

## MEMORANDUM

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Purchasing #17-061  
February 6, 2017

To: Dennis W. Beach, City Manager

Through: Otis J. Thomas, General Services Director

From: Jeff English, Purchasing Agent

Subject: Award RFP E-13-17 Unleaded Gasoline and Diesel Fuel for Southeast Florida Governmental Purchasing Cooperative Group

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### Contract Need/Background

The City of Pompano Beach issued RFP E-13-17 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 our City and thirty-eight other governmental 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 notice list for this project was created by using companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have requested their names be placed on the notice list, and companies 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 in the City's eBid system for download by interested firms.

### Selection/Evaluation Committee

Six responses were received to the solicitation. The Selection/Evaluation Committee met on January 30 (in a public meeting) to review and evaluate the responses. The Committee determined that the top three firms would be asked to make presentations to the Committee. Presentations were made to the Committee at the public meeting held on February 6. After the presentations the Committee ranked the short-listed firms. 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.

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cc:     File  
          Southeast Florida Governmental Purchasing Cooperative