

# Mayor and Council Communication

**M&C FILE NUMBER: M&C 25-0370**

**LOG NAME:** 21AMEND ILA CSCO 57612 FLEET FUEL CARDS AND RELATED SERVICES

**SUBJECT**

(ALL) Authorize Execution of an Amendment to Agreement with Mansfield Oil Company of Gainesville, Inc., for Fleet Fuel Cards and Related Services to Increase the Annual Amount by \$3,500,000.00 for a New Annual Amount Up to \$10,500,000.00 for the Property Management Department

**RECOMMENDATION:**

It is recommended that City Council authorize an amendment to City Secretary Contract No. 57612 with Mansfield Oil Company of Gainesville, Inc., for fleet fuel cards and related services to increase the annual amount by \$3,500,000.00 for a new annual amount up to \$10,500,000.00 for the Property Management Department.

**DISCUSSION:**

On June 1<sup>st</sup>, 2022, the City entered into an agreement for an annual amount of \$7,000,000.00 through an Interlocal Agreement with Mansfield Oil Company for Fleet Fuel Cards and Related Services using City of Plano, Texas, Request for Proposal (RFP) #2022-0247-AC (CSC No. 57612). City departments utilize fuel cards to refuel City vehicles and equipment when service centers are not available in their area or when vehicles travel out of town. Mansfield provides fleet fuel cards with pricing of 0.75 percent (3/4 of 1 percent) discount off of retail pricing for all types of fuel (Unleaded, Unleaded – Mid Grade, Unleaded – Premium, E85 and Diesel – Regular).

In order to meet anticipated demand for these services as a result of the EMS transition from MedStar to the City of Fort Worth, staff requests that the City Council authorize an increase to the Agreement's spending authority by an additional \$3,500,000.00. The new total annual amount of the agreement will be up to \$10,500,000.00.

**FUNDING:** Upon transition of the EMS to the City of Fort Worth, funding will be available in the Fuel, Oil and Lubricants account within the Emergency Medical Services Fund for the Fire Department.

**AGREEMENT TERM:** The current agreement term is from June 1, 2024 and expires on May 31, 2025 with three additional one-year renewal options.

**ADMINISTRATIVE CHANGE ORDER:** An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

COOPERATIVE PURCHASE: State law provides that a local government purchasing an item under an Interlocal Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for the purchase of the item. RFP #2022-0247-AC was published by City of Plano, TX on March 18, 2022 and March 25, 2022 as well as being posted on [www.dallasnews.com](http://www.dallasnews.com) and [www.inowave.com](http://www.inowave.com). Submissions were opened on April 4, 2022. The City of Plano received one proposal in response to the RFP from Mansfield Oil Company of Gainesville, Inc. Staff reviewed the pricing and determined it to be fair and reasonable.

**BUSINESS EQUITY:** A business equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

The Cooperative Agreement serves ALL COUNCIL DISTRICTS.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the recommendation and adoption of the Fiscal Year 2025 Budget for Emergency Medical Services by the City Council, funds will be available in the current operating budget, as appropriated, in the Emergency Medical Services Fund. Prior to an expenditure being incurred, the Fire & Property Management Departments have the responsibility to validate the availability of funds.

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