



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** June 17, 2021

Staff Contact: Carol Akers, Purchasing & Contracts Administrator

Agenda Title: For Possible Action: Discussion and possible action regarding purchase authority under joinder contracts for a total amount not to exceed \$1,094,654 for Fiscal Year (“FY”) 2022 to secure: (1) bulk fuel and related delivery services utilizing State of Nevada joinder contract 99SWC-NV20-4287 with Interstate Oil Company, 99SWC-NV20-4867 with Carson Valley Oil Co., Inc., and 99SWC-NV20-4283 with Flyers Energy, LLC; and (2) additional fuel access through a card lock fueling network using State of Nevada joinder contract 99SWC-NV21-7551 with Pilot Thomas Logistics, LLC. (Carol Akers, CAkers@carson.org)

Staff Summary: Through these joinder contracts, the City purchases bulk fuel for City-owned vehicles and provides a card lock fueling network which allows City employees to refuel a vehicle when unable to refuel at a City refueling location.

Agenda Action: Formal Action / Motion **Time Requested:** Consent

Proposed Motion

I move to approve the purchase authority as presented.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

City staff seeks authorization to utilize joinder contracts with: (1) Interstate Oil Company (99SWC-NV20-4287), Carson Valley Oil Co. (99SWC-NV20-4283), and Flyers Energy, LLC (99SWC-NV20-4283), through the State of Nevada for bulk fuel and delivery services (collectively, “Bulk Fuel Contracts”); and (2) Pilot Thomas Logistics, LLC (99SWC-NV21-7551) through the State of Nevada for additional fuel access through a card lock fueling network (“Card Lock Contract”). The combined expenditure amount under these joinder contracts is for a not to exceed amount of \$1,094,654 from various city fuel accounts for FY 2022.

The Bulk Fuel Contracts permit the purchase of bulk fuel and associated delivery services. Since bulk fuel prices fluctuate daily, the Bulk Fuel Contracts require 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 Card Lock Contract permits City employees to purchase fuel for an amount based on market fluctuations at gas stations through the card lock fueling network.

The total not to exceed amount is stated jointly for the Bulk Fuel Contracts and the Card Lock Contract because the City's overall fuel needs can be reliably estimated, but the expenditure under a particular joinder contract cannot.

The FY 2022 not to exceed amount of \$1,094,654 is based on the City's budget by department as provided in the supporting materials.

This is an annual request; purchase amount exceeds \$50,000 and therefore requires Board of Supervisors' approval pursuant to City policy.

Contracts being utilized through the State of Nevada:

The Bulk Fuel Contracts expire January 31, 2024.

https://purchasing.nv.gov/Contracts/Documents/Bulk_Fuels/

The Card Lock Contract, expires March 31, 2025.

https://purchasing.nv.gov/Contracts/Documents/Fuel_Card_Lock/

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 2022 budget.

Is it currently budgeted? Yes

Explanation of Fiscal Impact: Each department would manage their account. FY 2022 expenditures will not exceed \$1,094,654.

Alternatives

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

Attachments:

[FY22 Fuel Budget.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Org	Object	Description	2022 Original Budget	Department
1010400	500660	VEHICLE FUEL/OIL	\$ 1,400.00	Assessor
1010500	500660	VEHICLE FUEL/OIL	\$ 3,000.00	District Attorney
1010620	500660	VEHICLE FUEL/OIL	\$ 1,000.00	Purchasing
1010710	500660	VEHICLE FUEL/OIL	\$ 735.00	Information Technology
1011425	500660	VEHICLE FUEL/OIL	\$ 1,425.00	Planning
1013034	500660	VEHICLE FUEL/OIL	\$ 13,260.00	Facilities Maintenance
1012005	500660	VEHICLE FUEL/OIL	\$ 5,800.00	Sheriffs General Admin
1012011	500660	VEHICLE FUEL/OIL	\$ 23,000.00	Investigators
1012012	500660	VEHICLE FUEL/OIL	\$ 126,900.00	Patrol
1012013	500660	VEHICLE FUEL/OIL	\$ 2,000.00	Sheriffs General Service
1012014	500660	VEHICLE FUEL/OIL	\$ 4,000.00	Detention Facility
1012018	500660	VEHICLE FUEL/OIL	\$ 3,000.00	Tri-Net
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
1012545	500660	VEHICLE FUEL/OIL	\$ 5,500.00	Wildland Fires
1012705	500660	VEHICLE FUEL/OIL	\$ 6,500.00	Juvenile Probation
1012800	500660	VEHICLE FUEL/OIL	\$ 6,255.00	Alternative Sentencing
1013904	500660	VEHICLE FUEL/OIL	\$ 205,000.00	Landfill
1015005	500660	VEHICLE FUEL/OIL	\$ 595.00	Parks Admin
1015012	500660	VEHICLE FUEL/OIL	\$ 42,500.00	Parks Maintenance
1015057	500660	VEHICLE FUEL/OIL	\$ 2,625.00	Recreation
1016200	500660	VEHICLE FUEL/OIL	\$ 420.00	Library
1016800	500660	VEHICLE FUEL/OIL	\$ 2,500.00	Health
1016853	500660	VEHICLE FUEL/OIL	\$ 3,000.00	Enviornmental Health
1016854	500660	VEHICLE FUEL/OIL	\$ 2,000.00	DC Environmental Health
2253026	500660	VEHICLE FUEL/OIL	\$ 130,000.00	Transit
2401424	500660	VEHICLE FUEL/OIL	\$ 900.00	Traffic/Transportation
2545047	500660	VEHICLE FUEL/OIL	\$ 7,000.00	Open Space
2563038	500660	VEHICLE FUEL/OIL	\$ 140,000.00	Streets
5012525	500660	VEHICLE FUEL/OIL	\$ 35,000.00	Ambulance
5012535	500660	VEHICLE FUEL/OIL	\$ 14,000.00	Medical Transport
5012537	500660	VEHICLE FUEL/OIL	\$ 8,000.00	Basic Life Support Services
5053702	500660	VEHICLE FUEL/OIL	\$ 9,000.00	Stormwater
5103201	500660	VEHICLE FUEL/OIL	\$ 56,000.00	Wastewater
5203502	500660	VEHICLE FUEL/OIL	\$ 70,000.00	Water
5305067	500660	VEHICLE FUEL/OIL	\$ 2,000.00	Cemetary
5603025	500660	VEHICLE FUEL/OIL	\$ 10,000.00	Fleet
5900745	500660	VEHICLE FUEL/OIL	\$ 600.00	Insurance Fund
			\$ 995,140.00	
		10% contingency	\$ 99,514.00	
			\$ 1,094,654.00	TOTAL