



# REQUEST FOR CITY COUNCIL ACTION

<b>MEETING DATE:</b>	October 4, 2017	<input checked="" type="checkbox"/> Motion
<b>DEPARTMENT:</b>	Finance	<input type="checkbox"/> Resolution
<b>DIVISION:</b>	Purchasing	<input type="checkbox"/> Ordinance - Introduction
		<input type="checkbox"/> Ordinance - Adoption
		<input type="checkbox"/> Public Hearing

**TITLE:**  
Request for Proposals (RFP): Offsite Fuel Card Services

**SUMMARY RECOMMENDATION:**

Authorize the City Administrator to execute a one-year contract with the option to renew for four additional one-year periods, one period at a time, depending on the appropriation of funds and satisfactory performance for Offsite Fuel Card Services with the following company:

Sellers Petroleum Yuma, Arizona  
(RFP #2018-20000015) (Public Works-Joel Olea/Robin R. Wilson)

**REPORT:**

Fueling services are imperative in maintaining the City's fleet operations for all of its motorized vehicles and equipment, during both routine and emergency operations. To that end, the City has operated a fueling facility at the Fleet Maintenance Facility.

The underground storage tanks are approximately 32 years old and will be removed this year. Replacement of the fuel facility is not part of the first phase of the construction of the new Fleet Maintenance Facility. Accordingly, the City seeks to privatize its fuel operations for the near future.

The City requested proposals from vendors for offsite fuel card automated fueling services. Sites are required to be open 24 hours every day of the year. The sites should be stand-alone, user-oriented, fully automated self-serve systems, capable of servicing the variety of sizes and fuel needs of the city's vehicle fleet.

The offsite fueling system will provide accurate and real-time data, while accounting for all fuel being dispensed. Access to products is restricted to operators and equipment through, but not limited to, magnetic strip cards with keypad inputs that will perform a predetermined series of checks that the system is designed to receive, track, or transmit.

The City received proposals from three companies. The evaluation committee, comprised of City staff, reviewed and rated the proposals received, based on the scoring matrix provided to each firm within the RFP.

FISCAL REQUIREMENTS	CITY FUNDS:	\$800,000.00	BUDGETED:	\$800,000.00
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:	\$0.00	IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00 \$0.00 \$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP: Various accounts	
	TOTAL:	\$800,000.00		
	FISCAL IMPACT STATEMENT:			
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK: 1. 2. 3. 4. 5.			
	IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL?  <input checked="" type="radio"/> Department <input type="radio"/> City Clerk's Office <input type="checkbox"/> Document to be recorded			
SIGNATURES	CITY ADMINISTRATOR:		DATE:	
	Gregory K. Wilkinson		9/25/2017	
	REVIEWED BY CITY ATTORNEY:		DATE:	
	Richard W. Files		9/25/2017	
	RECOMMENDED BY (DEPT/DIV HEAD):		DATE:	
Pat Wicks		9/18/2017		
WRITTEN/SUBMITTED BY:		DATE:		
Jimmy Sanchez/Robin R. Wilson		9/18/2017		