SUBJECT: **LP GAS FOR VARIOUS AGENCIES**

BID #: SC-0549-17 OPEN DATE: 08/16/2017

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PROCUREMENT

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 5 NUMBER RECEIVED: 1 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the lowest responsive, responsible bidder AmeriGas propane LP dba Sawyer Gas, for the purchase of propane gas. Period of service is date of award through September 30, 2018. Total annual expenditure requested for this period not-to-exceed $75,000.00 with a total estimated expenditure not to exceed $75,000.00.

Funding for this award will be released by Master Blanket and encumbered by various agencies.

Attachments: Recommendation Memo; Terms and Conditions; Specifications; Tabulation Sheet;

Analyst: _____ for STEVEN BURAKOWSKI

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Gregory Pease, Chief, Procurement Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

TO: Gregory Pease, Chief, Procurement Division

FROM: Daniel Pearson, Assistant Manager of Purchasing Services

DATE: August 17, 2017

SUBJECT: SC-0549-17, Citywide LP Gas

The Procurement Division received one (1) bid on the above referenced solicitation. In review of the bid response, the bidder is the incumbent on the existing contract and the submitted bid price is consistent with the pricing of the existing contract. Therefore, request approval of award to the lowest responsive, responsible bidder, AmeriGas propane LP dba Sawyer Gas in the amount of $2.18 per gallon plus current Alma, GA price. To be encumbered by Purchase Order by various agencies with an estimated annual expenditure not to exceed $75,000.00. The period of service will be from date of award through September 30, 2018, with three (3) one (1) year renewal options.

Thank you for your assistance and consideration in this matter.

BID TABULATION SHEET

TITLE: LP GAS

BID NO.: SC-0549-17

OPEN DATE: AUGUST 16, 2013 @ 2:00 P.M.

BUYER: STEVEN BURAKOWSKI

No. Invited: (5) No. Received (1) No Bids: (0)

Recorded By: GAIL SAMPSON

ITEM	DESCRIPTION/EST. QTY & UNIT	ANNUAL ESTIMATED GALLONS	AMERIGAS PROPANE LP dba SAWYER GAS							
			$ OVER BPN	$ PER GALLON	$ OVER BPN	$ PER GALLON	$ OVER BPN	$ PER GALLON	$ OVER BPN	$ PER GALLON
1	LP GAS DELIVERED TO VARIOUS LOCATIONS PER BID SPECIFICATIONS	25,000	$2.18	$54,500.00	$	$	$	$	$	$
		CONFLICT OF INTEREST:	YES							
		TERMS:	NOT STATED							
		DELIVERY:	NOT STATED							
		ADDENDUM'S(0)	N/A							

Burakowski, Steven

From: Burchell, Chris <Chris.Burchell@amerigas.com>
Sent: Thursday, August 17, 2017 8:53 AM
To: Burakowski, Steven
Subject: Re: SC-0549-17 LP GAS FOR VARIOUS AGENCIES

Good morning Steven,
the bid amount is $2.18 + alma terminal.
That should be around $2.99 per gallon as of today.
Of course our bid includes installing all new replacement tanks where required at no cost to the city.

Best regards,

Chris

Sent from my iPhone

On Aug 17, 2017, at 8:21 AM, Burakowski, Steven <SBurakowski@coj.net> wrote:

WARNING:This message came from an external source. Please exercise caution when opening any attachments or clicking on links.

Chris – In reviewing your bid, I need to clarify. Is your bid for $2.18 per gallon or is $2.18 over BPN per gallon?

Thank you,

Steven Burakowski
Procurement Analyst
City of Jacksonville
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
www.coj.net

Report/Purchase Date:

Wednesday, August 16, 2017

State Purchasing

Florida Department of Management Services

BPN's Newsletter - Hattiesburg Average - Liquefied Petroleum Gas (LP Gas)	0.80222
Wall Street Journal - Average Price for 100% Soybean Oil for Bio Diesel Purchases	2.40125

DTN FastRacks Average Prices

9.0 RVP

Terminal	#	Ultra Low Sulfur No. 2	Ultra Low Sulfur Red No.2	Gasoline E-10 Unleaded 87 Octane 10% Ethanol
Pensacola	1	1.6806	1.6822	1.5784
Panama City	2	1.6494	1.6453	1.6245
Jacksonville	3	1.6861	1.6851	1.5460
Orlando	4	1.7065	1.7131	1.5487
Tampa	5	1.6612	1.6643	1.5066
Miami	6	1.6823	1.6839	1.5283
Bainbridge, GA	7	1.6594	1.6556	1.5587

7.8 RVP **Prices are for deliveries to the following Counties.**

Terminal	#	E-10 Unleaded	
Jacksonville	3		Duval
Tampa	5		Pinellas and Hillsborough
Miami	6		Palm Beach, Broward and Dade

BID PROPOSAL FORM
LP GAS FOR VARIOUS AGENCIES

ITEM #	DESCRIPTION	ANNUAL ESTIMATED GALLONS	$ Over BPN
1	**LP Gas Delivered to Various Locations per Bid Specifications**	25,000	$ 2.18 /Gal

Bid price to reflect the additional cost above the posted price of BP in Alma, GA, as published in the BPN weekly newsletter published by Butane-Propane News, 338 E. Foothill Blvd. Arcadia, CA. 91006, each Monday. The bid price to be adjusted accordingly the following day.

TERMS AND CONDITIONS
LP GAS FOR VARIOUS AGENCIES

1. SCOPE

The Procurement Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for **furnishing and delivering LP Gas to the City of Jacksonville and its independent agencies** as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. **Bidders must bid on all items to be considered for award.** ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is from date of award through September 30, 2018, with three (3) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

5. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.

6. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry wide increase. The City reserves the right to decline any price increase request.

7. PRICES

Bidders must provide a price for each item listed on the Bid Proposal Form to be considered responsive. All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents. In case of errors, unit prices will govern. Proposals in which the prices obviously are unbalanced will be rejected.

8. DELIVERY

All bidders should have facilities adequate to service all normal requests within twenty-four (24) hours. A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices and unit of measure.

9. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City, or its agencies, will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

10. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

11. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

The awarded vendor will be responsible for providing a copy of the previous week's current BPN index for Alma, GA, as published in Butane-Propane News with all invoices submitted for payment.

12. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

13. REPORTING

The City may request, during the term of this bid, reports including but not limited to: usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

14. SUPPLIER ACCESSIBILITY

The City or its representatives must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

SPECIFICATIONS
LP GAS FOR VARIOUS AGENCIES

1. SCOPE

The LP Gas herein specified shall be H.D.-5 and shall conform to ASTM D-1835-67-T, latest revision, Federal Specification BB-G-110. Storage and handling shall meet the standards of NFPA Pamphlet No. 58. In bidding, each vendor certifies that he complies with all of the Florida Liquefied Petroleum Gas Laws, Rules and Regulations currently in effect.

2. INVOICING

The awarded vendor will be responsible for providing a copy of the previous week's current BPN index for Alma, GA, as published in Butane-Propane News with all invoices submitted for payment.