

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER  
FINANCE DEPARTMENT  
VALERIE SHATTO, BUYER, FINANCE DEPARTMENT  
JENNIFER MYLES, SENIOR BUYER, FINANCE DEPARTMENT

SUBJECT: CONTRACT FIFTH AMENDMENT – F000321 SMOTHERS  
PARTS INTERNATIONAL, INC.

AGENDA ACTION: MOTION APPROVAL

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RECOMMENDATION

It is recommended by the Finance and Transportation & Public Works Departments that the Council, by motion, approve the Fifth Amendment to Contract F000321 with Smothers Parts International, Inc., Santa Rosa, CA for a one-year contract extension in the amount of \$100,000 for a total contract amount not to exceed \$620,000.

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EXECUTIVE SUMMARY

The automotive parts and supplies purchased under this contract are used by the City's Fleet Maintenance Division to maintain and repair City fleet vehicles and equipment. Materials purchased under this contract are used to replenish the City's high-usage automotive parts inventory and for immediate use in the maintenance and repair of vehicles and equipment.

BACKGROUND

On February 14, 2012, the City Council awarded Contract No. F000321 for a one-year term with four one-year extension options for automotive parts and supplies, as a result of a competitive bidding process. The current contract is due to expire on February 28, 2016.

The First Amendment extended the contract for a one-year term without any additional funds added. The Second Amendment added additional funds. The Third Amendment added funds and extended the term of the agreement. The Fourth Amendment added

funds and extended the term of the agreement. This Fifth Amendment is the last available extension of the contract.

ANALYSIS

Smothers Parts International, Inc. has agreed, in writing, to extend Contract No. F000321 through February 28, 2017 with no increase in contract unit prices. The current U.S. Bureau of Labor Statistics (BLS) All Urban Consumers Price Index (CPI-U) for San Francisco/Oakland/San Jose for the most recent period December 2014 through December 2015 indicates a 3.2% increase. Based on the current CPI-U price data, staff recommends that it is in the City’s best interest to renew the contract with Smothers Parts International, Inc. The contractor has continued to provide satisfactory services.

The City and Smothers Parts International, Inc. entered into an agreement on February 14, 2012 awarded by the City Council. See contract activity chart below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	Feb. 14, 2012	Contract Award	\$120,000	City Council
Amendment No. 1	Mar.14, 2013	Contract Extension through Feb. 28, 2014 with no additional funds	\$0	Purchasing Agent
Amendment No. 2	Apr. 30, 2013	Additional Funds Through Feb. 28, 2014	\$150,000	City Council
Amendment No. 3	Mar. 4, 2014	Contract Extension through Feb. 28, 2015	\$150,000	City Council
Amendment No. 4	Mar.18, 2015	Contract Extension Through Feb. 28, 2016	\$100,000	City Manager
<b>Amendment No. 5</b>	<b>Pending</b>	<b>Contract Extension Through Feb. 28, 2017</b>	<b>\$100,000</b>	<b>City Council</b>
Cumulative Contract Value			\$620,000	

Under the City’s Contract/Purchase Order Modification Policy III-9, this Sixth Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2015-16 adopted budget within the departments that utilize the service. As a regular operating expenditure, the services as described are expected to be included in subsequent years’ budget proposals when presented to the City Council.

## ENVIRONMENTAL IMPACT

Not Applicable. This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

## PRIOR CITY COUNCIL REVIEW

- On February 14, 2012 the City Council authorized the award of a contract to Smothers Parts International, Inc. in the amount of \$120,000.
- On April 30, 2013 the City Council approved additional funding in the amount of \$150,000.
- On March 14, 2014, the City Council approved a one-year contract extension with additional funding in the amount of \$150,000.

## BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

## NOTIFICATION

Not Applicable

## ATTACHMENTS

- Attachment 1 – Fifth Amendment

## CONTACT

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