



## Arlington Public Schools

Procurement Office  
2110 Washington Blvd., Arlington, VA 22204 • Phone: (703) 228-6123 • Fax: (703) 841-0681  
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### Amendment No. 3

Subject: Contract No. 86FY17 – Provision of Off Road Ultra Low Sulfur Diesel Fuel for Generators

#### Contractor

Fannon Petroleum Services, Inc.  
7755 Progress Court  
Gainsville, VA 20155

#### Contract No.

86FY17

Contract No. 86FY17 is hereby renewed for one (1) year at existing prices or discounts. The renewal shall be effective from June 1, 2020 and shall remain valid through May 31, 2020. This Amendment constitutes the third of four (4) optional renewals with one (1) renewal option remaining. All other terms and conditions shall remain unchanged.

APS:

Signature: \_\_\_\_\_

*David Webb*

Title: Procurement Director/Purchasing Agent

Printed Name: David Webb, C.P.M.

Date: March 5, 2020

# Arlington Public Schools Annual Contractor Performance Report

*To be completed by department project manager.*

Period of Report: From March 1, 2019 To February 29, 2020 Interim \_\_\_\_\_ Final \_\_\_\_\_

|                           |  |                      |   |
|---------------------------|--|----------------------|---|
| Contractor Name:          | <u>Fannon Petroleum Services, Inc.</u>                                   |                      |   |
| Description of Service:   | <u>Provision of Off Road Ultra Low Sulfur Diesel Fuel for Generators</u> |                      |   |
| Solicitation #:           | <u>86FY17</u>  | PO #: <u>1806164</u> | Date Submitted: <u>3/3/2020</u>   |
| Evaluator Name (Printed): | <u>Catherine J. Lin</u>  | Evaluator Signature: | <u>Catherine Lin</u><br><small><i>Digitally signed by Catherine Lin<br/>DN: cn=Catherine Lin, o=APPS, ou=APPS,<br/>email=cathy.lin@apova.us, c=US<br/>Date: 2020.03.03 08:05:33 -0500</i></small> |

Summarize Contractor performance. In the far right column, please mark the number that corresponds to the performance rating for each category. Provide comments and supporting documentation for any ratings of 3 or lower.

|  |  |   |
|--|--|---|
| <b>Timeliness of Deliveries/<br/>Performance:</b><br><br>Late/Early/On Time  | Comments:<br>Responsive and prompt delivery of generator fuel to our locations.                  | Unsatisfactory = 0 <input type="radio"/><br>Poor = 1 <input type="radio"/><br>Fair = 2 <input type="radio"/><br>Average = 3 <input type="radio"/><br>Good = 4 <input type="radio"/><br>Excellent = 5 <input checked="" type="radio"/> |
| <b>Quality of Goods/Services:</b>  | Comments:<br>Meets specifications for off road diesel fuel.                                      | Unsatisfactory = 0 <input type="radio"/><br>Poor = 1 <input type="radio"/><br>Fair = 2 <input type="radio"/><br>Average = 3 <input type="radio"/><br>Good = 4 <input type="radio"/><br>Excellent = 5 <input checked="" type="radio"/> |
| <b>Business Relations:</b><br><br>Number of Complaints to Vendor and Purchasing _____*<br>* include any e-mails/letters<br><br>Complaint Resolving Skills<br>Billing<br>Overall Responsiveness | Comments:<br>Courteous, helpful and professional.  | Unsatisfactory = 0 <input type="radio"/><br>Poor = 1 <input type="radio"/><br>Fair = 2 <input type="radio"/><br>Average = 3 <input type="radio"/><br>Good = 4 <input type="radio"/><br>Excellent = 5 <input checked="" type="radio"/> |
| <b>Customer Satisfaction:</b><br><br>Overall Performance   | Comments:<br>Always great to work with. Understands our scheduling needs and is always flexible. | Unsatisfactory = 0 <input type="radio"/><br>Poor = 1 <input type="radio"/><br>Fair = 2 <input type="radio"/><br>Average = 3 <input type="radio"/><br>Good = 4 <input type="radio"/><br>Excellent = 5 <input checked="" type="radio"/> |

Mean Score: 5 (Add the ratings selected / divide by 4)

If it's time to renew annual contract: Renew:  YES  NO\* Rebid:  YES  NO

\* If not renewing, explain why not: \_\_\_\_\_  
 \_\_\_\_\_