

## OMB Granicus Review

<b>Granicus Title</b>	Third Amendment to the agreement with Pro Energy, LLC for requirements of gasoline and diesel fuel delivery services.				
<b>Granicus ID#</b>	24-0773A	<b>Reference #</b>	190-0360-B	<b>Date</b>	05/10/2024

**Mark all Applicable Boxes:**

Type of Review									
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<b>X</b>	<b>Revenue</b>		<b>Project</b>	

**Fiscal Information:**

<b>New Contract (Y/N)</b>	N	<b>Original Amount</b>	\$	23,130,894.70
<b>Fund(s)</b>	5002	<b>Amount of Change (+/-)</b>	\$	7,300,000.00
<b>Cost Center(s)</b>	361930	<b>Total Amount</b>	\$	30,430,894.70
<b>Program(s)</b>	1541	<b>Amount Available (FY24)</b>	\$	6,100,000.00
<b>Account(s)</b>	5520001	<b>Included in Applicable Budget? (Y/N)</b>	<b>Y</b>	
<b>Fiscal Year(s)</b>	FY21 – FY26			

**Description & Comments**

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

**Summary**

- The proposed Second Amendment will raise the not to exceed threshold from \$23,130,894.70 to \$30,430,894.70, for a difference of \$7,300,000.00, or 31.6%.
- This only creates a not-to-exceed threshold, it does not guarantee an exact amount to be paid. DAS Fleet may use the full \$30,430,804.70 or less.
- Funding for this contract is sufficiently included in the FY24 Adopted Budget of the Department of Administrative Services in the Fleet Management Fund. It is also included in the FY25 Budget draft.

**Background**

On September 9, 2020, the Pinellas County Board of County Commissioners (BCC) approved this Tampa Bay Area Purchasing Cooperative Contract (Contract No. 190-0360-B) with Pro Energy LLC (Pro Energy) and Palmdale Oil Company (Palmdale) for a not-to-exceed threshold of \$15,479,130.80 for a five-year term through December 15, 2025. The contract provides for the annual requirements of fuel (gasoline and diesel) deliveries, which are administered by the Department of Administrative Services' (DAS) Fleet Management Division (Fleet). On October 25, 2022, First Amendment was approved by the County Administrator (CA) and increased the not-to-exceed threshold by \$1,851,763.90, or 12.0%. On October 4, 2023, Second Amendment was approved by the CA and increased the not-to-exceed threshold by 5,800,000.00, or 33.5%. The current not-to-exceed threshold for Pro Energy is \$18,819,556.70 and \$4,311,338.00 for Palmdale for a total contract total of \$23,130,894.70 for five-years through December 15, 2025.

Approved Contract Summary		
Description	Amount	Year
<b>Total Approved to Date:</b>	<b>\$ 23,130,894.70</b>	<b>2024</b>
Pro Energy Total	\$ 18,819,556.70	2024
Palmdale Total	\$ 4,311,338.00	2024
<b>Original Contract</b>	<b>\$ 15,479,130.80</b>	2021
Pro Energy	\$ 11,167,792.80	2021
Palmdale	\$ 4,311,338.00	2021
<b>First Amendment</b>	<b>\$ 1,851,763.90</b>	2022
Pro Energy	\$ 1,851,763.90	2022
Palmdale	\$ -	2022
<b>Second Amendment</b>	<b>\$ 5,800,000.00</b>	2023
Pro Energy	\$ 5,800,000.00	2023
Palmdale	\$ -	2023

Table 1: Approved Contract Summary

The Blanket Purchase Agreements (BPA) affiliated with this contract, BPA #442302 and 442824, have expensed a total of \$19,153,694.33 with \$3,977,200.37, or 17.2% remaining overall. The contract amendment is necessary because the amount remaining is not sufficient to meet the anticipated actuals of the County in FY24 (\$6,600,000.00<sup>1</sup>).

iSupplier Report Summary				
Vendor	Amount Agreed	Amount Released	Amount Remaining	Percent Remaining
Palmdale	\$ 4,311,338.00	\$ 3,032,916.04	\$ 1,278,421.96	29.7%
Pro Energy	\$ 18,819,556.70	\$ 16,120,778.29	\$ 2,698,778.41	14.3%
<b>Total</b>	<b>\$ 23,130,894.70</b>	<b>\$ 19,153,694.33</b>	<b>\$ 3,977,200.37</b>	<b>17.2%</b>

Table 2: iSupplier Report Summary

The proposed Third Amendment to this cooperative contract will raise the not to exceed threshold to \$30,430,894.70, for a difference of \$7,300,000.00, or 31.6%. It does not adjust the term length or add services, it only increases the not-to-exceed threshold.

Funding for this contract is sufficiently included in the FY24 Adopted Budget of the Department of Administrative Services in the Fleet Management Fund and is also included in the FY25 Budget draft. Approval of this contract is not anticipated to cause the need for adjustments to the budget, including but not limited to spending adjustments or a budget amendment.

Analyst: Shane Kunze

Ok to Sign:

#### Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.

<sup>1</sup> Fleet currently has a budget of \$6,100,000.00 and is requesting an amendment to increase revenue and expenditures by \$500,000.00 in Res-24-XX (24-0752A). This will create a budget of \$6,600,000.00 and is due to increased fuel expenses.

2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Questica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
  - a. Sample language: **"The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is \_\_\_\_ percent higher or lower due to\_\_\_\_)"**.
5. Save the form with the following naming convention:
  - a. **OMB.Review\_XX-XXXX\_Department\_Subject\_Date)**
  - b. (e.g., OMB Review\_22-529A\_PW\_Sidewalk\_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.
  - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).