

RESOLUTION NO. 2019-103

AUTHORIZING CONTRACT NO. 2019-111 WITH PETROCHOICE LLC FOR THE FURNISHING OF TRANSMISSION FLUID, AS SPECIFIED AND AS REQUIRED, FOR A PERIOD OF TWO YEARS IN AN AMOUNT NOT TO EXCEED \$197,960.00 (GENERAL FUND, FLEET MANAGEMENT DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority requires the replacement of transmission fluid in the routine maintenance of all revenue and non-revenue vehicles; and

WHEREAS, the bid of PetroChoice LLC located at 5800 Clinton Rd. #1101B Brooklyn, Ohio 44144 for the furnishing of transmission fluid, as specified and as required, was received on September 11, 2019, in an amount not to exceed \$197,960.00; and

WHEREAS, the General Manager, Chief Executive Officer deems the bid of PetroChoice LLC to be the lowest responsive bid from a responsible bidder and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the bid of PetroChoice LLC for the furnishing of transmission fluid, as specified and as required, for a period of two years, be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer be and she is hereby authorized to enter into a contract with PetroChoice LLC for the furnishing of transmission fluid, as specified and as required, for a period of two years.

Section 3. This procurement will be funded through the General Fund, Fleet Management Department budget, in an amount not to exceed \$197,960.00 for a period of two years.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon funding for future years and compliance by the contractor to the Specifications and Addenda, if any; the Affirmative Action Plan adopted by the Board of Trustees in Resolution No. 2015-76; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that PetroChoice LLC will attempt to exceed the 0% minimum DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: October 22, 2019



President

Attest: 

Interim Secretary-Treasurer



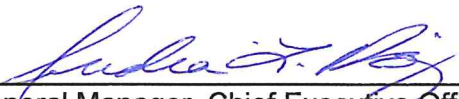
Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: CONTRACT: FURNISHING OF TRANSMISSION FLUID, AS SPECIFIED AND AS REQUIRED VENDOR: PETROCHOICE LLC AMOUNT: NTE \$197,960.00 FOR A PERIOD OF TWO YEARS	Resolution No.: 2019-103
	Date: October 17, 2019
	Initiator: Fleet Management Department
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution will allow the Authority to enter into a contract for the furnishing of transmission fluid, as specified and as required, for a period of two years.
- 2.0 DESCRIPTION/JUSTIFICATION: The transmission fluid is required for the routine maintenance of all revenue and non-revenue vehicles operated by the Authority. The estimated annual usage is 6,000 gallons of transmission fluid, with 2,000 gallons purchased in 55 gallon drums and 4,000 gallons purchased in bulk over two years.
- 3.0 PROCUREMENT BACKGROUND: The Invitation for Bid ("IFB") was posted on the Procurement section of the Authority's web site and advertised in the local newspapers. Twenty-one (21) interested parties downloaded the solicitation package. Five responsive bids were received on September 11, 2019. A summary of the bids is detailed on Attachment A. The total bid not to exceed \$197,960.00 from PetroChoice LLC, for a period of two years, was determined to be the lowest responsive bid from a responsible bidder.
- A price analysis has been performed and the Procurement Department has determined the price submitted by PetroChoice LLC to be fair and reasonable to the Authority.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: All Affirmative Action requirements have been met. A 0% DBE participation goal was established for this procurement due to the lack of certified DBE firms.
- 5.0 POLICY IMPACT: Does not apply.
- 6.0 ECONOMIC IMPACT: This procurement will be funded through the General Fund, Fleet Management Department budget, in an amount not to exceed \$197,960.00 for a period of two years. The bid price is approximately 22.4% below the budget estimate.
- 7.0 ALTERNATIVES: Reject this offer. Rejection of this offer could impact the timely replacement of transmission fluid, which could impact service quality.

- 8.0 RECOMMENDATION: It is recommended that the offer of PetroChoice LLC be accepted and the resolution passed authorizing the General Manager, Chief Executive Officer to enter into a contract.
- 9.0 ATTACHMENT: Attachment A – Bid Summary for Transmission Fluid.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



General Manager, Chief Executive Officer

ATTACHMENT A – BID SUMMARY FOR TRANSMISSION FLUID – IFB NO. 2019-111

PetroChoice				
Gallons	GCRTA Part #	Year #1 Amount	Year #2 Amount	Extended Total
2,000	61-00085	\$ 5.09	\$ 5.09	\$ 20,360.00
4,000	61-00086A	\$ 22.20	\$ 22.20	\$ 177,600.00
				\$ 197,960.00
NorthEast Lubricants				
Gallons	GCRTA Part #	Year #1 Amount	Year #2 Amount	Extended Total
2,000	61-00085	\$ 6.37	\$ 6.98	\$ 26,700.00
4,000	61-00086A	\$ 25.72	\$ 28.80	\$ 218,080.00
				\$ 244,780.00
Rowleys Wholesale				
Gallons	GCRTA Part #	Year #1 Amount	Year #2 Amount	Extended Total
2,000	61-00085	\$ 5.29	\$ 5.31	\$ 21,200.00
4,000	61-00086A	\$ 30.15	\$ 30.15	\$ 241,200.00
				\$ 262,400.00
Universal Oil				
Gallons	GCRTA Part #	Year #1 Amount	Year #2 Amount	Extended Total
2,000	61-00085	\$ 5.55	\$ 6.65	\$ 24,400.00
4,000	61-00086A	\$ 33.65	\$ 35.33	\$ 275,920.00
				\$ 300,320.00
Valvoline				
Gallons	GCRTA Part #	Year #1 Amount	Year #2 Amount	Extended Total
2,000	61-00085	\$ 14.55	\$ 14.55	\$ 58,200.00
4,000	61-00086A	\$ 32.17	\$ 32.17	\$ 257,360.00
				\$ 315,560.00