Docusign Envelope ID: AE50A709-05BC-4FDF-B78B-A925B91D6FE5

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: SC-0411-22 Joint Agency Fueling

Requested Action/Authority:

Fleet Management Division is requesting to increase SC-0411-22 Joint Agency Fueling with Gate Petroleum Company, in the amount of $24,000,000.00 to continue services for FY25 and FY26. The new total not to exceed expenditure amount is $56,000,000.00.

Justification/Explanation:

Basic of service contract: Five (5) years from August 1, 2022, through July 11, 2027, with one (1) year extension.

Legal Contract #:	71939-22	Contract Date:	07/26/2024	Change Order/AMD #:	1	
PO/Release #:	71939-22	Bid Date:	07/16/2024	Awarded Supplier:	Gate Petroleum	
Licenses Verified:	N/A	Effective Date:	07/25/2024	Basis of Award:	N/A	
Federally Funded:	N/A	No. of Bids:	18	Responses Received:	2	Attachments:
Solicitation:	ITB - SC-0411-22 - N/A			Procurement Contract #:	POA - 71939-22	
Executed By:	Procurement					

PoP:Base:	N/A	Options:	n/a	Extension(s):	1
JSEB Rec.:	Encouragement	%:	0	Bonds Waived Pursuant To:	N/A

Fund:	51101	Center:	114003	Acct:	552110	Proj:	00000000	Activity:	0000000000	$	24,000,000.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 56,000,000.00	Contingent Amount:	$ 0	DMP/ODPO Amount:	$ 0

Using Agency/BU:	AFFM:FLEET_MANAGEMENT			
Concurrence:	DocuSigned by: Preacher, Erik 9B60722B731B427...	Title:	FLEET MANAGEMENT ADMINISTRATOR	7/18/2024
Concurrence:	DocuSigned by: Crisencio "Cris" Tongol BDCC6BD1A63A4F7...	Title:	CHIEF OF FLEET MANAGEMENT	7/18/2024
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	DocuSigned by: Corey Sidlo AFDEE5B7BEF14DE...	Chief of Procurement:	DocuSigned by: B19F1D517352456...
Name:	Corey Sidlo	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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SUBJECT: JOINT AGENCY FUELING

BID #: SC-0411-22 **OPEN DATE:** 7/13/2022

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – FIVE (5) YEARS FROM AUGUST 1,2022 THROUGH JULY 31, 2027 WITH ONE (1) ONE (1) YEAR RENEWAL OPTION.

AGENCY: FLEET MANAGEMENT

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 18 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Circle K bid for not sending the correct bid proposal form and signed addenda.

Recommend approval to award Groups 1 and 2 to Gate Petroleum for fuel and fuel card supplies from the period of August 1, 2022, through July 31, 2027, with a one (1) year renewal option. The City of Jacksonville's expenditure not to exceed $23,800,000.00. $8,200,000.00 will be shared between JEA, JPA, Jacksonville Public Schools, and Jacksonville Airport Authority. Total not to exceed expenditure amount is $32,000,000.00.

Groups 3 through 7 will be rebid later if necessary.

Funding Source: 51101.114005.552010.0000000.00000000.00000.0000000 – Process via Purchase Orders.

Attachments: Recommendation Memo, Bid Tabulation, Terms and Conditions, and Bid Rejection Letter

Analyst: JACLYN STAMOS

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Crisencio Tongol, Chief, Fleet Management

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 7/21/2022

Teresa R. Eichner

OTHER:

ACTION OF AWARDING AUTHORITY DATE 7/26/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

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FINANCE AND ADMINSTRATION DEPARTMENT

FLEET MANAGEMENT DIVISION

Jacksonville

Where Florida Begins.

Date: July 14, 2022

To: Gregory Pease, Chief of Procurement Division

Thru: Cris Tongol, Fleet Management Administrator

From: Erik Preacher, Fleet Management Administrator

Re: Recommendation of Approval of Award SC-0411-22 Joint Agency Fuel Bid

Fleet Management Division is recommending to reject Circle K for not sending in the correct bid form and not sending in the addendum.
Fleet Management Division is recommending approval of award to Gate Petroleum for the purchase of Joint Agency Fuel for Group 1 & 2. Fleet Management will rebid Group 3-7 later if necessary. Period of service is August 1, 2022 through July 31, 2027, with one (1) one (1) year renewal option. Estimated amount of expenditure not to exceed is $32,000,000.00. City of Jacksonville share of the expenditure is $23,800,000.00, funding source: 51101.114005.552010. 000000.00000000.00000.

2581 Commonwealth Ave. Jacksonville, FL 32254 Phone: 904.255-7499 Fax: 904.381.4607 www.coj.net

TITLE: JOINT AGENCY FUELING PURCHASE

BID NO.: SC-0411-22

OPEN DATE: JULY 13, 2022 @ 2:00 P.M.

BUYER: JACLYN STAMOS, PURCHASING ANALYST

No. Invited: (18) No. Received (2) No Bids: (0)

Recorded By: Melissa Pierce ANNOUNCER: Ben Kemp

				GATE FUEL SERVICES		Circle K (REJECTED)	
ITEM	DESCRIPTION	EST. ANNUAL QTY/GALLONS	DIFFERENTIAL (RACK + OR-)	RACK PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED TOTAL
GROUP 1: BULK FUEL DELIVERY							
1	Regular Unleaded (CBOB Ethanol 10%)	3,238,486	-0.0177	3.25060	10,469,701.39		
2	Red Dyed Ultra Low Sulphur Diesel Fuel	1,382,293	-0.00986	3.88590	5,357,822.96		
3	Diesel Exhaust Fluid	100	1.82		182.00		
	TOTAL BULK FUEL DELIVERY				15,827,706.35	$	-
GROUP 2: Retail Fuel Fleet Credit Card							
4	Regular Unleaded (CBOB Ethanol 10%)	1,819,780	0.399	3.25060	6,641,469.09		
5	Mid-Grade Unleaded	30,000	0.399	3.47420	116,196.00		
6	Premium Unleaded	21,000	0.399	3.92390	90,780.90		
7	E85 Unleaded	42,000	0.399	2.95060	140,683.20		
8	Undyed Ultra Low Sulphur Diesel	1,664,994	0.409	3.86510	7,116,350.86		
9	Additional Discount for Company Owned Stores		-0.32		-1,144,887.68		
	TOTAL					$	-
GROUP 3: WET HOSE FUELING							
9	Wet Hose Fueling****	236,934					
	TOTAL					$	-
GROUP 4: FIXED GENERATOR RE FUELING SERVICES							
10	Fixed Generator Re-Fueling Services	5,000					
	TOTAL					$	-

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BID TABULATION SHEET

GROUP 5: TERMINAL FUELING							
11	Terminal Fueling - Diesel	115,000					
12	Terminal Fueling - Unleaded	115,000					
		TOTAL				$	-
GROUP 6: OPTIONAL FUELS							
13	Compressed Natural Gas (CNG) Retail	31,000					
14	Propane Retail	100					
15	Propane Bulk Delivery	2,500					
16	Kerosene*****	100					
		TOTAL				$	-
GROUP 7: NON FUEL ITEMS							
17	Tank Monitoring Telemetry Hardware	27					
18	Temporary Fixed Tank	5					
		TOTAL				$	-
CONFLICT OF INTEREST				Y		Y	
INSURANCE AGENT ACKNOWELEDEMENT FORM				N		N	
ADDENDUMS (1)				Y		N	

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BID # SC-0411-22

TERMS AND CONDITIONS
JOINT AGENCY FUELING

SCOPE

The Fleet Management 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 item(s) / service(s) and to obtain pricing commitments for Joint Agency Fueling as listed in the bid documents.

AWARD

Award will be BY GROUP to the lowest responsive, responsible bidder(s). Bidders must bid on ALL items in the group to be considered. ALL awards are subject to the availability of funds.

TERM OF AGREEMENT

The term of this agreement is for five (5) years from the date of award with a single one (1) year renewal option. 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.

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.

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).

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.

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.

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PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: 14 July 2022

Via Email: mmeints@circlek.com

Bidder's Name: Circle K

Address: 1100 Situs CT, STE 100
Raleigh, NC 27606

Contact Name: Misty Meints1

Bid No: SC-0411-22

Title: Joint Agency Fueling

Date Opened: July 13, 2022

REASON FOR RECOMMENDED BID REJECTION: Bidder did not submit addendums or correct bid form from addendum one (1).

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, July 21, 2022 at 1:00 p.m.

Purchasing Analyst's Signature: _____
Jaclyn L. Stamos, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

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Stamos, Jaclyn

From: Stamos, Jaclyn
Sent: Thursday, July 14, 2022 3:27 PM
To: mmeints@circlek.com
Subject: SC-0411-22 Joint Agency Fuel Bid Rejection
Attachments: Bid Rejection.pdf

Good afternoon,

I am sorry to send this email, your bid has been rejected. Please see the attached memo. This email is an official notice in writing. I hope you have a great day and hope to see your bid in future solicitations with the City of Jacksonville.

v/r
Jaclyn L Stamos
Purchasing Analyst
Procurement Division
City of Jacksonville
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
(P) 904-255-8844
Email: jstamos@coj.net