



AGENDA MEMORANDUM

Action Item for the City Council Meeting April 14, 2020

DATE: March 24, 2020

TO: Peter Zaroni, City Manager

FROM: Fred Segundo, Director of Aviation
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Fuel System Inspection, Maintenance, and Repairs for CCIA

CAPTION:

Motion authorizing a five-year service agreement with Petroleum Solutions, Inc. of Edinburg, Texas for a total amount not to exceed \$324,420.00 for fuel system inspection, maintenance, and repair services for the Corpus Christi International Airport (CCIA), effective upon issuance of notice to proceed, with funding in the amount of \$14,865.00 available through the FY 2020 Airport Fund and \$17,577.00 available through the FY 2020 Airport Customer Facility Charge Fund.

SUMMARY:

This motion authorizes a service agreement with Petroleum Solutions, Inc. for fuel system inspection, maintenance, and repairs services. These services are necessary to maintain vital fueling functions for the gas pump stations at the Quick Turnaround (QTA) and Facilities Corpus Christi International Airport.

BACKGROUND AND FINDINGS:

The Corpus Christi Airport Quick Turnaround (QTA) and Facilities gas pump stations provide vital fueling functions for Emergency, Operations, Maintenance and Rental Car vehicles at Corpus Christi International Airport. It is paramount that these fueling stations be kept in good operating condition. The stations are also inspected annually by the state and county, therefore, ensuring that they are properly maintained is essential.

The Contracts and Procurement Department conducted a competitive Request for Bid (RFB) process to obtain bids for this service contract. The City received one responsive, responsible bid. These services are very specialized and there are limited contractors who can perform these services. Staff reached out to vendors that currently perform this type of service and determined the price to be fair and reasonable, and recommend award Petroleum Solutions, Inc.

ALTERNATIVES:

The alternative to accepting this bid would be to reject the bid and to request the services by competitively bid again. However, based on the outreach to vendors who perform this type of work, no other companies were interested in submitting a bid because of the specialized requirements. Furthermore, additional delay in securing a long-term agreement could result in the fueling stations not being operable or in compliance during annual inspections by the county and state.

FISCAL IMPACT:

The fiscal impact for CCIA in FY 2020 is \$32,442.00 for Fuel System Inspection, Maintenance, and Repairs, with the remaining cost of this five year agreement of \$291,978.00 will be funded in future years through the annual budget process.

FUNDING DETAIL:

Fund:	4610 Airport Fund
Organization/Activity:	35040 Facilities
Mission Element:	271 Maintain Facilities Airport Property
Project # (CIP Only):	n/a
Account:	530210 Building Maintenance & Service
Cost:	\$14,865.00

Fund:	4632 Airport CFC Fund
Organization/Activity:	35065 Apt Quick Turnaround Facility
Mission Element:	271 Maintain Facilities Airport Property
Project # (CIP Only):	n/a
Account:	530210 Building Maintenance & Service
Cost:	\$17,577.00

RECOMMENDATION:

Staff recommends approval of this motion authorizing a five-year service agreement with Petroleum Solutions, Inc. as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement