coast Resources Inc.

Items: 1,16,17,18,19,20 \$21,249.00

Southwest Distributing Co.

Items: 10,21,22,23 \$12,727.00

Universal Lubricants, LLC

Items: 2,9,24

\$45,750.00

Totals:

\$98,554.00

Earl S. Whitaker

Earl S. Whitaker
Buyer

April 6, 2010

Date