

**MEMORANDUM**

Purchasing #22-007  
December 21, 2021

---

To: Gregory P. Harrison, City Manager

Through: Carla R. Byrd, General Services Director

From: Jeff English, Purchasing Agent

Subject: Award RFP E-03-22 Unleaded Gasoline and Diesel Fuel for Southeast Florida Governmental Purchasing Cooperative Group

---

Contract Need/Background

The City of Pompano Beach issued Request for Proposals (RFP) E-03-22 to establish an annual contract for the as-needed purchase of unleaded gasoline and diesel fuel. The City issued this RFP as the lead agency, on behalf of the thirty-nine (39) participating agencies in the Southeast Florida Governmental Purchasing Cooperative. The estimated quantities stated in the solicitation include anticipated requirements from all of the participating agencies, including the City of Pompano Beach.

Notice List

The mailing list for this project was created by using firms suggested by the requesting department, firms that have responded to prior solicitations, firms that have registered in the eBid system, and firms from appropriate listings in other sources.

Number of proposals received .....6

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted on the City's webpage for download by interested firms.

Selection/Evaluation Committee

Six responses were received to the solicitation. The Selection/Evaluation Committee met on December 13, 2021 (in a public meeting) to review and evaluate the responses. All responsive proposals were scored, and the Committee decided that oral presentations would not be required. Copies of the minutes and voting matrix from each meeting and scoring sheets, and the RFP document, are attached.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate and enter into a contract with the highest-ranked firm Port Consolidated Inc., with additional authorization to negotiate with the succeeding ranked firm should an impasse occur in the negotiations with the recommended firm.

cc: File  
Southeast Florida Governmental Purchasing Cooperative