



## Legislation Text

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**File #:** 18-0224, **Version:** 1

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Community Development Services, Administration and Finance Division, recommending the Board approve and authorize the Chair to sign the First Amendment to Agreement for Services 539-O1311 with EPIC Aviation, LLC, to extend the five-year term by four months, from March 19 to July 19, 2018, with no change in rates or increase in the not-to-exceed amount, and to include necessary contract administration and article updates, for continuing airport fuel and related support services at the Placerville and Georgetown Airports.

**FUNDING:** Airport Enterprise Fund - Fee Revenue for Placerville and Georgetown Airports.

**DEPARTMENT RECOMMENDATION:**

Community Development Services, Administration and Finance Division, recommending the Board approve and authorize the Chair to sign the First Amendment (Amendment 1) to Agreement for Services 539-O1311 with EPIC Aviation, LLC (EPIC), to extend the five-year term by four months, from March 19 to July 19, 2018, with no change in rates or increase in the not-to-exceed amount, and to include necessary contract administration and article updates, for continuing airport fuel and related support services at the Placerville and Georgetown Airports.

**DISCUSSION / BACKGROUND**

The County of El Dorado is the owner and operator of two public airports, one located at 3501 Airport Road in Placerville, the Placerville Airport, and the other at 6245 Aerodrome Way in Georgetown, the Georgetown Airport, with operations and maintenance of these two Airports currently administered by the County's Community Development Services, Administration and Finance Division (CDS Administration).

To continue providing airplane fuel at both Airports, along with a credit card program and point of sale system and procedures to accept such payments on behalf of the County, the Board, at its May 7, 2013 (Item 5) meeting, awarded Request for Proposals 13-405-039 to EPIC, as the lowest qualified bidder. The Board further authorized the Chair to sign an agreement with EPIC for a five-year award period with a not-to-exceed amount of \$2,260,000. Agreement for Services 539-O1311 (Agreement) between the County and EPIC became effective on August 14, 2013, with a stated term of March 20, 2013, through March 19, 2018 (Attachment B).

In anticipation of the upcoming expiration of this Agreement, CDS Administration submitted a Request for Proposals (RFP) to the Procurement and Contracts Division of the County's Chief Administrative Office (County Procurement) on January 2, 2018. County Procurement issued RFP 18-405-029 on January 29 and reflects an expected closure date of February 28, 2018. Recognizing the short window of time for determining the lowest, qualified bidder, and to seek Board approval for award and execution of a new contract, CDS Administration is requesting the Board approve

Amendment 1 to the Agreement (Attachment A), which provides a four-month term extension to July 19, 2018, and includes administrative updates applicable to Notice to Parties and Contract Administrator, and adds necessary contract articles and required language for Audit by California State Auditor, Conflict of Interest, Nondiscrimination, Licenses, No Third Party Beneficiaries, and Counterparts. Amendment 1, as proposed, does not include an increase in rates or compensation.

The current Agreement balance as of February 14, 2018, is \$835,819.47, which is sufficient to provide for fuel and related services through the requested term extension.

## **ALTERNATIVES**

The Board could choose to:

- 1) Not approve Amendment 1 and maintain the Agreement's current expiration date of March 19, 2018, recognizing this will result in a lapse in fuel and related support services at both Airports until a new contract can be put in place; or
- 2) Approve Amendment 1, with a reduced extension term of the Board's choosing, which may result in a lapse in fuel and related support services at both Airports.

## **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Procurement, with County Counsel and Risk Management approving Amendment 1 as presented.

## **CAO RECOMMENDATION**

It is recommended that the Board approve this extension to give staff enough time to execute a RFP for airport fuel and related support services.

## **FINANCIAL IMPACT**

There is no fiscal impact or Net County Cost associated with this agenda item. Sufficient funds have been budgeted in Fiscal Year 2017/18, and will be budgeted in Fiscal Year 2018/19, via the Airport Enterprise Fund - Fee Revenue, to provide for fuel and related service costs associated with this Agreement and proposed Amendment 1.

## **CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) Clerk of the Board to obtain the Chair's signature on the two (2) original copies of Amendment 1.
- 2) Clerk of the Board to return one (1) fully executed original copy of Amendment 1 to CDS Administration, attention of Sherrie Busby, Administrative Services Officer, Operations Unit.

## **STRATEGIC PLAN COMPONENT**

Effective Services, Public Safety, and Economic Development.

## **CONTACT**

Creighton Avila, Deputy Chief Administrative Officer

Sherrie Busby, Administrative Services Officer, Operations Unit  
Community Development Services, Administration and Finance Division