



# CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor  
Fred Miller, Chief Administrative Officer  
Ken Rust, Director, Bureau of Revenue and Financial Services

Christine Moody  
Chief Procurement Officer  
Procurement Services

1120 S.W. Fifth Avenue, Rm. 750  
Portland, Oregon 97204-1912  
(503) 823-5047  
FAX (503) 823-6865  
TTY (503) 823-6868

*Regular*  
CONSENT CALENDAR

December 1, 2015

TO THE COUNCIL:

The CityFleet Division of the Bureau of Internal Business Services is responsible for the on-going provision of fuel for use by City of Portland vehicles, and is also responsible for managing the City's fuel contracts. The current fleet credit card contract for fuel is about to expire and there is a need to reestablish a new contract.

On October 28, 2015, City Council passed Ordinance No. 187401 authorizing the purchase of approximately 250,000 gallons of motor fuel from external sources for City of Portland vehicles, for a total not-to-exceed amount of \$850,000 per year.

In accordance with City Code 5.33.140 the City may participate in Cooperative Procurements without further competition, in order to establish participating agreements for the acquisition of goods or services. The State of Oregon Participating Addendum #4706 for fleet card services was competed through the Western States Contracting Alliance – National Association of State Procurement Officials (WSCA-NASPO). The State of Oregon's Participating Addendum allows State of Oregon agencies and municipalities to utilize the master WSCA-NASPO Agreement. CityFleet proposes to use this agreement to provide fleet credit card services primarily for emergency responders to access non-City fuel sites in the event of an emergency or when in an area without access to City of Portland operated fuel sites. Fuel would be purchased by use of a commercial fleet card which allows vehicle users to purchase fuel at City pricing at commercial fuel stations. Funds for fuel purchases are available in the CityFleet operating budget.

As required by City Code 5.33.160, a Notice of Intent to Award a Participating Agreement was issued on November 24, 2015. No responses or protests were received. Awarding a participating agreement to U.S. Bank National Association will allow CityFleet to continue to provide emergency fuel purchasing options to emergency responders. It is requested that City Council authorize a participating agreement with U.S. Bank National Association in the amount of \$850,000 per year for a total not to exceed value of \$4,250,000 for five years.

U.S. Bank National Association has a current City of Portland business license tax account, is in compliance with the City's Equal Benefits Program, and their EEO Certification is current. The Bureau's level of confidence in the cost estimates for this project is medium as there is good historical information regarding purchases made by CityFleet.

Recommended by:

*Christine Moody / BQ*  
Christine Moody  
Chief Procurement Officer

*An Equal Opportunity Employer*

*To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.*

Agenda No.  
**REPORT**  
Title

Authorize a participating agreement with U.S. Bank National Association for fleet credit card services for a not to exceed amount of \$4,250,000 for five years. (Procurement Report - Bid Notice #00000180) *for fuel*

No.

<p align="center"><b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Hales</b></p>	<p>CLERK USE: DATE FILED <u>DEC 22 2015</u></p>
<p align="center"><b>COMMISSIONER APPROVAL</b></p> <p>Mayor—Finance and Administration - Hales <i>[Signature]</i></p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick</p>	<p align="center">Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <u><i>Susan Lawson</i></u> Deputy</p>
<p align="center"><b>BUREAU APPROVAL</b></p> <p>Bureau: OMF/Bureau of Revenue and Financial Services <i>Fred Miller</i> OMF CAO: Fred Miller Bureau Head: Ken Rust <i>KR</i></p>	<p><b>ACTION TAKEN:</b></p> <p>DEC 30 2015 <b>CONTINUED TO</b> JAN 13 2016 9:30 A.M.</p> <p>JAN 13 2016 <b>ACCEPTED</b> PREPARE CONTRACT</p>
<p>Prepared by: Jim Van Nest Date Prepared: December 1, 2015</p>	
<p>Impact Statement</p> <p>Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p><b>City Auditor Office Approval:</b> required for Code Ordinances</p>	
<p><b>City Attorney Approval:</b> required for contract, code, easement, franchise, charter, Comp Plan</p>	
<p>Council Meeting Date December 30, 2015</p>	

<b>AGENDA</b>
<p><b>TIME CERTAIN</b> <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p><b>CONSENT</b> <input checked="" type="checkbox"/></p>
<p><b>REGULAR</b> <input checked="" type="checkbox"/></p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	✓	
2. Fish	2. Fish	✓	
3. Saltzman	3. Saltzman	✓	
4. Novick	4. Novick	✓	
Hales	Hales	✓	