



Legislation Text

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DATE: May 2, 2019

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Tallent, Assistant City Administrator / CFO
Lisa Clayton, Parks Director
Brian Wilcox, Purchasing Manager

SUBJECT:

*Consideration Of Procurement Award To Heritage Propane Of Franklin, Tennessee In The Estimated Annual Amount Of \$2,720 For Propane Fuel For Propane-Powered Equipment For The Parks Department (Purchasing Office Procurement Solicitation No. 2019-008; \$39,300 Budgeted For Fleet Fuel In 110-83310-44700 For Fiscal Year 2019; Contract No. 2019-0101)

Purpose

The purpose of this procurement is to purchase propane fuel for propane-powered equipment for the Parks Department for a term of award.

Background

The City published on February 28, 2019 a Notice to Bidders in the *Williamson Herald* for propane fuel for propane-powered equipment. In addition, bid documents were sent on or about the same date directly to seven (7) potential bidders known or thought to be interested in this solicitation. Bids from one (1) vendors were publicly opened at the bid opening held on March 14, 2019. A tabulation of the bids received for this solicitation is attached.

Financial Impact

The apparent lowest, most responsive and responsible bid, from Heritage Propane of Franklin, Tennessee, is in the estimated annual amount of \$2,720 for an estimated annual quantity of 1,600 gallons of propane fuel for propane-powered equipment for the Parks Department. This bid was identified because it is the lowest bid that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation. The Parks Department budget for fiscal year 2019 allocates \$39,300 out of the General Fund for the purchase of all fleet fuel types needed by the department.

Options

In accordance with the bid documents, the City reserves the right to reject any and all bids.

Recommendation

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City Contract No. 2019-0101, the apparent lowest best bid, from Heritage Propane of Franklin, Tennessee, in the estimated annual amount of \$2,720 for propane fuel for propane-powered equipment for the Parks Department, and award this procurement to this bidder. Purchasing Office staff believe the prepared specifications as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2019-0101 has been prepared for execution by the City Administrator and is attached pending approval by the Board of Mayor and Aldermen of the staff recommendation to accept the bid from and award the procurement to Heritage Propane.