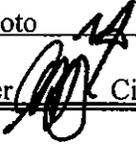


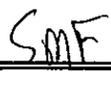


ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: Dean Yamamoto

Agenda Item No. I-3

Reviewed By: City Manager 

City Attorney 

Finance 

Other (Specify) N/A

DATE: May 23, 2011

TO: City Council

FROM: Michael Henderson, General Services Superintendent
City Manager's Office 

SUBJECT: Blanket Purchase Order for Silvas Oil Company

RECOMMENDATION

That City Council approve and authorize the Mayor to execute a blanket purchase order for Silvas Oil Company ("Silvas") for a not-to-exceed amount of \$2,500,000 annually, for the purchase of unleaded and diesel fuel and the provision of off-site car wash service for City vehicles and equipment, beginning July 1, 2011.

DISCUSSION

The Fleet Services Division of General Services is responsible for providing maintenance, repair, and fuel for the City's 900+ fleet of vehicles and equipment. As the five-year agreement with the current fuel vendor expires in June 2011, Fleet Services staff initiated a Request for Bids and received two proposals for the cardlock fuel system (fueling from vendor's sites) and for off-site car wash service.

Both companies' proposals addressed the City's cardlock bid requirements with regards to fueling locations; electronic account access, billing, and notification; fuel/access card maintenance, restriction, and security; and emergency operations support. Both companies' references also rated them highly for service, and both have been in business for over 30 years. However, Silvas offers the flexibility of using their fuel/access cards at company-owned fueling sites and at participating Commercial Fueling Network locations nationwide while the other vendor provides a discount program but only if using their brand of fuel. Moreover, Silvas offers custom transaction data capture at the pump (fuel/access card name, number, and City department; fueling date, time, and site; fuel type and quantity; vehicle number; and odometer reading), a service currently not offered by the other vendor but integral to the City's fleet operations and maintenance. Silvas' fuel/access cards also have the flexibility to be used for off-site car wash service, which provides City drivers the ease of using only one card instead of two.

Blanket Purchase Order for Silvas Oil Company
May 23, 2011
Page 2

FINANCIAL IMPACT

The Fleet Services Division is an internal service fund, and City departments are charged for fuel and car wash service they use. FY 2011-12 expenditures are projected to be \$2.1 million which have been included in the recommended budget.

mmoar

Attachment #1 - Blanket Purchase Order for Silvas Oil Company



BLANKET ORDER

CITY OF OXNARD
 300 WEST 3RD STREET
 OXNARD, CA 93030

**PURCHASE
 ORDER NO.
 003820**

DATE: 6/7/2011

VENDOR #: 4505
VENDOR ADDRESS: SILVAS OIL COMPANY INC
 P.O. BOX 1048
 FRESNO, CA 93714

SHIP TO: FLEET SERVICES
 1060 PACIFIC AVE, BLDG 1
 OXNARD, CA 93030

*Our P.O. # **MUST** Appear on ALL Invoices, Packages and Correspondence*

DELIVER BY		REQUISITION #	REQUISITION DATE	CONFIRMED BY	
06/30/2012				USE THIS VENDOR FOR PAYME	
FOB		ACCOUNT NUMBER		AUTHORIZED BY	
				HEATHER MOONEY	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT GGST	EXTENDED COST

GASOLINE & DIESEL FUEL & CAR WASH SERVICE

Effective date: 07/01/2011
 Expiration date: 06/30/2012
 Not to exceed: 2,500,000.00

THIS AGREEMENT AUTHORIZES VENDOR TO FURNISH, IN ACCORDANCE WITH CITY OF OXNARD BID NO. FS11-01: GASOLINE & DIESEL FUEL FOR CITY-OWNED VEHICLES & EQUIPMENT THROUGH A CARDLOCK SYSTEM, & CAR WASH SERVICE USING THE SAME CARDLOCK ACCESS CARD. VENDOR MUST POSSESS A CURRENT CITY OF OXNARD BUSINESS LICENSE THROUGHOUT THE TERM OF THIS AGREEMENT. SERVICE WILL BE PROVIDED 24 HRS/DAY 365 DAYS/YR. IN THE EVENT OF A DECLARED EMERGENCY OR NATURAL DISASTER, PRIORITY WILL BE GIVEN TO ALL CITY VEHICLES. VENDOR WILL PROVIDE THE FOLLOWING AT THE RATE OF \$.14 ABOVE O.P.I.S. (OIL PRICE INFORMATION SERVICE) DAILY RACK PRICE FOR LOS ANGELES, CALIFORNIA, DISTRICT #5, PLUS REQUIRED TAXES, EXCLUDING FEDERAL EXCISE TAX:

1. GASOLINE, UNLEADED, REGULAR, 87 OCTANE MINIMUM
2. GASOLINE, UNLEADED, PREMIUM, 91 OCTANE MINIMUM
3. DIESEL, CARD#2, LOW SULFUR
4. FLEX FUEL (E85)



BLANKET ORDER
 CITY OF OXNARD
 300 WEST 3RD STREET
 OXNARD, CA 93030

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 ORDER NO.
 003820**

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 P.O. BOX 1048
 FRESNO, CA 93714

SHIP TO: FLEET SERVICES
 1060 PACIFIC AVE, BLDG 1
 OXNARD, CA 93030

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DELIVER BY		REQUISITION #	REQUISITION DATE	CONFIRMED BY	
06/30/2012				USE THIS VENDOR FOR PAYME	
FOB		ACCOUNT NUMBER		AUTHORIZED BY	
		-		HEATHER MOONEY	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE		UNIT COST	EXTENDED COST

VENDOR WILL PROVIDE BI-MONTHLY INVOICE ELECTRONICALLY, INCLUDING REQUIRED TRANSACTION INFORMATION & FORMAT, IN ACCORDANCE WITH BID NO. FS11-01. VENDOR WILL PROVIDE L.A. O.P.I.S. PRICE UPON REQUEST. CITY WILL PAY VENDOR UPON RECEIPT OF BI-MONTHLY INVOICE & ACCOUNTS PAYABLE SCHEDULE. THIS AGREEMENT IS EFFECTIVE JULY 1, 2011 - JUNE 30, 2012 AND MAY BE RENEWED ON A YEAR TO YEAR BASIS NOT TO EXCEED 5 YEARS. CITY MAY TERMINATE THIS AGREEMENT AT ANY TIME. SUCH TERMINATION WILL BE EFFECTIVE 30 DAYS FROM DATE OF DELIVERY OR MAILING OF SUCH NOTICE.

TOTAL PURCHASE AMOUNT 50,000

Send Original and One Copy of Invoice to:
PURCHASING
300 W. THIRD ST, #202
OXNARD, CA 93030

AUTHORIZED SIGNATURE _____
 DR. THOMAS E. HOLDEN, MAYOR



BLANKET ORDER
 CITY OF OXNARD
 300 WEST 3RD STREET
 OXNARD, CA 93030

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