



CITY COUNCIL MEMORANDUM

From: The Office of the City Manager **Date:** August 14, 2023

Subject: Authorize the purchase of gasoline and diesel fuel from W. Douglass Distributing, Ltd., dba Jack Ray Oil Co., using Tarrant County Annual Contract No. 2023-070 in an amount not to exceed \$850,000.00 annually.

Presenter: Zane Ryan, Fleet Services Manager

Summary:

Staff is requesting authorization for the City Manager to execute a Cooperative Customer Purchasing Agreement with W. Douglass Distributing Ltd., dba Jack Ray Oil Company for gasoline and diesel fuel. Tarrant County awarded Douglass Distributing the secondary fuel contract for Tarrant County and this agreement is based upon that award and the existing interlocal purchasing agreement with Tarrant County. The contract is a (1) one-year agreement with (3) three, one-year renewal options. The initial year of the contract expired on 4/6/2023, and the contract is now in its second year. This purchase will cover the remainder of FY2022/2023 and FY2023/2024 through April 6th, 2024.

General Description:

On March 14, 2023, W. Douglass Distributing Ltd. was awarded the Tarrant County secondary gasoline and diesel fuel contract by the Tarrant County Commissioner's Court. This is a twelve (12) months contract, effective April 7, 2023, and lasting through April 6, 2024, with two (2) remaining options for renewal periods of twelve (12) months each.

Utilizing the existing interlocal purchasing agreement with Tarrant County, the City, if authorized by the City Council, will enter into an agreement with W. Douglass Distributing Ltd. for the purchase of gasoline and diesel fuel. All state competitive bidding requirements have been met by purchasing services through an Interlocal Agreement.

The City Council is being requested to authorize the agreement that follows the Tarrant County agreement through April 6th, 2024 of FY 2023/2024. As long as funds are appropriated in the city's annual budget each year for these expenses for the renewal of the two remaining one-year renewals, and provided the terms and conditions of the contract do not change, the remaining renewals will not require additional City Council approval.



Recommendation:

Authorize the purchase of gasoline and diesel fuel from W. Douglass Distributing Ltd., dba Jack Ray Oil Co., using Tarrant County Annual Contract No. 2023-070 in an amount not to exceed \$850,000.00 annually.