



Date: May 15, 2023
Current Meeting: May 19, 2023
Board Meeting: May 25, 2023

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Senior Director of Facility Services and Preventative Maintenance Paul Williams
SUBJECT: Consideration and approval of new contract for fleet oil and lubricants

ACTION ITEM A – 10

RECOMMENDATION:

In a manner consistent with IPTC contract award standards, we request that the Board authorize the President/CEO to enter a two-year contract with Jackson Oil for an amount not to exceed a total of \$1,263,252 for the two-year contract.

BACKGROUND:

Brown's Oil Service is the incumbent contractor providing fleet oil and lubricants to IPTC. The current contract expires in May 2023. Procurement released an Invitation For Bid (IFB) seeking a two-year contract for a vehicle oil and lubricant supplier.

DISCUSSION:

IPTC is seeking to establish a multi-year contract to supply lubricants in bulk to IPTC's maintenance garage. IPTC currently purchases engine oil, antifreeze, Automatic Transmission Fluid (ATF), Diesel Exhaust Fluid and grease in bulk. The quantities of each product will vary over the term of the agreement and will depend upon such factors as equipment usage, type of equipment and overall size of the IPTC's fleet. IPTC would reserve the right to negotiate with the awarded vendor to supply additional lubricant requirements that may arise during the term of the contract. Prices bid shall reflect the full scope of work as defined per the IFB document, inclusive of all associated costs for insurance, taxes, overhead, profit and bonding, if required and so identified.

ALTERNATIVES:

The Board could choose not to award the contract and procurement, IPTC would then purchase oils and fluids at market cost. This could lead to increased costs and negativity impact the budget.

FISCAL IMPACT:

This contract is funded from the Operating budget.

DBE/XBE DECLARATION:

Supplier Diversity set a 0% participation goal for this procurement.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee on May 18, 2023.