



**CITY OF PLANO  
COUNCIL AGENDA ITEM**

<b>CITY SECRETARY'S USE ONLY</b>					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		6/13/11			
Department:		Purchasing/Fleet			
Department Head		Diane Palmer-Boeck/Reid Choate			
Agenda Coordinator (include phone #): <b>Earl Whitaker x7074</b>					
<b>CAPTION</b>					
RFP No. 2011-157-C for a one (1)-year contract with five (5) City optional renewals for Fleet Fuel Card & Related Services to Mansfield Oil Company in the estimated amount of \$4,215,000, and authorizing the City Manager to execute all necessary documents.					
<b>FINANCIAL SUMMARY</b>					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	<b>2010/11 &amp; 2011/12; Annual Contract with Renewals</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget		0	4,966,322	4,215,000	<b>9,181,322</b>
Encumbered/Expended Amount		0	-1,945,355	0	<b>-1,945,355</b>
This Item		0	-2,031,991	-4,215,000	<b>-6,246,991</b>
BALANCE		0	988,976	0	<b>988,976</b>
<b>FUND(S):     EQUIPMENT MAINTENANCE FUND</b>					
<p><b>COMMENTS:</b> 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 2010-11 is \$2,031,991. The estimated future annual amount is \$4,215,000, which will be made within approved budget appropriations.</p> <p><b>STRATEGIC PLAN GOAL:</b> Providing Fleet Fuel Cards and other related services for Fleet Services relates to the City's Goal of a Financially Strong City with Service Excellence.</p>					
<b>SUMMARY OF ITEM</b>					
Staff recommends the Request for Proposal of Mansfield Oil Company in the estimated amount of \$4,215,000, be accepted as the best value proposal, and conditioned upon timely execution of any necessary contract documents for Fleet Fuel Card & Related Services.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Memo, RFP Recap			NA		



## **MEMORANDUM**

Date: June 2, 2011  
To: Earl Whitaker, Buyer  
From: Reid Choate, Fleet Manager  
Subject: Fleet Fuel Card and Management Services

A committee consisting of representatives from Fleet Services and the City of Fort Worth has reviewed all responses for evaluation of RFP# 2011-157-C (Fleet Fuel Card and Management Services). Each vendor's response was assessed and rated by the current purchasing standards based on the evaluation criteria.

Of the four proposals received, two were deemed non-responsive, per the RFP requirements of pricing based on the Daily OPIS Net Index.

Based on the overall evaluation of the submitted proposals by the two responsive bidders the evaluation committee recommends the bid be awarded to Mansfield Oil Co. as the selected vendor.

The evaluation matrix consisted of; Pricing weighted at 40%, Card Acceptance & Coverage weighted at 35%, Electronic Capability weighted at 12.5%, Card Control weighted at 7.5% and Customer Support weighted at 5%. The combined matrix shows Mansfield Oil to be rated second based on pricing; however scored higher in all other areas evaluated. Mansfield Oil Co. has more than 85 accepted fuel locations providing both diesel and un-leaded fuels located in all areas of the City, leaving no area without the ability to fuel both fuel types. SC Fuels has only 43 accepted locations, leaving large areas of the City with little or no coverage.

The committee requested a best and final offer from Mansfield Oil Co, which resulted in a decrease in the average price by \$0.01 per gallon from the original proposal. Due to the lack of accepting locations a best and final offer was not requested of SC Fuels.

Our current Fleet Fuel Card contract through Tarrant County expires on July 15, 2011. The new contract will allow Fleet Services to continue to provide Motor Fuels to all City Vehicles and Equipment without interruption. Should the new contract not be awarded prior to July 15, 2011 the City would be forced to opening our own fuel locations and/or pay retail pricing using the City's P-Cards.

Approximate annual expenditures for this item will be \$4,215,000.

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

# CITY OF PLANO

## RFP NO. 2011-157-C RFP for Fleet Fuel Card & Related Services RFP RECAP

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**Proposal opening Date/Time:** April 29, 2011 @ 3:00PM

**Number of Vendors Notified:** 15

**Vendors Submitting "No Bids":** 0

**Number of Bids Submitted:** 4

<u>Company</u>	<u>OPIS Daily Net</u>
SC Fuels (United Fuel & Energy)	+ .1400
Mansfield Oil Company	+ .1625

**Vendors Evaluated Non-Responsive to Specification:** 2

Fuelman of DFW  
Martin Eagle Oil Company, Inc.

**Recommended Vendor(s):**

Mansfield Oil Company

*Earl S. Whitaker*

May 20, 2011

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Earl S. Whitaker, Buyer II

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Date