



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Sheriff  
**Department No.:** 032  
**For Agenda Of:** March 17, 2015  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

**Nor TO:** Board of Supervisors

**FROM:** Department Bill Brown, Sheriff ext. 4290  
Director  
Contact Info: Chief Financial Officer Douglas Martin ext. 4293

**SUBJECT:** Waiver of Competition for the Purchase of Aviation Fuel

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**County Counsel Concurrence**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Purchasing

As to form: Yes

**Recommended Actions:**

1. That the Board of Supervisors authorizes the Purchasing Agent to procure aviation fuel for the Sheriff's Office as a sole source procurement from Kropp Holdings, Air Card Processing Center for \$200,000 per year, without being required to conduct a formal bid process for the period ending June 30, 2017.
2. Determine this action is exempt from California Environmental Quality Act (CEQA) pursuant to Section 15378(b) (5), which are organizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment.

**Summary Text:**

The Sheriff's Office Aviation Support Unit (ASU) operates several helicopters and one fixed wing aircraft out of its base at the Santa Ynez Airport. Fuel for these aircraft is acquired from the Santa Ynez Airport Authority as well as other Fixed Base Operators (FBOs) throughout California depending on the mission of the aircraft. Kropp Holdings is the approved vendor for the federal Defense Logistics Agency (DLA) Aviation Into-Plane Reimbursement Card (AirCard) program which allows government agencies to purchase aviation fuel at reduced prices from numerous FBOs throughout the state and the country. Under existing County purchasing rules, the maximum amount of money that can be spent with this vendor is \$25,000 without going to bid. As Kropp Holdings is the approved vendor for this reduced – rate program, the Sheriff's Office requests a sole-source contract be awarded to Kropp Holdings for \$200,000 per year so that less expensive fuel can be acquired for the ASU fleet.

**Background:**

The Sheriff's Office has maintained a Blanket Purchase Order (BPO) with Kropp Holdings since December 2013 when the account relationship was first developed. The \$25,000 limit on BPOs was not an issue in FY2013-14 due to the mid-year start of the contract. In FY2014-15, \$22,330.56 has been spent through January 16, 2015. This will preclude the ASU from purchasing fuel with the AirCard from Kropp Holdings for the remainder of the fiscal year. Fuel is available from other sources, but at a higher rate per gallon. For example, a purchase of 660 gallons of fuel made in December 2014 cost \$4.08 per gallon using the Kropp Holdings account. A separate purchase from a non-AirCard vendor made the same month cost \$5.35 per gallon. While fuel prices fluctuate, the AirCard program from the DLA administered by Kropp Holdings can represent a 24% savings in fuel purchases for the ASU.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Fuel for the aircraft in the ASU is included in the operating budget of the Sheriff's Office, line item 7731 and totals \$204,740 in FY2014-15, of which \$66,137.62 has been spent as of March 9, 2015. The ASU has the ability to purchase fuel from multiple locations depending on aircraft location and specific mission. The Kropp Holdings AirCard will allow the ASU to maximize the fuel budget dollars by purchasing fuel at the lowest price possible.

**Special Instructions:**

Please send a copy of the minute order to Douglas Martin, Sheriff's Office, and the Purchasing Manager, General Services Department.

**Attachments:**

**Authored by:**

Douglas Martin, CFO, Sheriff's Office 681-4293