



AGENDA MEMORANDUM

Future Item for the City Council Meeting of September 18, 2018

Action Item for City Council Meeting of September 25, 2018

DATE: September 18, 2018

TO: Keith Selman, Interim City Manager

FROM: Jim Davis, Director of Asset Management
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Purchase of Automotive Parts for Fleet Department
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CAPTION:

Motion authorizing one-year supply agreement for the purchase of automotive parts with O'Reilly Auto Enterprises LLC, dba O'Reilly Auto Parts of Springfield, Missouri via BuyBoard cooperative for a total amount not to exceed \$140,000.

PURPOSE:

This item is to approve the purchase of automotive parts.

BACKGROUND AND FINDINGS:

Fleet Maintenance currently has the requirement for O'Reilly Auto Parts to provide batteries, filters, brakes, engine parts, body parts, supplies and other auto parts for use by Fleet Maintenance to effect repairs on City vehicles and equipment. Acquisition of these goods is essential so that Fleet Maintenance can continue to maintain the fleet so that Departments, in turn, can accomplish their missions. It is also important that these parts be delivered in a timely manner as per the Scope of Work so that vehicles and equipment can be turned around, placed back in service, and thus continue to perform required operations. This Supply Agreement will significantly assist Fleet in ensuring the above is accomplished.

The Purchasing Division utilized the Buyboard cooperative for these procurements. Contracts awarded through the cooperatives have been competitively procured to assist with compliance with Texas local and state procurement requirements. The Purchase Division also compared several cooperatives to obtain the best price for the City.

ALTERNATIVES:

N/A

OTHER CONSIDERATIONS:

Not applicable

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Fleet Maintenance

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	.00	\$140,000	\$140,000
Encumbered / Expended Amount	.00	.00	.00
This item	.00	\$140,000	\$140,000
BALANCE	.00	.00	.00

Fund(s): Fleet Maint. Svc.

Comments: The initial contract is for an amount not to exceed \$140,000 funded in FY2018-2019.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Supply Agreement