COMMISSIONERS COURT COMMUNICATION

COURT ORDER NUMBER 145765



DATE: 8/19/2025

SUBJECT: **BID NO. F2023167 - ANNUAL CONTRACT FOR FLEET FUEL CARD AND MANAGEMENT SERVICES - COUNTYWIDE - JAMES RIVER SOLUTIONS, LLC - EXERCISE SECOND OPTION FOR RENEWAL - SAME FIRM FIXED PRICES**

***** CONSENT AGENDA *****

## COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve renewal of Bid No. F2023167, Annual Contract for Fleet Fuel Card and Management Services, for the second optional twelve (12) month period at the same firm fixed prices.

## BACKGROUND

On August 15, 2024, the Commissioners Court, through Court Order #141484, awarded Bid No. F2023167, Annual Contract for Fleet Fuel Card and Management Services, for Facilities Management, to James River Solutions, LLC.

On July 16, 2024, the Commissioners Court, through Court Order #143523, approved the first renewal option.

The awards were based upon low bid meeting specifications and contained options to renew for three (3) additional twelve (12) month periods.

This contract is for the purchase of fuel at retail gas station locations to fill vehicles with fuel. The maintenance cards are used by the eight (8) Constable Precincts, Sheriff's Office, Precincts 1, 2, and 3 Maintenance Division, and Juvenile Services.

The vendors notified Purchasing in writing that their prices will remain firm through September 14, 2026. Transportation notified Purchasing in writing that they are pleased with the vendors and want to renew.

Therefore, it is the joint recommendation of Transportation and Purchasing that the Commissioners Court approve renewal of Bid No. F2023167, Annual Contract for Fleet Fuel Card and Management Services, for another twelve (12) month period.

## FISCAL IMPACT

Expenses for the last twelve (12) months were $992,709.96. Funding is available in account 10000-2025 General Fund/6840204000 Transportation/576182 Fuel.

| | | | |
|---|---|---|---|
| SUBMITTED BY | Purchasing | PREPARED BY: | Emily Salter |
| | | APPROVED BY: | Christopher Lax, CPSM, CPSD, CPCP |

**TARRANT COUNTY PURCHASING DEPARTMENT**
100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

**Melissa Lee, C.P.M., A.P.P.**
**Purchasing Agent**

**Chris Lax, CPSM, CPSD, CPCP**
**Assistant Purchasing Agent**

May 30, 2025

James River Solutions
Bridget Bailey
10487 Lakeridge Parkway
Ashland, VA 23005

Re: F2023167 Annual Contract for Fleet Fuel Card and Management Services

Dear Ms. Bailey:

The above referenced bid was for twelve (12) months with three (3) options to renew for an additional twelve (12) months. The original contract was for the period of 9/15/2023, through 09/14/2024. The effective dates for the second renewal option will run from 9/15/2025 through 9/14/2026.

The Tarrant County Purchasing Department hereby extends an invitation to your firm to accept the first option for an additional one (1) year period. Please mark the appropriate response below and provide your signature above your printed name.

☑ Yes, James River Solutions, will accept the offer to renew at the same firm fixed prices. **Please include a current 1295 Form with your response and your current insurance certificate.**

☐ No, James River Solutions, will NOT accept the offer to renew.

Are any other governmental entities currently utilizing this contract? ☐ Yes ☒ No
If yes, please return a listing of the participating entities with this letter.

Please email your signed response.

Sincerely,

Emily Salter

Emily Salter, Senior Buyer
Tarrant County
817-884-1143

Tracy Little Digitally signed by Tracy Little Date: 2025.06.01 19:20:21 -04'00'

James River Solutions
Bridget Bailey

6/1/25
Date

# Memorandum

**To:** Keith Harris, Director

**Dept.:** Fleet Management

**From:** Emily Salter, Senior Buyer, Purchasing Department

**Date:** July 18, 2025

**Re:** Renewal of F2023167, Annual Contract for Fleet Fuel Card and Management Services

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The above referenced contract will expire on September 30, 2025. This contract included options to renew with the vendor for three (3) additional twelve (12) month term. The second renewal term will commence September 15, 2025, and would expire September 14,2026.

If you wish to exercise this option to renew and continue this contract with the vendor(s) listed below for twelve (12) more months, please check the appropriate boxes and email this form back to me as soon as possible.

James River Solutions, LLC

☑ Yes, I wish to continue the current contract with the above-mentioned vendor(s) for the first and final renewal term of the contract. Account information must be provided below.

2025

111600 / 10000 - 168402 / NRG

**(GL acct)** / **(Fund #)** / **(Cost Center)** / **(Grant # or NRG)**

☐ No, I do not wish to continue the current contract with the above-mentioned vendor(s) for the following reason(s).

SIGNATURE: _____ DATE: 7/18/25

# F2023167 Annual Contract for Fleet Fuel Card and Management Services

| | | | | Award | | | |
|---|---|---|---|---|---|---|---|
| | | | | James River Solutions<br>Ashland, VA<br>HUB - No<br>Co-op - Yes | | APEX PETROLEUM CORPORATION<br>Largo, MD<br>HUB - No<br>Co-op - Yes | |
| | | | | Total Price | $44,166.50 | Total Price | $44,368.72 |
| Line # | Description | QTY | UOM | Unit | Extended | Unit | Extended |
| | Annual Contract for Fleet Fuel Card and Management Services | | | | **$44,166.50** | | $44,368.72 |
| 1.1 | Reformulated Unleaded Regular Gasoline Differential | 267000 | Estimated Quantity of Gallons Purchased | **$0.1325** | | $0.1397 | |
| 1.2 | Reformulated Unleaded Mid-Grade Gasoline Differential | 3000 | Estimated Quantity of Gallons Purchased | **$0.155** | | $0.1397 | |
| 1.3 | Reformulated Unleaded Premium Differential | 600 | Estimated Quantity of Gallons Purchased | **$0.165** | | $0.1397 | |
| 1.4 | TxLED Diesel Differential | 47000 | Estimated Quantity of Gallons Purchased | **$0.175** | | $0.1397 | |

Note: A no-bid was received from Capital Filtrations Inc.

# TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: Bid No. F2023167 - Annual Contract for Fleet Fuel Card and Management Services - Countywide - James River Solutions, LLC - Exercise Second Option for Renewal - Same Firm Fixed Prices

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: (SHORT TIA) or FULL TIA. Circle one after answering the questions in Sections II and III below.

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## I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

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**Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.**

## II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

   Yes_____ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

   Yes_____ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.

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