

ACTION FORM BRYAN CITY COUNCIL

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| DATE OF COUNCIL MEETING: August 27, 2013 | | DATE SUBMITTED: August 5, 2013 | |
| DEPARTMENT OF ORIGIN: Fleet Services | | SUBMITTED BY: Bobby Walker | |
| MEETING TYPE: | CLASSIFICATION: | ORDINANCE: | STRATEGIC INITIATIVE: |
| <input type="checkbox"/> BCD | <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> 1ST READING | <input checked="" type="checkbox"/> PUBLIC SAFETY |
| <input type="checkbox"/> SPECIAL | <input checked="" type="checkbox"/> CONSENT | <input type="checkbox"/> 2ND READING | <input checked="" type="checkbox"/> SERVICE |
| <input checked="" type="checkbox"/> REGULAR | <input type="checkbox"/> STATUTORY | | <input type="checkbox"/> ECONOMIC DEVELOP. |
| <input type="checkbox"/> WORKSHOP | <input type="checkbox"/> REGULAR | | <input type="checkbox"/> INFRASTRUCTURE |
| | | | <input type="checkbox"/> QUALITY OF LIFE |
| AGENDA ITEM DESCRIPTION: Consider approving an extension of an existing price agreement for Automotive and Truck replacement parts, shop equipment and services from NAPA Auto Parts through the Brazos Valley Council of Governments Cooperative Program – Purchasing Solutions Alliance (PSA) contract, in a not to exceed amount of \$100,000.00. | | | |
| SUMMARY STATEMENT: Fleet Services is respectfully requesting City Council approval authorizing the Purchasing Department to issue a Blanket Purchase Order (BPO) to NAPA Auto Parts, the local PSA contract dealer for automotive and truck service parts, shop equipment and services. PSA is a purchasing cooperative for public agencies. All products and services available for purchase through the PSA contract have been competitively bid and awarded, and satisfy State law requirements relating to competitive bids or proposals. Based on historical analysis, using cooperative purchasing programs results in favorable pricing and a general review of current pricing suggests the prices for goods purchased from NAPA are competitively priced and represent the best value to the City. | | | |
| <p>NAPA will be required to provide an average of seven (7) deliveries per day to the City’s automotive parts warehouse and/or Fleet service facility, guarantee one-hour deliver of all in-stock parts, electronic ordering capability, inventory adequacies to meet the City’s fleet needs, accurate invoicing, and a buy-back program to permit the City’s return of obsolete parts inventory for full credit. These service requirements are necessary to ensure parts are readily available at the point of need to reduce downtime associated with repairs and maintenance of the City’s fleet.</p> <p>Historical expenditures for service parts purchased from NAPA are as follows:</p> <ul style="list-style-type: none"> • FY2009 – (8/2008-8/2009) \$95,891 • FY2010 – (8/2009-8/2010) \$76,308 • FY2011 – (8/2010-8/2011) \$71,846 • FY2012 – (8/2011-8/2012) \$63,274 • FY2013 – (8/2012-to date) \$61,063 <p>The annually expenditures have noticeably trended downward over recent years. This decrease is due to several factors including the replacement of older units via the Fleet Replacement Plan, and no longer being exclusively contracted with this, or any vendor, thereby giving staff the ability and flexibility to properly manage all purchases and assure the City attains the best value for each individual purchase required. The best value unit price is selected by vendor in order to maximize the savings. Based on this analysis and historical purchases, City staff anticipates spending approximately \$75,000; however, the request amount of \$100,000 provides some flexibility should the City experience an atypical year as we continue to nurture an aging fleet. This amount does not include additional service parts acquired from other local vendors that provide the best value for a given need. Such expenditures from</p> | | | |

other vendors are within the City Manager's spending authority.

STAFF ANALYSIS AND RECOMMENDATION: Fleet Services respectfully recommends approving the extension of the existing price agreement for Automotive and Truck replacement parts, shop equipment and services from NAPA Auto Parts through the Brazos Valley Council of Governments Cooperative Program – Purchasing solutions Alliance (PSA) contract, and issuing a blanket purchase order in a not to exceed amount of \$100,000. As a reminder, purchases are made on an as needed basis and the exact expense amount should be closer to historical amounts.

OPTIONS (In Suggested Order of Staff Preference):

1. Approve the Blanket Purchase Order as requested.
2. Do not approve and direct staff to solicit formal bids and award a contract to a single vendor. (Note: this action is for a single vendor but multiple vendors are used throughout the year in an effort to obtain the best value for the City. Purchases from other vendors are within the City Manager's spending authority.)
3. Do not approve and provide direction to staff.
4. At City Council's direction, pursue some other option.

ATTACHMENTS:

1. PSA Contract Extension Letter with NAPA & Confirming Contract Information (pdf file)

FUNDING SOURCE: As budgeted in department operating budgets (General Fund and Enterprise Funds)

APPROVALS: Hugh R. Walker, 08/14/2013

APPROVED FOR SUBMITTAL: CITY MANAGER Janis K. Hampton, 08-19-2013

APPROVED FOR SUBMITTAL: CITY ATTORNEY Kean Register, 08-19-2013