

# CITY OF HIGH POINT

## AGENDA ITEM



<b>TITLE:</b> Bulk Fluids, Lubricants and Transmission Fluid	
<b>FROM:</b> Kevin Rogers, Fleet Director	<b>MEETING DATE:</b> March 18, 2024
<b>PUBLIC HEARING:</b> N/A	<b>ADVERTISED DATE/BY:</b> N/A
<b>ATTACHMENTS:</b> Formal Bid Recommendation Tab	

### PURPOSE:

The fleet services department worked with the purchasing division to solicit proposals for bulk fluids. These include lubricants, oil, and transmission fluids.

### BACKGROUND:

Fleet services has been working for several years with outside vendors to provide the city with bulk fluids to operate the City of High Point's fleet. These services are for city owned vehicles and equipment. With the assistance of the purchasing division an RFP was solicited for multiple vendors which included local companies to assure that the best value was acquired by the city. Campbell Oil was the lowest responsive bidder for these services. The term of the contract will be from March 1, 2024, and ending February 28, 2025, with the option to renew for four (4) additional one (1) year periods if terms and pricing are agreeable to both parties.

### BUDGET IMPACT:

The budget impact will be a yearly cost of approximately \$125,000 per year. This includes lubricants, bulk oil, and bulk transmission fluids. Funds are available in the 2023-2024 Budget.

### RECOMMENDATION/ACTION REQUESTED:

The Fleet Services Department recommends that the City Council approve a one (1) year contract to Campbell Oil with the option to renew for four (4) additional one (1) year periods if terms and pricing are agreeable to both parties.



**BID RECOMMENDATION**

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO.:  CONTRACT NO.:  DATE OPEN:

DESCRIPTION:

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO:  AMOUNT:

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD:  DATE:

The Purchasing Division concurs with recommendation submitted by the  and recommends  
award to the lowest responsible, responsive bidder  in the amount of .

PURCHASING  
MANAGER:  DATE:

FINANCIAL SERVICES DIRECTOR:  DATE:

Approved for Submission to Council

CITY MANAGER:  
(For City Council Approval Only)  DATE: