



AGENDA MEMORANDUM

Future Item for the City Council Meeting of January 15, 2019
Action Item for the City Council Meeting of January 22, 2019

DATE: January 15, 2019

TO: Keith Selman, Interim City Manager

FROM: Jim Davis, Director of Asset Management
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Automotive Maintenance Parts for Asset Management
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CAPTION:

Motion authorizing a one-year supply agreement for the purchase of automotive maintenance parts with Advance Auto Parts of Corpus Christi, Texas via U.S. Communities cooperative for \$240,000, with a one-year option for a total potential multi-year amount not to exceed \$480,000.

PURPOSE:

This item is to approve the purchase of automotive maintenance parts.

BACKGROUND AND FINDINGS:

Fleet Maintenance currently has an ongoing need to purchase automotive parts and supplies for Chevrolet, Ford and Dodge to be used by Fleet Maintenance for effect repairs on City vehicles and equipment. Acquisition of these goods is essential for Fleet Maintenance 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 so that vehicles and equipment can be turned around, placed back in service, and continue to perform required operations. This supply agreement will significantly assist Fleet in ensuring the above is accomplished.

The Purchasing Division utilized the U.S. Communities cooperative for these procurements. Contracts awarded through the cooperatives have been competitively

procured and are in 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: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$3,191,731.00	\$300,000.00	\$3,491,731.00
Encumbered / Expended Amount	\$668,518.77	\$0.00	\$668,518.77
This item	\$180,000.00	\$300,000.00	\$480,000.00
BALANCE	\$2,343,212.23	\$0.00	\$2,343,212.23

Fund(s): Fleet Maint. Svc.

Comments:

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Price Sheet
Supply Agreement