

19. Bid No. F2023167 - Annual Contract for Fleet Fuel Card and Management Services - Countywide - James River Solutions, LLC - Exercise First Option for Renewal - Same Firm Fixed Prices



# COMMISSIONERS COURT COMMUNICATION

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

PAGE 1 OF 5

DATE: 07/16/2024

**SUBJECT: BID NO. F2023167 - ANNUAL CONTRACT FOR FLEET FUEL CARD AND MANAGEMENT SERVICES - COUNTYWIDE - JAMES RIVER SOLUTIONS, LLC - EXERCISE FIRST OPTION FOR RENEWAL - SAME FIRM FIXED PRICES**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve renewal of Bid No. F2023167, Annual Contract for Fleet Fuel Card and Management Services, for the first optional twelve (12) month period at the same firm fixed prices.

**BACKGROUND**

On August 15, 2023, the Commissioners Court, through Court Order #141484, awarded Bid No. F2023167, Annual Contract for Fleet Fuel Card and Management Services, Countywide, to James Rivers Solutions, LLC.

The award was based upon low bid meeting specifications and contained options to renew for three (3) additional twelve (12) month periods.

This contract is used 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, Maintenance Precincts 1, 2 and 3, and Juvenile Services.

The vendor notified Purchasing in writing that their prices will remain firm through September 14, 2025. Transportation notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of Transportation and Purchasing that the Commissioners Court approval renewal of Bid No. F2023167, Annual Contract for Fleet Fuel Card and Management Services, for another twelve (12) month period.

**FISCAL IMPACT**

Expenses for last year were approximately \$546,065.75. Funding is available in account 10000-2024 General Fund/6840204000 Transportation/576182 Fuel.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Emily Salter Chris Lax, CPSM, CPSD, CPCP
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## TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: \_\_\_\_\_ Bid No. F2023167 - Annual Contract for Fleet Fuel Card and Management Services - Countywide - James River Solutions, LLC - Exercise First Option for Renewal - Same Firm Fixed Prices

County Department: \_\_\_\_\_ PURCHASING

Contact Person: \_\_\_\_\_ Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: \_\_\_\_\_ (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

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### I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

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**Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.**

### II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes \_\_\_\_\_ No ✓

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes \_\_\_\_\_ No ✓

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.

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**TARRANT COUNTY PURCHASING DEPARTMENT**

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.  
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP  
Assistant Purchasing Agent

June 6, 2024

James River Solutions  
Bridget Bailey  
10487 Lakeridge Parkway  
Ashland, VA 23005

Re: F2023167 Annual Contract for Fleet Fuel Card and Management Services

Dear Ms. Bailey:

The above referenced bid was for twelve (12) months with three (3) options to renew for an additional twelve (12) months. The original contract was for the period of 9/15/2023, through 09/14/2024. The effective dates for the first renewal option will run from 9/15/2024 through 09/14/2025.

The Tarrant County Purchasing Department hereby extends an invitation to your firm to accept the first option for an additional one (1) year period. Please mark the appropriate response below and provide your signature above your printed name.

☒ Yes, James River Solutions, will accept the offer to renew. **Please include a current 1295 Form with your response and your current insurance certificate.**

☐ No, James River Solutions, will NOT accept the offer to renew.

Are any other governmental entities currently utilizing this contract? ☐ Yes ☒ No

If yes, please return a listing of the participating entities with this letter.

Please email your signed response.

Sincerely,

*Emily Salter*

Emily Salter, Senior Buyer  
Tarrant County  
817-884-1143

A handwritten signature in black ink, appearing to read "Tracy Little", written over a horizontal line.

James River Solutions  
Tracy Little

6/6/24

Date

# Memorandum

**To:** Joylee Russell, Director  
**Dept.:** Transportation  
**From:** Emily Salter, Senior Buyer, Purchasing Department  
**Date:** June 7, 2024  
**Re:** Renewal of F2023167, Annual Contract for Fleet Fuel Card and Management Services

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The above referenced contract will expire on September 30, 2024. This contract included options to renew with the vendor for three (3) additional twelve (12) month term. The first renewal term will commence September 15, 2024, and would expire September 14, 2025.

If you wish to exercise this option to renew and continue this contract with the vendor(s) listed below for twelve (12) more months, please check the appropriate boxes and email this form back to me on or before Friday June 7, 2024.

James River Solutions, LLC

☒ Yes, I wish to continue the current contract with the above-mentioned vendor(s) for the first and final renewal term of the contract. Account information must be provided below.

576182 / 10000 / 6840200000 - 6840600000 / NGR

      (GL acct)       /       (Fund #)       /       (Cost Center)       /       (Grant # or NRG)      

☐ No, I do not wish to continue the current contract with the above-mentioned vendor(s) for the following reason(s).

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                    Joylee  
SIGNATURE: Russell

Digitally signed by Joylee  
Russell  
Date: 2024.06.07  
10:46:04 -05'00'

DATE: 06/07/2024

F2023167 Annual Contract for Fleet Fuel Card and Management Services

Award

Line # Description		QTY	UOM	James River Solutions Ashland, VA HUB - No Co-op - Yes		APEX PETROLEUM CORPORATION Largo, MD HUB - No Co-op - Yes	
				Total Price	Extended	Total Price	Extended
1.1	Annual Contract for Fleet Fuel Card and Management Services						
1.2	Reformulated Unleaded Regular Gasoline Differential	267000	Estimated Quantity of Gallons Purchased	<u>\$0.1325</u>		\$0.1397	
1.3	Reformulated Unleaded Mid-Grade Gasoline Differential	3000	Estimated Quantity of Gallons Purchased	<u>\$0.155</u>		\$0.1397	
1.4	Reformulated Unleaded Premium Differential	600	Estimated Quantity of Gallons Purchased	<u>\$0.165</u>		\$0.1397	
	TxLED Diesel Differential	47000	Estimated Quantity of Gallons Purchased	<u>\$0.175</u>		\$0.1397	
					<u>\$44,166.50</u>		\$44,368.72

Note: A no-bid was received from Capital Filtrations Inc.