

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
SUBJECT: CONTRACT AMENDMENT - AUTOMOTIVE PARTS AND SUPPLIES
STAFF PRESENTER: JIM WRIGHT, PURCHASING AGENT,
FINANCE DEPARTMENT
AGENDA ACTION: MOTION

ISSUE(S)

Shall the Council, by motion, approve Amendment No. 2 to Contract F000321 for additional funding for automotive parts and supplies to Smothers Parts International, Inc., Santa Rosa, California, in the amount of \$150,000?

BACKGROUND

1. On February 14, 2012, Council approved a one-year contract with four one-year renewal options for automotive parts and supplies to Smothers Automotive International, Inc.
2. The City's Transportation and Public Works Department, Fleet Maintenance Division Garage maintains the City fleet of approximately 1,000 vehicles and equipment. The Garage's parts inventory includes 1831 items valued at approximately \$250,000. The parts provided under the contract with Smothers Automotive International, Inc. are used to maintain and/or replace portions of the Garage's inventory of high-usage parts, and for immediate use in the repair and maintenance of vehicles.
3. Funds for this expenditure have been allocated in the FY 2012-13 budget of various charge keys and will be allocated in the FY 2013-14 budget when approved by Council.

ANALYSIS

1. Contract amounts are based on estimated values as it is difficult to pre-determine the types of automotive parts and supplies that will be required within a period of time. The current contract was extended through February 28, 2014 with no increase in rates, and after review of expenditures, the contract requires additional funding to provide parts and supplies through the end of the contract term.

2. 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	February 14, 2012	1-YR Award	\$120,000	City Council
Amendment No. 1	March 14, 2013	1-YR Contract Extension	-0-	Purchasing Agent
Amendment No. 2	Pending	Add Funds	\$150,000	City Council

Cumulative Contract Value \$270,000

3. With approval of Amendment No. 2 in the amount of \$150,000, the cumulative value of the contract will be \$270,000. Under the City's Contract/Purchase Order Modification Policy, Amendment No. 2 requires approval by the City Council.

RECOMMENDATION

It is recommended by the Finance and Transportation and Public Works Departments that the Council, by motion, approves Amendment No. 2 to Contract F000321 for additional funding for automotive parts and supplies to Smothers Parts International, Inc., Santa Rosa, California, in the amount of \$150,000.

Author: Valerie Shatto, Ext 3708

Attachments:

- Amendment No. 2

**SECOND AMENDMENT
TO GENERAL SERVICES AGREEMENT NUMBER F000321
WITH SMOTHERS PARTS INTERNATIONAL**

This Second Amendment to Agreement number F000321, dated February 14, 2012 (“Original Agreement”) is made as of this _____ day of _____ 2013, by and between the City of Santa Rosa, a municipal corporation (“City”), and Smothers Parts International, Inc., a California Corporation (“Contractor”).

RECITALS

- A. City and Contractor entered into the Original Agreement for Contractor to provide automotive parts and supplies as previously amended by Amendment 1 dated March 14, 2013 that extended the term of the Agreement.
- B. City and Contractor now desire to amend the Original Agreement for the purpose of adding funds for additional parts and supplies through February 28, 2014.

AMENDMENT

NOW, THEREFORE, the parties agree to supplement the Original Agreement as follows:

1. **COMPENSATION**

Section 4 is amended to provide for additional compensation to Contractor in the amount of one hundred fifty thousand dollars (\$150,000) for the continuation of services to read as follows:

“The total of all fees paid to the Contractor for the satisfactory performance and completions of all services set forth in the Agreement shall not exceed the total sum of \$270,000. The Chief Financial Officer is authorized to pay all proper claims from various Charge Numbers.”

All other terms of the Original Agreement shall remain in full force and effect.

Executed as of the day and year first above stated.

CONTRACTOR:

Name of Firm: Smothers Parts International, Inc.

TYPE OF BUSINESS ENTITY:

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: _____)

Signatures of Authorized Persons:

By: _____

Print Name: _____

Title: _____

By: _____

Print Name: _____

Title: _____

Taxpayer I.D. No. 94-2260543

City of Santa Rosa Business Tax Cert. No.

09021

CITY OF SANTA ROSA
a Municipal Corporation

By: _____

Print Name: _____

Title: _____

APPROVED AS TO FORM:

Office of the City Attorney

ATTEST:

City Clerk