



Cover Memorandum/Staff Report

File #: 22-783

Agenda Date: 8/9/2022

Item #: 6.1.2.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: August 9, 2022

APPROVAL OF RESOLUTION NO. 91-22 TO AWARD AN AGREEMENT TO PALMDALE OIL COMPANY, FOR OIL / LUBRICANT SUPPLY & SERVICES - \$150,000.

Recommended Action:

Motion to approve Resolution No. 91-22 to AWARD AN Agreement to Palmdale Oil Company for Oil / Lubricant Supply & Services in the estimated amount \$90,000, and authorize the City Manager to exercise renewal options, in the amounts below, contingent upon appropriation of funds.

Background:

The City Garage requires frequent deliveries of motor oils and other lubricants, as well as DEF (diesel exhaust fluid) for the maintenance and operation of the City’s fleet of vehicles.

Contract Term	Contract Amount
July 12, 2022 - July 11, 2025	\$150,000
July 12, 2025 - July 11, 2026	\$50,000
July 12, 2026 - July 11, 2027	\$50,000

Attachments:

1. RFP
2. Martin County Agreement
3. City of Delray Beach Master Agreement
4. Resolution 91-22
5. Legal Review Checklist

City Attorney Review:

City Attorney recommends approval.

Funding Source/Financial Impact:

501-43-000-549.52-52 External Parts

Timing of Request:

The volume of these lubricants and DEF fluid consumed requires an immediate purchase source to avoid disruption in the supply of these products critical to the operation of the City’s fleet of vehicles.