



## COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 08/15/2023

**SUBJECT: BID NO. F2023167 - ANNUAL CONTRACT FOR FLEET FUEL CARD  
AND MANAGEMENT SERVICES - COUNTYWIDE - JAMES RIVER  
SOLUTIONS, LLC - PER UNIT PRICE**

### **COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court award Bid No. F2023167, Annual Contract for Fleet Fuel Card and Management Services, Countywide, to James River Solutions, LLC at the per unit price.

### **BACKGROUND**

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. One hundred twenty-three (123) vendors were contacted and requested to participate in this bid process. All documents pertaining to this bid were posted on the Tarrant County website and were downloaded by interested bidders. A pre-bid conference held on June 28, 2023 was attended by one (1) vendor as well as representatives from the Sheriff's Office, Transportation Services, and Purchasing. Two (2) bids and one (1) no-bid were received.

The low bid received from James River Solutions, LLC meets all specifications and is acceptable to Transportation Services and Purchasing.

This contract is for the purchase of fuel at retail gas station locations to fill vehicles with fuel. The cards are used by the eight (8) Constable Precincts, Sheriff's Office, Precincts 1, 2 and 3 Maintenance Divisions, and Juvenile Services.

The term of the contract is twelve (12) months, effective, September 15, 2023, with three (3) options for renewal periods of twelve (12) month each.

Therefore, it is the recommendation of Purchasing that Bid No. F2023161, Annual Contract for Fleet Fuel Card and Management Services, be awarded to James River Solutions, LLC at the per unit price.

### **FISCAL IMPACT**

Expenses for last year are approximately \$1,118,000.00. Funding for the remainder of FY 2023 is available in account 576182/10000-2023/6840204000. The departments have included funding in the FY 2024 budget request.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Emily Salter Chris Lax, CPSM, CPSD, CPCP
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