

Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase & Property

REQUEST FOR CONTRACT EXTENSION

DATE: April 1, 2016

CONTRACT: MOTOR OILS, LUBRICANTS AND COMPOUNDS

CONTRACT NO.: **8001394 – CITGO PETROLEUM CORPORATION** VC # 177819 R003

CONTRACT PERIOD: April 18, 2013 to April 30, 2016
EXTENSION: May 1, 2016 through April 30, 2017

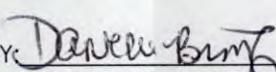
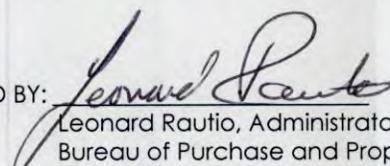
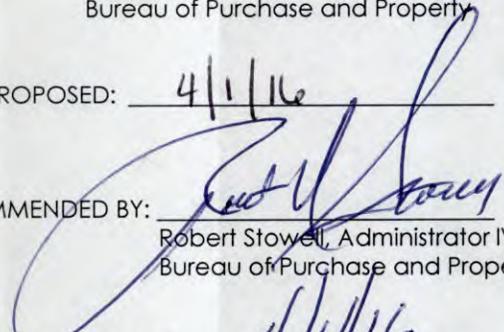
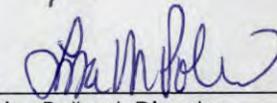
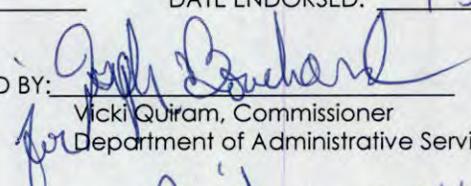
Questions: Danielle Bishop, Purchasing Agent
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EXPLANATION

I am requesting the approval to exercise a 1-year extension provision allowed for statewide contract 8001394. The current contract was implemented on April 18, 2013 for three (3) years with additional extensions, as a result of RFB# 1540-13.

The contractor has offered significant price decreases to the State, effective April 1, 2016. In addition, engine manufacturers are expected to release change to the oil/lubricant formulas and specifications in early 2017. I have surveyed the Department of Transportation, Mechanical Services, the largest user of this contract, and they have indicated that the vendor is performing well and they support the extension. I have verified through System for Award Management that there are no records of debarment listed. The estimated FY-16 spend on this contract is \$200,000.

The vendor has agreed to extend under the same terms, conditions and pricing structure. I recommend the extension of the contract based on the information provided above and believe that to do so would be in the best interest of the State.

PROPOSED BY: <u></u> Danielle Bishop, Purchasing Agent Bureau of Purchase and Property	REVIEWED BY: <u></u> Leonard Rautio, Administrator III Bureau of Purchase and Property
DATE PROPOSED: <u>4/1/16</u>	DATE REVIEWED: <u>4/1/2016</u>
RECOMMENDED BY: <u></u> Robert Stowell, Administrator IV Bureau of Purchase and Property	ENDORSED BY: <u></u> Lisa Pollard, Director Division of Procurement & Support Services
DATE RECOMMENDED: <u>4/4/16</u>	DATE ENDORSED: <u>4/5/16</u>
APPROVED BY: <u></u> Vicki Quiram, Commissioner Department of Administrative Services	
DATE APPROVED: <u>April 4, 2016</u>	