



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-17

For the meeting of: July 11, 2017

Date: June 19, 2017
To: Board of Supervisors
From: Amy S. Nilsen, County Administrative Officer *AN*
Subject: Bulk Fuel and Petroleum Products Request for Proposal Evaluation and Recommendation for Award

RECOMMENDATION(S):

That the Board of Supervisors authorize the Director of Public Works and/or his designee to execute a professional services agreement contract with Renner Petroleum for the purchase and delivery of bulk fuel and petroleum products, substantially in the form of the sample agreement, Exhibit C attached to the Request for Proposal, upon approval as to form by County Counsel and Human Resources Risk Management for an initial contract period of five years.

SOURCE OF FUNDING:

Internal Service Fund - Motor Pool Reserve (3500)

DISCUSSION:

On January 5, 2017, a Request for Proposal (RFP) DPW2017-200 for Bulk Fuel and Petroleum Products was released with a closing date of February 6, 2017. The County Administrative Office – Purchasing Team received two (2) proposals for bulk fuel and petroleum products, from Redwood Coast Fuels and Renner Petroleum. The submissions were evaluated by a five person county employee committee. Submittals were found to be unresponsive. The RFP, DPW2017-200, was cancelled on March 22, 2017.

E. Sundberg

Prepared by Bev Pixley, Purchasing Coordinator

CAO Approval

REVIEW:

Auditor MAM County Counsel Sm Human Resources KKB Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell Seconded by Supervisor Wilson

- Ayes Fennell, Wilson, Bass, Bohn
- Nays _____
- Abstain _____
- Absent Sundberg

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: July 11, 2017

By: Kathy Hayes
Kathy Hayes, Clerk of the Board

On April 28, 2017, a new RFP DPW2017-201 for Bulk Fuel and Petroleum Products was released with a closing date of May 12, 2017. The County Administrative Office – Purchasing Team received two (2) proposals for bulk fuel and petroleum products, from Redwood Coast Fuels and Renner Petroleum.

The purpose of this RFP was to solicit proposals for bulk fuel and petroleum products delivered to multiple county locations. This RFP did not include cardlock/fuel cards. The County has twelve (12) locations that house bulk fuel and petroleum products to accommodate Public Works’ service needs. Based on the annual cost of these required products it was in the interest of the county to seek competitive pricing. The county had not explored competitive options for fuel and petroleum products in over a decade.

Proposal acceptance will initiate the development of the final scope of services such as requirements, standards and protocols, thereafter executing a final Professional Services Agreement with the selected Contractor. Subsequent service additions or deletions may be executed during the five (5) year agreement term.

An RFP evaluation committee consisting of five (5) employees from various county departments assembled to evaluate the proposals submitted. The committee evaluation results are the basis for this recommendation.

Proposals were evaluated against the evaluation criteria set forth in the RFP. Evaluation criterion was broken down into five (5) categories assigning a maximum point value to each category: Qualifications (30); Service Capabilities (30); Commencement of Service (10); Overall Cost (15) and Overall Impression of Ability (15). The total points are one hundred (100) times five evaluators equaling five hundred (500) possible points. Proposal evaluation results were comparable and are summarized below.

Redwood Coast Fuels received an overall point value of three hundred eighty (380). Renner Petroleum received an overall point value of four hundred thirteen (413). Although both the proposals were comparable in most categories, the committee felt the difference in documented Service Capabilities was significant. The lack of response to key points of delivery location and schedule detail; spill prevention and disaster recovery information; and use of reporting tools resulted in a lower overall point value for Redwood Coast Fuels.

The evaluation committee recommends that your Board award the county’s bulk fuel and petroleum products contract to Renner Petroleum.

FINANCIAL IMPACT:

The pricing for these commodities fluctuates with the market and is consistent with current pricing. Fuel costs have been budgeted and it is not anticipated that Motor Pool Reserve will see an increase in its costs.

This recommendation supports the Board’s Strategic Framework of supporting business and workforce development and managing the county’s resources to ensure sustainability of available services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to not accept the recommendation of the RFP evaluation committee.

ATTACHMENTS

RFP #DPW2017-201 Request for Proposal
RFP Proposal Response Redwood Coast Fuels
RFP Proposal Response Renner Petroleum