

**AGENDA ITEM REPORT**

**DATE:** June 18, 2024  
**DEPARTMENT:** Fleet Management  
**REQUESTER:** Jesse Lavender  
**TITLE:** Approve Amending Contract for Fuel Site Service and Repair

**I. MOTION REQUESTED**

A) Approve Amendment No. 1 to the contract with Southern Tank and Pump Co., under Solicitation No. B230519CMR, Fuel Site Service and Repair, to add County owned generators to the Exhibit A Scope of Work and Specifications of the Agreement, to retitle the Labor Rates Description in the Exhibit B Fee Schedule to "Repair/Routine Service" to correctly represent the services being provided, and to allow for payment of the repair and maintenance services for other County owned locations not explicitly listed within the Agreement. The amendment will increase the "as-needed" contract amount by an unknown amount annually, with total anticipated expenditures in the amount of \$50,000.00.

B) Authorize the County Manager or designee to execute the amendment on behalf of the Board of County Commissioners.

**II. ITEM SUMMARY**

Approves a contract amendment with Southern Tank and Pump Co., under the solicitation for Fuel Site Service and Repair to:

- Add County-owned generators to Exhibit A Scope of Work and Specifications of the Agreement;
- Retitle the Labor Rates Description in the Exhibit B Fee Schedule to "Repair/Routine Service" to correctly represent the services being provided; and
- Allow for payment of the repair and maintenance services for other County owned locations not explicitly listed within the Agreement.

The amendment will increase the "as-needed" contract amount by an unknown amount annually, with total anticipated expenditures in the amount of \$50,000. Total expenditures during Fiscal Year 2022/2023 was approximately \$150,000.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**A) Board Action and Other History

On December 5, 2023 the Board of County Commissioners awarded B230519CMR, Fuel Site Service and Repair, to Southern Tank and Pump Co. to provide service and repair to the County's fuel sites. The original term of the contract was for 3-years with an option to renew for up to 3 additional years.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Various department funds. Program: Project: Account Strings:	
G)	Fund Type?	Other: Various Department Funds

H)	Comments: Expenditures will be on an as needed basis, as approved in the departments' annual adopted budgets.
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**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">B230519CMR - Fuel Site Service and Repair - Southern Tank - Am 1 - VENDOR OCR.pdf</a>	6/4/2024	Agreement

**REVIEWERS:**

Department	Reviewer	Action	Date
Fleet Management	Tucker, Mary	Approved	6/6/2024 - 7:21 AM
Fleet Management	Lavender, Jesse	Approved	6/6/2024 - 1:01 PM
Budget Services	Henkel, Anne	Approved	6/7/2024 - 2:47 PM
Budget Services	Winton, Peter	Approved	6/10/2024 - 8:59 AM
County Attorney	Swindle, Amanda	Approved	6/10/2024 - 9:47 AM
County Manager	Codie, Robert	Approved	6/10/2024 - 9:56 AM