

**Board Report**

---

**File #:** 2023-0124, **File Type:** Contract**Agenda Number:** 33.

---

**OPERATIONS, SAFETY, AND CUSTOMER EXPERIENCE COMMITTEE  
APRIL 20, 2023****SUBJECT: UNLEADED FUEL****ACTION: APPROVE RECOMMENDATION****RECOMMENDATION**

AUTHORIZE the Chief Executive Officer to execute Modification No. 3 to Contract No. FY75015000 with Mansfield Oil of Gainesville, Inc. to increase the 2-year base contract amount by \$1,067,343 from \$6,628,473 to \$7,695,816, exercise the 1-year option term extending the period of performance from July 1, 2023, to June 30, 2024 and increase the total not-to-exceed amount by \$5,679,967 from \$6,628,473 to \$12,308,440.

**ISSUE**

The original contract value was established to provide up to 2,850,000 gallons of unleaded gasoline for non-revenue vehicles for 36 months at prevailing Oil Price Information Service (OPIS) pricing with the application of state and federal taxes and fees associated with unleaded gasoline. The OPIS pricing at the beginning of the contract averaged \$3.46 per gallon, which was in line with industry expectations. The cost of gasoline dramatically increased over the past year to unprecedented levels of up to \$5.71 per gallon, and the Inflation Reduction Act of 2022 (IRA) increased the per gallon cost of gasoline with the resurrection of the Hazardous Substance Superfund Trust Fund (aka "Superfund") tax on oil and petroleum products effective January 1, 2023. Staff is projecting that the increased cost per gallon for gasoline will result in the fuel costs reaching the maximum contract value in advance of the base and option periods.

**BACKGROUND**

In June 2021, the Board awarded a 36-month Contract for unleaded gasoline to Mansfield Oil of Gainesville for \$9,211,566.91. Mansfield Oil of Gainesville is required to provide unleaded gasoline for Metro's non-revenue vehicles (automobiles, trucks, vans, and equipment) at the prevailing OPIS pricing. The original contract was established as an Indefinite Delivery Indefinite Quantity (IDIQ) for a two-year base, inclusive of sales taxes for a not-to-exceed amount of \$6,128,473, and a one-year option for a not-to-exceed amount of \$3,083,093.91 for a total not-to-exceed amount of \$9,211,566.91. The contract base value was increased by \$500,000 on March 8, 2023 to bring the not-to-exceed value of the base contract to \$6,628,473 and increasing the total not-to-exceed amount to \$9,711,566.91. At the beginning of the contract, the OPIS price per gallon averaged

---

\$3.46, which was in line with industry expectations. The cost of gasoline dramatically increased over the past year to unprecedented levels of up to \$5.71 per gallon. Additionally, the "Superfund" tax that went into effect on January 1, 2023 increased the cost of gasoline by \$0.00351 per gallon. The volume of unleaded gasoline consumed has remained consistent with the original estimated usage rates outlined in the contract.

## **DISCUSSION**

The increased cost per gallon will result in the current contract value being exhausted in advance of June 2023 for the base order and June 2024 for the base and exercised option. The modification to the contract value and exercising of the option will ensure sufficient funds for fuel purchases through June 2024. The requested additional \$5,679,967 in contract authority is based on the updated independent cost estimate. The new per gallon cost is based on the 2022 price average, with a 20 percent contingency to account for high fluctuations in the cost of fuel, along with costs associated with the "Superfund" tax.

Approval of the base contract value modification and exercising of the option with the modified value is vital to enable Metro to continue purchasing unleaded gasoline for its non-revenue vehicles, including but not limited to automobiles, trucks, vans, and equipment. Having sufficient funding for unleaded fuel is vital to ensuring the uninterrupted operation of non-revenue vehicles that contribute to the high-quality transportation services to customers.

Metro is hedging from the volatility of fuel prices by converting to electric vehicles. The agency is committed to the conversion of all vehicles to zero-emission as the technology and infrastructure matures as evidenced by the procurement of over fifty non-revenue vehicles this fiscal year, along with the on-going procurements of electric buses. Hybrid and zero-emission non-revenue vehicles currently account for 40% of the total non-revenue vehicle fleet.

## **DETERMINATION OF SAFETY IMPACT**

The award of this contract will ensure that all operating divisions have an adequate supply of unleaded gasoline for the non-revenue vehicles used to support the bus, rail, administration, and support departments focused on providing safe, clean, and reliable transportation services for Metro customers.

## **FINANCIAL IMPACT**

Modification of the two-year base contract value will result in an increase in the unleaded gasoline budget of \$1,067,343 for the remainder of FY23. Funding for gasoline is included in the FY23 operating budget in various bus maintenance cost centers, under project 306002 - Operations Maintenance, under line item 50405 FUEL NON-REVENUE EQUIPMENT. Cost center managers and the Chief Operations Officer will be responsible for budgeting the cost for unleaded gasoline in future fiscal years.

### **Impact to Budget**

The current source of funds for this action are Federal 5307, Proposition A/C, Measure R, and Transportation Development Act. Use of these funding sources currently maximizes funding allocations given approved funding provisions and guidelines.

### **EQUITY PLATFORM**

The benefits of this action are to ensure non-revenue vehicle support for the bus and rail fleet that serves Los Angeles County, and disproportionately serves marginalized and vulnerable transit riders. The unleaded gasoline used in non-revenue support vehicles helps to ensure clean, reliable, and safe bus and rail fleets.

The Diversity and Economic Opportunity Department (DEOD) did not establish a DBE goal for this contract.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The contract for unleaded gasoline supports Strategic Goal 2.3: Metro will support a customer-centric culture where exceptional experiences are created at every opportunity for both internal and external customers. The unleaded gasoline is required for support vehicles used by bus, rail, administration, and support departments focused on providing clean, safe, and reliable transportation services for Metro customers.

### **ALTERNATIVES CONSIDERED**

The alternative is not to approve the base contract modification and one-year option extension for the non-revenue gasoline contract. This approach is not recommended since increased fuel costs have depleted the remaining value of the existing contract. Procurement of gasoline from regular service stations was considered, but this is not recommended since the OPIS pricing that Metro receives is below the pricing available at regular service stations.

### **NEXT STEPS**

Upon approval, staff will execute Modification No. 34 to Contract No. FY75015000 with Mansfield Oil of Gainesville to continue supplying unleaded gasoline for Metro's fleet to June 30, 2024.

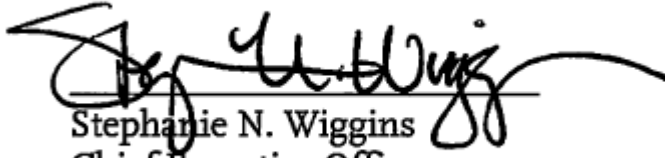
### **ATTACHMENTS**

Attachment A - Procurement Summary  
Attachment B - Contract Modification Change Order Log  
Attachment C - DEOD Summary

Prepared by: Irina Conway, Chief Administrative Analyst, (213) 922-5934  
James Pachan, Sr. Exec Officer, Bus Maintenance (213) 922-5804  
Debra Avila, Deputy Chief Vendor/Contract Management Officer (213) 418-3051

Reviewed by:

Conan Cheung, Chief Operations Officer (213) 418-3034



Stephanie N. Wiggins  
Chief Executive Officer

## PROCUREMENT SUMMARY

UNLEADED FUEL  
CONTRACT NO. FY75015000

1.	<b>Contract Number:</b> FY75015000		
2.	<b>Contractor:</b> Mansfield Oil Company of Gainesville, Inc.		
3.	<b>Mod. Work Description:</b> Extend the Period of Performance by 12 months and add funds to the contract		
4.	<b>Contract Work Description:</b> Unleaded Fuel		
5.	<b>The following data is current as of:</b> 02.24.23		
6.	<b>Contract Completion Status</b>		<b>Financial Status</b>
	<b>Contract Awarded:</b>	07-01-2021	<b>Contract Award Amount:</b> \$6,128,473
	<b>Notice to Proceed (NTP):</b>	07-01-2021	<b>Total of Modifications Approved:</b> \$500,000
	<b>Original Complete Date:</b>	06-30-23	<b>Pending Modifications (Including this action):</b> \$5,679,967
	<b>Current Est. Complete Date:</b>	06-30-24	<b>Current Contract Value (with this action):</b> \$12,308,440
7.	<b>Contract Administrator:</b> Lorretta Norris		<b>Telephone Number:</b> 213-922-2632
8.	<b>Project Manager:</b> Dan Ramirez		<b>Telephone Number:</b> 213-922-5797

**A. Procurement Background**

This Board Action is to approve Contract Modification No. 3 issued in support of:

Increasing the two-year base amount, exercising the one-year option term and increase the total not-to-exceed amount by \$5,679,967 to \$12,308,440.

This Contract Modification will be processed in accordance with Metro's Acquisition Policy and the contract type is firm fixed price.

The original contract was approved by the Board on June 24, 2021, to Mansfield Oil Company of Gainesville, Inc. for a two-year base period in the amount of \$6,128,473 with a one-year option term for a total not-to-exceed amount of \$9,211,567.

2 (two) contract modifications have been issued to date.

(Refer to Attachment B – Contract Modification/Change Order Log)

**B. Cost/Price Analysis**

The recommended price has been determined to be fair and reasonable based on the analysis completed as part of the total contract amount. The price of the one-year option was established in July 2021 as part of the competitive contract award and shall remain unchanged. Exercising the one-year option will provide continuity of the service and is in the best interest of Metro. Mansfield Oil Company of Gainesville, Inc. is not escalating their competitively obtained unit rates for the 12-month extension, which was the basis of Metro's ICE. Therefore, the proposed amount, Metro ICE, and the negotiated amount are all consistent.

<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>Negotiated Amount</b>
\$12,308,440	\$12,308,440	\$12,308,440

**ATTACHMENT B**

**CONTRACT MODIFICATION/CHANGE ORDER LOG**

**UNLEADED FUEL  
CONTRACT NO. FY75015000**

<b>Mod. no.</b>	<b>Description</b>	<b>Status (approved or pending)</b>	<b>Date</b>	<b>\$ Amount</b>
1	Revised Statement of Work for new requirement	Approved	3.3.23	\$0.00
2	Increase base 2-year contract value (Contract Modification Authority)	Approved	3.8.23	\$500,000.00
3	<b>Exercise One-Year Option, increase contract value and extension of period of performance through 6/30/24</b>	<b>Pending</b>	<b>TBD</b>	\$5,679,967
	<b>Modification Total:</b>			<b>\$6,179,967</b>
	<b>Original Contract:</b>	Approved	7.01.21	<b>\$6,128,473</b>
	<b>Total:</b>			<b>\$12,308,440</b>

**DEOD SUMMARY**

**UNLEADED FUEL/FY75015000**

**A. Small Business Participation**

The Diversity & Economic Opportunity Department did not establish a Disadvantaged Business Enterprise (DBE) goal for this project due to the lack of subcontracting opportunities. It is expected that Mansfield Oil company of Gainesville, Inc. will perform the services of this contract with its own workforce.

**B. Living Wage and Service Contract Worker Retention Policy Applicability**

The Living Wage and Service Contract Worker Retention Policy is not applicable to this contract.

**C. Prevailing Wage Applicability**

Prevailing wage is not applicable to this contract.

**D. Project Labor Agreement/Construction Careers Policy**

Project Labor Agreement/Construction Careers Policy is not applicable to this Contract. PLA/CCP is applicable only to construction contracts that have a construction related value in excess of \$2.5 million.