



# Town of Vienna

Charles A. Robinson Jr.  
Town Hall  
127 Center Street South  
Vienna VA, 22180

## Legislation Text

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**File #:** 13-563, **Version:** 1

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**Subject:**

Award of IFB 15-10 Fuel Management and Dispensing System Replacement Contract

**EXPLANATION AND SUMMARY :**

The existing fuel pumps and dispensing equipment at the Northside Property Yard are over 20-years old and obsolete with no repair parts available. Currently fuel usage is recorded manually on a clipboard. Tank level must be read manually from a gauge on the top of the tank.

It is recommended that the existing dispensers be replaced with units operated by key pad with vehicle number, gallons, and employee data transmitted to new software loaded on the Vehicle Maintenance Division server. Additionally, an electronic measurement and monitoring of the fuel tank level is recommended.

The Purchasing Agent conducted an on-site pre-bid meeting on April 13, 2015 with seven potential bidders attending. Two companies submitted formal bids on April 21, 2015 with Jones and Frank low bid. The firm has been determined to be responsive and responsible and award is recommended to the low bidder.

**Departmental Recommendation :** Award contract.

**Finance Recommendation :** Recommend approval.

**Purchasing Recommendation :** Recommend Approval

**Town Attorney Recommendation :** The Town has competitively bid the proposed Fuel Management and Dispensing System Replacement Contract and the Town Council may award the contract to the lowest responsive bidder in its discretion.

**Town Manager's Recommendation :** I recommend the Town Council award a \$38,000 fuel management and fuel dispensing equipment replacement contract as presented.

Cost and Financing: \$38,000 (\$34,429.53 bid + 10%)

Account Number: 10413-46008

Decision Needed by This date: 4-27-2015

**PROPOSED/SUGGESTED MOTION**

"I move to award a \$38,000 fuel management and fuel dispensing equipment replacement contract IFB 15-10 to Jones and Frank, account 10413-46008."

Or  
Other action deemed necessary by Council.