



Contract Review Sheet

PW-5992-24 (1)

Purchase Order #: PW-5992-24 Amendment #: 1

Contact: Jeniffer Scales Department: Public Works Department

Phone #: (503) 588-5594 Analyst: Kathleen George

Title: Secondary fueling system using key/card-lock and fuel management services.

Contractor's Name: Carson Oil Co., Inc.

Term - Date From: July 1, 2023 Expires: July 1, 2024

Original Contract Amount: \$ 100,000.00 Previous Amendments Amount: \$ -

Current Amendment: \$ 50,000.00 New Contract Total: \$ 150,000.00 Amd% 50%

Incoming Funds Federal Funds Reinstatement Retroactive Amendment greater than 25%

Source Selection Method: 10-0400 Cooperative Cooperative# SPA#8518

Description of Services or Grant Award

The Marion County Public Works Department is requesting approval to amend a current Purchase Order with Carson Oil Co. Secondary fueling locations (ie: Pacific Pride) allow county employees to fill county vehicles in areas where county fueling stations are not readily available. They are used by many departments, including Sheriff's Office, Public Works, Health and Juvenile. Currently, the county purchases this fuel through the State of Oregon Price Agreement (SPA)#8518 with a term ending July 1st, 2024. Previous fiscal year amounts have been:

FY20/21 \$50,087
 FY21/22 \$86,894
 FY22/23 \$99,687

Desired BOC Session Date: 4/24/2024 Files submitted in CMS for Approval: 4/3/2024

Agenda Planning Date: 4/11/2024 Printed packets due in Finance: 4/9/2024

Management Update: 4/9/2024 BOC upload / Board Session email: 4/10/2024

BOC Session Presenter(s) Dennis Mansfield

FOR FINANCE USE

Comments: Y

REQUIRED APPROVALS

DocuSigned by:

 E4593AF8CAA542C...
 Finance - Contracts 4/3/2024
 Date

DocuSigned by:

 EC27CFE8C3DC4C3...
 Contract Specialist 4/9/2024
 Date

DocuSigned by:

 60C98A8E708240B...
 Legal Counsel 4/8/2024
 Date

DocuSigned by:

 1E984034585E453...
 Chief Administrative Officer 4/9/2024
 Date



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: 4/24/24

Department: Public Works

Title: PO#920776 Carson Oil - Card lock fuel purchases and fuel management services.

Management Update/Work Session Date: _____ Audio/Visual aids

Time Required: 5 mins Contact: Dennis Mansfield Phone: 3111

Requested Action: Consider approval of amending purchase order # 920776 to add \$50,000 for the purchase of fuel at secondary fueling locations, for a total purchase order amount of \$150,000.

Issue, Description & Background: Secondary fueling locations (ie: Pacific Pride) allow county employees to fill county vehicles in areas where county fueling stations are not readily available. They are used by many departments, including Sheriff's Office, Public Works, Health and Juvenile. Currently, the county purchases this fuel through the State of Oregon Price Agreement (SPA)#8518 with a term ending July 1st, 2024. Previous fiscal year amounts have been:

FY20/21 \$50,087
FY21/22 \$86,894
FY22/23 \$99,687

Financial Impacts: FY23/24 Forecasted expenditures are \$150,000.00.

Impacts to Department & External Agencies: _____

List of attachments: PO#920776, Contract Review Sheet, Signature Page.

Presenter: Dennis Mansfield

Department Head Signature: *Brian Melholas*
DocuSigned by: 9793BA7ACD6D443...

REQUEST FOR AUTHORIZATION OF CONTRACT PW-5992-24

Date: 3/12/24
To: Chief Administrative Officer
Cc: Contract File
From: Jeniffer Scales

I. Subject: Amendment Exceeds 25%

DIPS CODE: 130-40-42-423-4210-141010-105918-000

Budget Authority: Yes No

CIP: NA

The Marion County Public Works Department is requesting approval to amend a contract as described in Section 20-0265, 20-0270, 30-0320, 40-0160, and 40-0910 of the Marion County Public Contracting Rules. The contract is with Carson Oil Co., Inc. for Secondary fueling system using key/card-lock and fuel management services. The original value is \$100,000 and an additional \$50,000 will be added to the contract for a new contract total of \$150,000.00 upon approval.

A. BACKGROUND

Secondary fueling locations (i.e.: Pacific Pride) allow county employees to fill county vehicles in areas where county fueling stations are not readily available. They are used by many departments, including Sheriff's Office, Public Works, Health and Juvenile. Currently, the county purchases this fuel through the State of Oregon Price Agreement (SPA)#8518 with a term ending July 1st, 2024.

B. CURRENT AMENDMENT PURPOSE

Public Works is forecasting the usage and prices of gasoline and diesel increasing will require total expenditures for FY23/24 to be above the previous approved PO of \$100,000.

C. JUSTIFICATION

This fuel is purchased using the State of Oregon Price Agreement (SPA)#8518.

D. BUDGET IMPACTS

1. Are the expected expenditures for the current fiscal year under the contract, including any additional funds being requested with this action, already included in the current year's adopted budget? Yes No
2. If yes, amount \$ 150,000 Program / Account 4210-141010. Public Works creates journal entries for these expenses to other departments that utilize the fuel.

3. If no, describe the amount and how the anticipated expenditures will be handled within the budget:

a. Amount: \$ _____

b. Managed with anticipated savings– explain why and from what costing:

c. Will require a supplemental budget request – provide the expected funding source and costing:

i. Funding Source: _____

ii. Costing: _____

Submitted by:

DocuSigned by:
Jeniffer Scales
EC27CEB9C3DC4C3...
Jeniffer Scales
Public Works Department

Reviewed by:

DocuSigned by:
[Signature]
E4592AF8CAA542C...
Contracts & Procurement

Acknowledged by:

DocuSigned by:
Brian Nicholas
0703BA7ACD6D442...
Department Head

Acknowledged by:

DocuSigned by:
Jan Fritz
1E984034585E453...
Jan Fritz, CAO



MARION COUNTY FINANCE DEPARTMENT

PO Box 14500
555 Court St NE #4247
Salem, OR 97309-5036

CARSON OIL CO INC
PO BOX 6030
PORTLAND OR 97228-6030

Purchase Order		
Purchase Order No	Revision	Page
920776		1
Ship To:		
MARION COUNTY PUBLIC WORKS 5155 SILVERTON RD NE SALEM OR 97305		
Bill To:		
MARION COUNTY PUBLIC WORKS 5155 SILVERTON RD NE SALEM OR 97305		

Customer Acct No 1877926	Supplier No 559954	Order Date / Buyer J SCALES	Revised Date / Buyer J SCALES
Payment Terms IMMEDIATE		Ship Via BEST METHOD	F.O.B DESTINATION
Freight Terms PREPAID		Request Or Deliver To DENNIS MANSFIELD	Confirm To / Telephone ()

Line #	Description	Delivery Date	Quantity	Unit	Unit Price	Total
1	CARD LOCK GASOLINE AND DIESEL PURCHASE ORDER # 920776					\$100,000.00
	AMENDMENT 1 TO PURCHASE ORDER # 920776					\$50,000.00
	THIS PURCHASE IS PLACED AGAINST STATE OF OREGON SOLICITATION # AND/OR PRICE AGREEMENT #8518.					
Total						\$150,000.00

INSTRUCTIONS TO VENDOR

1. Please direct any questions concerning this purchase order to invoiced department.
2. Purchase Order Number must appear on all invoices, packages and shipping documents relating to this order.
3. Separate invoices must be submitted for each Purchase Order.
4. Do not overship or substitute.
5. If you cannot supply the items requested, please notify issuing authority at once.

Note : Please notify department contact (above) for all inquiries regarding this Purchase Order

Authorized By: _____

MARION COUNTY PURCHASING
NOT VALID Unless Signed By Purchasing

MARION COUNTY TERMS AND CONDITIONS

1. INSPECTIONS: County may inspect and test the Goods and related Services (collectively, Goods). County may reject non-conforming Goods and require Contractor to correct them without charge or deliver them at a reduced price, as negotiated. If Contractor does not cure any defects within a reasonable time, County may reject the Goods and cancel the PO in whole or in part. This paragraph does not affect or limit County's rights, including its rights under the Uniform Commercial Code, ORS chapter 72 (UCC).

2. DELIVERY: Deliveries will be F.O.B destination. Contractor shall pay all transportation and handling charges. Contractor is responsible and liable for loss or damage until final inspection and acceptance of the Goods. Contractor remains liable for latent defects, fraud, and warranties.

3. PAYMENT: County shall pay Contractor within 30 days from (i) the date the Goods are delivered and accepted or (ii) the date the invoice is received, whichever is later

4. COUNTY PAYMENT OF CONTRACTOR CLAIMS: If Contractor does not pay promptly any claim that is due for Goods or Services furnished to the Contractor by any subcontractor in connection with this PO, the County may pay such claim and charge that payment against any payment due to the Contractor under this PO. The County's payment of a claim does not relieve the Contractor or its surety, if any, from their obligations for any unpaid claims.

5. WARRANTIES: Contractor agrees to perform its services with that highest standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. Contractor represents and warrants that the Goods are new, current, and fully warranted by the manufacturer. Delivered Goods will comply with specifications and be free from defects in labor, material and manufacture. All UCC implied and expressed warranties are incorporated in this PO. Contractor shall transfer all warranties to the County.

6. TERMINATION OF PO: The PO may be terminated under the following conditions: a. By written mutual agreement of both parties. Termination under this provision may be immediate. b. Upon fifteen (15) calendar days written notice by either Party to the other of intent to terminate. c. The County may terminate all or part of this PO for the following reasons: (1) If the consultant fails to provide services, or fails to meet the performance standards as specified in this PO (or subsequent modifications of this PO), within the time specified herein or any extension thereof. Termination under this provision may be immediate; (2) If the consultant fails to start services on the date specified by Marion County in this PO or subsequent modifications to this contract. Termination under this provision may be immediate. (3) Failure of the consultant or Marion County to comply with the provisions of this PO and all applicable federal, state, and local laws and rules may be cause for termination of this contract. Such termination shall be without prejudice to any obligations or liabilities of either party accrued prior to such termination. If this PO is terminated by either party, for reasons other than breach of contract, the County agrees to pay to the consultant all costs and expenses associated with services satisfactorily provided to the effective date of termination.

7. INDEMNIFICATION. The Contractor shall save harmless, indemnify, and defend the County for any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from Contractor's performance of or failure to perform the obligations of this PO to the extent same are caused by the negligence or misconduct of Contractor or its employees or agents.

8. GOVERNING LAW, VENUE: This PO shall be governed by the laws of the State of Oregon. Any action commenced in connection with this PO shall be in the Circuit Court of Marion County. All rights and remedies of the County shall be cumulative and may be exercised successively or concurrently. The foregoing

is without limitation to or waiver of any other rights or remedies of the County according to law.

9. FORCE MAJEURE: Neither party is responsible for delay or default caused by an event beyond its reasonable control. County may terminate this PO without liability to Contractor upon written notice after determining the delay or default reasonably prevents performance of this PO.

10. SUBCONTRACTING/NONASSIGNMENT. No portion of the PO may be contracted or assigned to any other individual, firm or entity without the express and prior approval of the County.

11. MAINTENANCE, RETENTION, AND CONFIDENTIALITY OF RECORD. The Contractor agrees to establish and maintain records and statistics as follows: Financial records, which indicate the number of hours of service provided under this contract and other appropriate records pertinent to this contract shall be retained for a minimum of three (3) years after the end of the contract period. If there are unresolved audit questions at the end of the three-year period, the records must be maintained until the questions are resolved. To the extent applicable, client records shall be kept confidential in accordance with ORS 179.505, OAR 309-11-020, 45 CFR 205.50 and 42 CFR Part 2.

12. COMPLIANCE WITH APPLICABLE LAWS: The Contractor shall comply with all applicable Federal, State and local laws, rules and regulations. All provisions of ORS 279B (Public Contracts and Purchasing) are incorporated herein to the extent applicable to POs.

13. WORKERS' COMPENSATION: Contractor shall comply with ORS 656.017 and provide the required workers' compensation coverage, unless exempt under ORS 656.126(2). Contractor shall ensure that its Subcontractors, if any, comply with these requirements.

14. SAFETY AND HEALTH REQUIREMENTS: Contractor represents and warrants that the Goods comply with all federal and Oregon safety and health requirements.

15. MATERIAL SAFETY DATA SHEET: Contractor shall provide County with a Material Safety Data Sheet for any Goods which may release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use (OAR 437- 002-0360 and 29 CFR 1910.1020). Contractor shall label, tag or mark such Goods.

16. AMENDMENTS: All amendments to this PO must be in writing, signed by County.

17. SEVERABILITY: If a court of competent jurisdiction declares any provision of this PO to be invalid, the other provisions and the rights and obligations of the parties remain in effect.

18. WAIVER: Failure of either party to enforce any provision of this PO is not a waiver or relinquishment of that party's rights to such performance in the future or to enforce any other provisions.

19. TAX CERTIFICATION: Contractor hereby certifies under penalty of perjury: (a) the number shown on this form is the correct Federal Employer Identification Number; (b) it is not subject to backup withholding because (i) it is exempt from backup withholding, (ii) it has not been notified by the IRS that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Contractor that it is no longer subject to backup withholding; and (c) it is not in violation of any Oregon tax laws.

**SIGNATURE PAGE FOR
SECONDARY FUELING SYSTEM USING KEY/CARD-LOCK AND FUEL
MANAGEMENT SERVICES. PW-5992-24**

**between
MARION COUNTY and CARSON OIL CO., INC.**

**MARION COUNTY SIGNATURES
BOARD OF COMMISSIONERS:**

Chair Date

Commissioner Date

Commissioner Date

Authorized Signature: DocuSigned by:
Brian Nicholas
9793BA7ACD6D443... 4/3/2024

Department Director or designee Date

Authorized Signature: DocuSigned by:
Jan Fritz
1E984034586E463... 4/9/2024

Chief Administrative Officer Date

Reviewed by Signature: DocuSigned by:
Scott Norris
60C98A6F708240B... 4/8/2024

Marion County Legal Counsel Date

Reviewed by Signature: DocuSigned by:
[Signature]
E4592AE8CAA542C 4/3/2024

Marion County Contracts & Procurement Date

