

WHATCOM COUNTY
PUBLIC WORKS DEPARTMENT

JON HUTCHINGS
Director



EQUIPMENT SERVICES DIVISION

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Eric L. Schlehuber, Division Manager

MEMORANDUM

TO: The Honorable Jack Louws, County Executive
Honorable Member of the Whatcom County Council

THROUGH: Jon Hutchings, PW Director *JH*

FROM: Eric L. Schlehuber, PW Equipment Services Manager *ES*

RE: RFP #19-09 Card Lock Fuel Services
Contract with Reisner Distributor, Inc.

DATE: March 8, 2019

▪ **Requested Action**

Enclosed for your review and signature are two contract originals between Whatcom County Public Works and Reisner Distributor, Inc.

▪ **Background and Purpose**

This agreement was a result of the RFP #19-09 bidding process in 2019, for the purpose of providing card lock fuel services for fleet vehicles. This contractor was chosen, because it was the sole responsive and responsible bidder. This contract also provides the option of extending the card lock fuel service for up to two annual renewals for a total of three years on this contract, which would expire on March 31, 2022 if all renewal options are utilized. This original agreement (year one on this contract) will cover the period of April 2, 2019 through March 31, 2020.

▪ **Funding Amount and Source**

This contract is in the approximate amount of \$400,000.00 for a one-year term. This contract will be an open-ended amount with a fixed handling charge per gallon during the duration of the contract. The funding source has been allocated in the 2019-2020 ER&R Budget where it is treated as an expenditure item paid for with funds generated by the monthly equipment rental rates.

▪ **New Contract**

This is a new one-year contract requiring County Executive signature and Whatcom County Council approval, with options for additional renewals thereafter, as indicated above.

▪ **Recommended Action**

Please approve this agreement and forward to the County Executive and the County Council for approval.

Please contact Eric L. Schlehuber at extension 6405, if you have any questions or concerns regarding the terms of this agreement.

Encl.

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No. _____

Originating Department:	Public Works – Equipment Services Division
Division/Program: <i>(i.e. Dept. Division and Program)</i>	9090/909050 (Equipment Services/Stores)
Contract or Grant Administrator:	Eric L. Schlehuber, Equipment Services Manager
Contractor's / Agency Name:	Reisner Distributor, Inc.
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ <i>(Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)</i>	
Is this a grant agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Contract Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, RFP and Bid number(s): <u>19-09</u> Cost Center: <u>501100</u>	
Is this agreement excluded from E-Verify? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Contract work is for less than \$100,000. <input checked="" type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>400,000.00</u> This Amendment Amount: \$ <u>0.00</u> Total Amended Amount: \$ <u>400,000.00</u>	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when : 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Summary of Scope: Request authorization for the County Executive to enter into a contract between Whatcom County and Reisner Distributors, Inc., to provide magnetic card lock fuel service for Whatcom County fleet vehicles at Pacific Pride fueling stations in the amount of \$400,000.00.	
Term of Contract: April 2, 2019	Expiration Date: March 31, 2020

Contract Routing:	1. Prepared by: <u>Tammy Iddings</u>	Date: <u>2/26/19</u>
	2. Attorney signoff: <u>Christopher Quinn</u>	Date: <u>03/06/2019</u>
	3. AS Finance reviewed: <u>bbennett</u>	Date: <u>03/07/2019</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): _____	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____