



AGENDA MEMORANDUM

Future Item for the City Council Meeting of May 15, 2018
Action Item for the City Council Meeting of May 22, 2018

DATE: May 15, 2018

TO: Margie C. Rose, City Manager

FROM: Jim Davis, Director of Asset Management
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Amendment to Supply Agreement for Automotive Repair Parts
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CAPTION:

Motion authorizing the second amendment to supply agreement 547 with O'Reilly Auto Parts of Springfield, Missouri, for the continuous supply of automotive parts for Fleet Operations for an additional one-year term, for a not to exceed amount of \$22,064.30 and a revised total agreement amount not to exceed \$66,192.90.

PURPOSE:

The purpose of this agenda item is to exercise the second and final option.

BACKGROUND AND FINDINGS:

This contract is for the supply of auto parts such as brake pads, wiper blades, misc. chemicals, bearing, seals and spark plugs for the fleet operation.

This contract was awarded in 2015. At that time, the original contract value was \$22,064.30 with option to renew for two years, for a potential multi-year amount of \$66,192.90. Staff exercised the first option and is seeking Council approval for the second and final option due to potential multiyear amount above the \$50,000 threshold.

ALTERNATIVES:

Not applicable.

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

FINANCIAL IMPACT:

X Operating Revenue Capital Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	3,191,731.00	14,709.54	3,206,440.54
Encumbered / Expended Amount	1,583,563.05	0	1,583,563.05
This item	7,354.76	14,709.54	22,064.30
BALANCE	1,600,813.19	0	1,600,813.19

Fund(s): Fleet

Comments: The total value of amendment No. 2 is \$22,064.30, of which \$7,354.76 is budget in FY2017-18. The remaining \$14,709.54 will be budgeted the next fiscal year.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Amendment No. 2