



## PURCHASE / CONTRACT / CONSENT FORM

City of Hagerstown Mayor and Council

Regular Session Date: November 22, 2022 Special Session Date: NA

Originating Department: Public Works Division (if applicable): \_\_\_\_\_

Department Director or Manager: Eric B. Deike

Account/Project Name: Fuel Inventory

Account No: XXXXXXX-5431 CIP Control No. \_\_\_\_\_

Budget Amount: \$ 469,800 Account Balance: \$ 324,407 ~~NA~~ Unbudgeted Amount: \$ 0

Fiscal Year: 2023 Source of Funds: General Fund, Light, Water, Wastewater, Golf

| Quantity                      | Description                                                                   | Value               |
|-------------------------------|-------------------------------------------------------------------------------|---------------------|
| 1                             | Bulk Gasoline Purchase: Transport Deliveries                                  | \$ 959,432.30       |
|                               |                                                                               |                     |
|                               |                                                                               |                     |
|                               | *Total bid price per Washington County bid for gasoline transport deliveries. |                     |
|                               |                                                                               |                     |
|                               | <i>NA Original amount of City PD will be approved<br/>FY23 budget totals</i>  |                     |
|                               |                                                                               |                     |
|                               |                                                                               |                     |
| <b>TOTAL VALUE OF PROJECT</b> |                                                                               | <b>\$959,432.30</b> |

ABOVE TO BE USED FOR: Highway use of gasoline for General Fund departments (Public Works, Parks, Engineering, etc.) and Utility departments (Water, Wastewater, Light).

**RECOMMENDED VENDOR:** Business Name: Petroleum Traders Corporation  
Business Address: 7120 Points Inverness Way  
City/State/Zip: Fort Wayne, IN 46804

Bid/Proposal/Quote No.: WashCo PUR1578 Sole Source? ☐ Yes ☒ No

| OTHER VENDORS                |                 |              |
|------------------------------|-----------------|--------------|
| Firm                         | City/State      | Total Amount |
| Saratoga Rack Marketing, LLC | Knoxville, TN   | \$960,369.20 |
| Mansfield Oil Company        | Gainesville, GA | \$967,727.10 |
| A C & T Co., Inc.            | Hagerstown, MD  | \$973,679.80 |
|                              |                 |              |
|                              |                 |              |
|                              |                 |              |
|                              |                 |              |
|                              |                 |              |

| PLEASE INDICATE WHICH FOCUS AREA OF THE MAYOR & COUNCIL'S STRATEGIC PLAN THIS PURCHASE/CONTRACT APPLIES TO |                                                  |                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Indicate with an X                                                                                         | FOCUS AREA                                       | GOAL STATEMENT                                                                                                                                         |
|                                                                                                            | NEIGHBORHOODS REVITALIZATION & SUSTAINABILITY    | The citizens of Hagerstown will experience a high quality of life.                                                                                     |
|                                                                                                            | PUBLIC SAFETY                                    | The City of Hagerstown ensures that all who live, work, and play in the City of Hagerstown will be healthy and safe.                                   |
|                                                                                                            | PUBLIC FACILITIES & INFRASTRUCTURE               | The City of Hagerstown will maintain quality services and infrastructure that support residents and businesses in a cost-effective manner.             |
|                                                                                                            | ECONOMIC DEVELOPMENT                             | The City of Hagerstown will continue to grow a diverse, business-friendly economy that supports the community's needs.                                 |
|                                                                                                            | CITIZEN-BASED GOVERNMENT                         | The City of Hagerstown is an ethical and financial responsible government.                                                                             |
| X                                                                                                          | FISCAL ACCOUNTABILITY                            | The City of Hagerstown will strive for continuous improvement of fiscal responsible decision making.                                                   |
|                                                                                                            | PARKS & RECREATION FOR ACTIVE/HEALTHY LIVING     | The City of Hagerstown supports a culturally vibrant community.                                                                                        |
|                                                                                                            | INNOVATIVE/PROGRESSIVE GOVERNMENT                | The City of Hagerstown is committed to employee development, excellence in services, and adapting to meet the needs of the community and organization. |
|                                                                                                            | COMMUNITY PROMOTION/PRIDE                        | The City of Hagerstown will improve our community image.                                                                                               |
|                                                                                                            | ECONOMIC DEVELOPMENT THROUGH SPORTS AND TOURISM  | The City of Hagerstown will be creative and diversify opportunities for economic development through non-traditional means.                            |
|                                                                                                            | MISC. PROJECTS, GOALS AND LEGISLATIVE PRIORITIES | The City of Hagerstown takes a creative approach at finding solutions.                                                                                 |

#### REVIEWED AND APPROVED AS FOLLOWS:

##### (1) Department Director and Division Manager

COMMENTS This is a Washington County Government bid for themselves, the Board of Education and the City of Hagerstown. The bid is based on current pricing and will fluctuate with the market over the course of the contract.

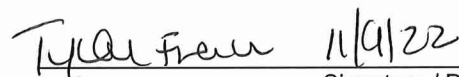
  
Signature / Date 11/9/2022

Signature / Date

##### (2) Purchasing Agent

##### COMMENTS

Recommend Approval - need updated w9

  
Signature / Date 11/9/22

Signature / Date

##### (3) Chief Financial Officer

##### COMMENTS

Approve - gasoline is necessary + funding will be available as necessary to cover bulk purchases throughout the year

  
Signature / Date 11/9/22

Signature / Date

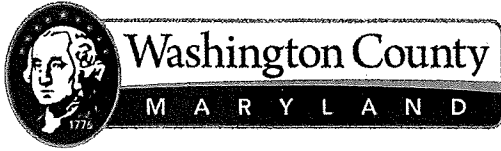
##### (4) City Administrator

##### COMMENTS

Recommend Approval

  
Signature / Date 11/9/22

Signature / Date



## Agenda Report Form

### Open Session Item

**SUBJECT:** Contract Award (PUR-1578) for Gasoline and Diesel Fuel Deliveries

**PRESENTATION DATE:** November 15, 2022

**PRESENTATION BY:** Brandi Naugle, CPPB, Buyer, Purchasing Department; Zane Rowe, Deputy Director, Washington County Highway Department.

**RECOMMENDED MOTION:** Move to award the bids for gasoline and diesel fuel transport deliveries under Option No. 1, four (4) separate contracts to the responsive, responsible bidders who submitted the lowest bids.

1. Contract for **gasoline tank-wagon deliveries** to **A. C. & T. Company, Inc of Hagerstown, MD** at the unit bidder factor prices as stated in its bid dated October 25, 2022.
2. Contract for **gasoline transport deliveries** to **Petroleum Traders Corporation of Fort Wayne, IN.** at the unit bidder factor prices as stated in its bid dated October 24, 2022.
3. Contract for **diesel tank-wagon deliveries** to **A. C. & T. Company, Inc of Hagerstown, MD** at the unit bidder factor prices stated in its bid dated October 25, 2022.
4. Contract for **diesel transport deliveries** to **A. C. & T. Company, Inc of Hagerstown, MD** at the unit bidder factor prices stated in its bid dated October 25, 2022.

**REPORT-IN-BRIEF:** The following tabulations listed below were made from the bids received on October 26, 2022 based on estimated quantities for the contract period that is tentatively to begin on December 1, 2022 and end November 30, 2023. The contracts are for a one (1) year term with no option to renew. These are requirements contracts and the County guarantees neither a maximum nor a minimum quantity.

The Invitation to Bid was advertised on the State of Maryland's eMMA "*eMaryland Marketplace Advantage*" web site, on the County's web site, and in the local newspaper. Twenty (20) persons/companies registered/downloaded the bid document on-line and five (5) bids were received, one (1) bid was deemed nonresponsive due to not meeting the requirements of the specifications. The bids were evaluated based on the Oil Price Information Service (OPIS) pricing index publication and the bidder's bid factor; bids were submitted as follows:

**GASOLINE: OPTION NO. 1** *(multiple contract award)*

| <b><u>Vendor</u></b>                                    | <b><u>Transport Loads<br/>Total Bid</u></b> | <b><u>Tank-wagon Loads<br/>Total Bid</u></b> |
|---------------------------------------------------------|---------------------------------------------|----------------------------------------------|
| <b>A, C &amp; T Co., Inc.<br/>Hagerstown, MD</b>        | \$973,679.80                                | <b>\$ 229,106.92</b>                         |
|                                                         |                                             |                                              |
| Mansfield Oil Company<br>Gainesville, GA                | \$967,727.10                                | NO BID                                       |
|                                                         |                                             |                                              |
| <b>Petroleum Traders Corporation<br/>Fort Wayne, IN</b> | <b>\$959,432.30</b>                         | NO BID                                       |
|                                                         |                                             |                                              |
| Pinnacle Petroleum, Inc.<br>Huntington Beach, CA        | NO BID                                      | NO BID                                       |
|                                                         |                                             |                                              |
| Saratoga Rack Marketing, LLC<br>Knoxville, TN           | \$960,369.20                                | NO BID                                       |

**DIESEL: OPTION 1** *(multiple contract award)*

| <b><u>Vendor</u></b>                             | <b><u>Transport Loads<br/>Total Bid</u></b> | <b><u>Tank-wagon Loads<br/>Total Bid</u></b> |
|--------------------------------------------------|---------------------------------------------|----------------------------------------------|
| <b>A, C &amp; T Co., Inc.<br/>Hagerstown, MD</b> | <b>\$2,566,758.10</b>                       | <b>\$242,063.11</b>                          |
|                                                  |                                             |                                              |
| Mansfield Oil Company<br>Gainesville, GA         | \$2,604,218.00                              | NO BID                                       |
|                                                  |                                             |                                              |
| Petroleum Traders Corporation<br>Fort Wayne, IN  | \$ 2,583,295.10                             | NO BID                                       |
|                                                  |                                             |                                              |
| Pinnacle Petroleum, Inc.<br>Huntington Beach, CA | \$2,569,777.90                              | NO BID                                       |
|                                                  |                                             |                                              |
| Saratoga Rack Marketing, LLC<br>Knoxville, TN    | \$2,552,665.70                              | NO BID                                       |

**GASOLINE & DIESEL: OPTION II** *(single contract award)*

| <b><u>Vendor</u></b>                            | <b><u>Transport/Tankwagon<br/>LoadsTotal Bid</u></b> |
|-------------------------------------------------|------------------------------------------------------|
| A, C & T Co., Inc.<br>Hagerstown, MD            | \$4,007,917.17                                       |
|                                                 |                                                      |
| East River Energy, Inc.<br>Guilford, CT         | NO BID                                               |
|                                                 |                                                      |
| Mansfield Oil Company<br>Gainesville, GA        | NO BID                                               |
|                                                 |                                                      |
| Petroleum Traders Corporation<br>Fort Wayne, IN | NO BID                                               |
|                                                 |                                                      |
| SteedPetro<br>Ft. Washington, MD                | NO BID                                               |

**DISCUSSION:** The contract requirements for the City of Hagerstown, Washington County Public Schools and Hagerstown Community College are also included in the above recommendations. Those entities will also make their own formal contract awards.

**FISCAL IMPACT:** Funds are available in various departmental operating budgets for fuels.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** The complete Bid Tabulation may be viewed on-line at:  
<https://www.washco-md.net/wp-content/uploads/purch-pur-1578-bidtab.pdf>

**AUDIO/VISUAL NEEDS:** N/A