

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 Unbudgeted Amount: \$0

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

Quantity	Description	Value
1	Bulk Diesel Fuel and Gasoline Purchase: Tank-Wagon Deliveries	\$ 471,170.03
	*Total bid price per Washington County bid for diesel fuel and gasoline tank wagon deliveries.	
	Original amount of City PO will be approved FY23 budget totals.	
TOTAL VALUE OF PROJECT		\$471,170.03

ABOVE TO BE USED FOR: Smaller quantity deliveries of 500 gallons or less to the utility pump stations and golf course.

RECOMMENDED VENDOR: Business Name: A C & T Co., Inc.

Business Address: 11535 Hopewell Road

City/State/Zip: Hagerstown, MD 21740

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

[illegible]

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.

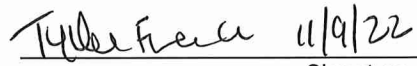
 11/9/22
Signature / Date

Signature / Date

(2) Purchasing Agent

COMMENTS

Recommend Approval

 11/9/22
Signature / Date

(3) Chief Financial Officer

COMMENTS

Approve - these deliveries are essential? funding will be available as needed to cover these costs throughout the year.

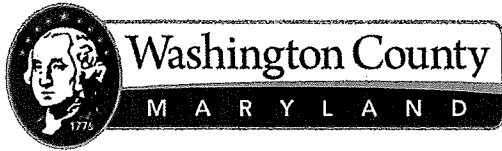
 11/9/22
Signature / Date

(4) City Administrator

COMMENTS

Recommend Approval

 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)*

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

DIESEL: OPTION 1 *(multiple contract award)*

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

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

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