

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council

Item ID:

41860

Agenda Number

22.

Meeting Date:

March 26, 2015

Department:

Purchasing

Subject

Authorize award, negotiation, and execution of a contract with MERCURY ASSOCIATES, INC. to provide analysis of the Fleet Services Department fuel support program in an amount not to exceed \$187,737.

Amount and Source of Funding

Funding is available in the Fiscal Year 2014-2015 Operating Budget of the Fleet Services Department.

Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing
Language:

Best evaluated proposal received.

Prior Council
Action:For More
Information:

Jonathan Dalchau, Senior Buyer, 512-974-2938

Boards and
Commission
Action:

Related Items:

MBE / WBE:

This contract will be awarded in compliance with City Code Chapter 2-9C Minority-Owned and Women-Owned Business Enterprise Procurement Program. No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

Additional Backup Information

The contract will provide the Fleet Services Department with consulting services to complete a study of the Fuel Support Program. The Contractor will provide a comprehensive analysis of the current state of the Fuel Support Program and recommendations for improvements to Fleet's fuel infrastructure and technology.

The focus of the study will be to assess the Fuel Support Program by examining current workflows, organization structure, facilities, policies, staffing, equipment, capacity and related variables of the services being provided. The study will include an analysis of the current service deliveries versus the cost of providing the services, comparisons with other governmental and private entities of similar size, an analysis to determine the extent to which current services are being provided within best practices for fuel supply and distribution, compliance with local and state regulations, and recommendations for creating a future-state Fuel Support Program that eliminates key deficiencies identified.

Fleet Services is responsible for fueling activities, fuel inventories, maintaining fueling infrastructure, compliance with regulations, support to end users, and continuity of operations during emergency situations for all City departments. There are over 40 fueling locations dispensing over 5,000,000 gallons of fuel annually. The City's current fueling infrastructure was designed and implemented more than 30 years ago and our needs have changed. A complete program assessment will bring Fleet up-to-date with the latest technology related to fuel infrastructure and fueling.

An evaluation team comprised of personnel from Fleet Services evaluated the proposals and scored this proposal as the best to provide these services based on the evaluation criteria. Evaluation criteria used to evaluate the proposals included technical concept and solution, applicable experience, personnel qualifications, cost, and local business presence.

MBE/WBE solicited: 7/8

MBE/WBE bid: 0/0

APPROVAL JUSTIFICATION

- a. Best evaluated proposal.
- b. The Purchasing Office concurs with the Fleet Department's recommended award.
- c. Advertised in the Austin American Statesman and on the Internet.