



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** July 2, 2020

Staff Contact: Carol Akers and Rich Hardcastle

Agenda Title: For Possible Action: Discussion and possible action regarding joinder contracts for bulk fuel and delivery services with Inter-State Oil Company, Carson Valley Oil, Co., and Flyers Energy, LLC, through the State of Nevada Contracts under #99SWC-NV20, and for Card Lock fueling network with Thomas Petroleum, LLC through the State of Nevada Contract #3125, for a total amount not to exceed \$1,094,654 from various city fuel accounts for fiscal year 2020-2021; and authorizing the Purchasing and Contracts Administrator to extend joinder contract #3125 when the State of Nevada renews the contract (File No. 20300022). (Carol Akers, CAkers@carson.org and Rich Hardcastle, RHardcastle@carson.org)

Staff Summary: Through these contracts, the City purchases bulk fuel for City-owned vehicles and provides the Card Lock fueling network for City employees' use when a vehicle is not able to refuel at a City refueling location.

Agenda Action: Formal Action / Motion **Time Requested:** 5 Minutes

Proposed Motion

I move to approve the contracts as presented and to authorize the Purchasing and Contracts Administrator to extend the joinder contract provided that the terms do not substantively change when the State renews Contract #3125.

Board's Strategic Goal

Efficient Government

Previous Action

None

Background/Issues & Analysis

Through the Contracts under #99SWC-NV20, City staff seeks authorization to utilize the joinder contracts with (1) Inter-State Oil Company, Carson Valley Oil, Co., and Flyers Energy, LLC, through the State of Nevada Contracts for bulk fuel and delivery services, and (2) Thomas Petroleum, LLC through the State of Nevada Contract #3125, Card Lock fueling network. The combined amount of the joinder contracts is for a not to exceed amount of \$1,094,654 from various city fuel accounts for fiscal year 2020-2021.

The first contract permits the purchase of bulk fuel and associated delivery services. Since bulk fuel prices can fluctuate daily, the contract requires that each daily purchase be made from the lowest cost supplier, which is determined by obtaining quotes from the three contracted vendors in the region to determine the lowest cost for the day. The second contract permits City employees to purchase fuel at gas stations through the Card Lock fueling network. The total not to exceed amount is stated for both contracts because the amount allocated to

each contract is difficult to reliably estimate; it depends on where City departments and employees fuel their vehicles during the year.

Contracts being utilized through the State of Nevada:

Contracts #99SWC-NV20, bulk fuel and delivery services, expires January 31, 2024.

<http://purchasing.nv.gov/Contracts/Documents/BulkFuels/>

Contract# 3125, Fuel Card Lock Contract, expires March 30, 2021.

<http://purchasing.nv.gov/Contracts/Documents/FuelCardLock/>

The Card Lock fueling contract is due to expire prior to June 30, 2021. The State of Nevada Purchasing Division has verified they will be exercising the renewal option for these contracts. Therefore, the full fiscal year spend of \$1,094,654 is being requested, as is authorization to extend the joinder contract when the State renews the contracts, provided that the terms of the State's contracts do not substantively change.

Applicable Statute, Code, Policy, Rule or Regulation

NRS 332.195

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: City-wide vehicle fuel/oil accounts that were approved in the FY 21 budget.

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Each department would manage their account. FY 21 expenditures will not exceed \$1,094,654.

Alternatives

Do not approve joinder contracts and provide alternative direction to staff.

Attachments:

[Exhibit-1_FY21_FuelBudget.pdf](#)

Board Action Taken:

| | | |
|---------------|----------|---------|
| Motion: _____ | 1) _____ | Aye/Nay |
| | 2) _____ | _____ |
| | | _____ |
| | | _____ |
| | | _____ |

(Vote Recorded By)

| Org | Object | Description | 2021 Original Budget | Department |
|---------|--------|------------------|------------------------|-----------------------------|
| 1012800 | 500660 | VEHICLE FUEL/OIL | \$ 6,255.00 | Alternative Sentencing |
| 5012525 | 500660 | VEHICLE FUEL/OIL | \$ 35,000.00 | Ambulance |
| 1010400 | 500660 | VEHICLE FUEL/OIL | \$ 1,400.00 | Assessor |
| 5012537 | 500660 | VEHICLE FUEL/OIL | \$ 8,000.00 | Basic Life Support Services |
| 5305067 | 500660 | VEHICLE FUEL/OIL | \$ 2,000.00 | Cemetery |
| 1016854 | 500660 | VEHICLE FUEL/OIL | \$ 2,000.00 | DC Environmental Health |
| 1012014 | 500660 | VEHICLE FUEL/OIL | \$ 4,000.00 | Detention Facility |
| 1010500 | 500660 | VEHICLE FUEL/OIL | \$ 3,000.00 | District Attorney |
| 1016853 | 500660 | VEHICLE FUEL/OIL | \$ 3,000.00 | Environmental Health |
| 1013034 | 500660 | VEHICLE FUEL/OIL | \$ 13,260.00 | Facilities Maintenance |
| 1012505 | 500660 | VEHICLE FUEL/OIL | \$ 1,225.00 | Fire Admin |
| 1012512 | 500660 | VEHICLE FUEL/OIL | \$ 35,000.00 | Fire Operations |
| 1012515 | 500660 | VEHICLE FUEL/OIL | \$ 11,000.00 | Fire prevention |
| 1012520 | 500660 | VEHICLE FUEL/OIL | \$ 3,000.00 | Fire Training |
| 5603025 | 500660 | VEHICLE FUEL/OIL | \$ 10,000.00 | Fleet |
| 1016800 | 500660 | VEHICLE FUEL/OIL | \$ 2,500.00 | Health |
| 1010710 | 500660 | VEHICLE FUEL/OIL | \$ 735.00 | Information Technology |
| 5900745 | 500660 | VEHICLE FUEL/OIL | \$ 600.00 | Insurance Fund |
| 1012011 | 500660 | VEHICLE FUEL/OIL | \$ 23,000.00 | Investigations |
| 1012705 | 500660 | VEHICLE FUEL/OIL | \$ 6,500.00 | Juvenile Probation |
| 1013904 | 500660 | VEHICLE FUEL/OIL | \$ 205,000.00 | Landfill |
| 1016200 | 500660 | VEHICLE FUEL/OIL | \$ 420.00 | Library |
| 5012535 | 500660 | VEHICLE FUEL/OIL | \$ 14,000.00 | Medical Transport |
| 2545047 | 500660 | VEHICLE FUEL/OIL | \$ 7,000.00 | Open Space |
| 1015005 | 500660 | VEHICLE FUEL/OIL | \$ 595.00 | Parks Administration |
| 1015012 | 500660 | VEHICLE FUEL/OIL | \$ 42,500.00 | Parks Maintenance |
| 1012012 | 500660 | VEHICLE FUEL/OIL | \$ 126,900.00 | Patrol |
| 1011425 | 500660 | VEHICLE FUEL/OIL | \$ 1,425.00 | Planning |
| 1010620 | 500660 | VEHICLE FUEL/OIL | \$ 1,000.00 | Purchasing |
| 1015057 | 500660 | VEHICLE FUEL/OIL | \$ 2,625.00 | Recreation |
| 1012005 | 500660 | VEHICLE FUEL/OIL | \$ 5,800.00 | Sheriffs General Admin |
| 1012013 | 500660 | VEHICLE FUEL/OIL | \$ 2,000.00 | Sheriffs General Service |
| 5053702 | 500660 | VEHICLE FUEL/OIL | \$ 9,000.00 | Stormwater |
| 2563038 | 500660 | VEHICLE FUEL/OIL | \$ 140,000.00 | Streets |
| 2401424 | 500660 | VEHICLE FUEL/OIL | \$ 900.00 | Traffic/Transportation |
| 2253026 | 500660 | VEHICLE FUEL/OIL | \$ 130,000.00 | Transit |
| 1012018 | 500660 | VEHICLE FUEL/OIL | \$ 3,000.00 | Tri-Net |
| 5103201 | 500660 | VEHICLE FUEL/OIL | \$ 56,000.00 | Wastewater |
| 5203502 | 500660 | VEHICLE FUEL/OIL | \$ 70,000.00 | Water |
| 1012545 | 500660 | VEHICLE FUEL/OIL | \$ 5,500.00 | Wildland Fires |
| | | | \$ 995,140.00 | |
| | | 10% contingency | \$ 99,514.00 | |
| | | | \$ 1,094,654.00 | TOTAL |