



Cover Memorandum/Staff Report

File #: 20-281

Agenda Date: 5/19/2020

Item #: 6.R.4.

TO: Mayor and Commissioners
FROM: Missie Barletto, Assistant Public Works Director
THROUGH: George Gretsas, City Manager
DATE: May 19, 2020

APPROVAL OF RESOLUTION NO. 67-20 TO AWARD AN AGREEMENT WITH E.J. WARD, INC. UTILIZING THE SOURCEWELL CONTRACT #022217-EJW FOR THE PURCHASE OF A NEW FUEL MANAGEMENT SYSTEM, NEW TERMINALS AND RELATED SOFTWARE

Recommended Action:

Motion to approve Resolution No. 67-20 to award an agreement with E.J. Ward, Inc. to purchase a new Fuel Management System in the amount of \$45,856, which is budgeted for FY 2020, utilizing the Sourcewell Contract #022217-EJW, and authorize the City Manager to approve renewal options, in the amounts below, contingent upon appropriation of funds.

Background:

The current fuel management system that is in place at the City's three fuel sites is outdated, having reached its end of life cycle and is no longer being supported. The proposal from EJ Ward includes the installation of three new fuel terminals and the related "SaaS" cloud based operating systems, which are recommended and supported by the Delray Beach IT department. Included in the proposal is the cost for the data plans for the operating system for five years.

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval Required and Purchasing Policies, Accessing Contracts from Other Government Agencies.

Attachments:

1. Sourcewell Contract 022217-EJW
2. EJ Ward Quote
3. End of Life Notice
4. Resolution
5. Legal Review Checklist
6. EJ Ward Agreement

Estimated Contract Value		
Contract Term	Effective Date - December 31, 2020	\$45,956
Renewal Term 1	January 1, 2022 - December 31, 2022	\$7,762.95
Renewal Term 2	January 1, 2023 - December 31, 2023	\$7,995.83
Renewal Term 3	January 1, 2024 - December 31, 2024	\$8,235.71
Renewal Term 4	January 1, 2025 - December 31, 2025	\$8,482.78

\$78,433.27

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

501-43-000-349-34-90 Garage/Equipment

Timing of Request:

The present fuel management system being utilized is no longer supported and repair parts will no longer be available. A failure at one of the fuel terminals would present difficult challenges continuing to operate the City's fuel sites.