

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER,
FINANCE DEPARTMENT
SEAN HERMES, BUYER, FINANCE DEPARTMENT

SUBJECT: CONTRACT AMENDMENT 1 – AUTO PART SUPPLY

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance and Transportation and Public Works Departments that Council, by resolution, approve the First Amendment to General Services Agreement (GSA) #F001393 with Smothers Parts International, Inc. Santa Rosa, California, to increase contract compensation by \$300,000, for a total amount not to exceed \$398,064.47.

EXECUTIVE SUMMARY

The Fleet Maintenance Division has an ongoing need to acquire automotive parts and supplies necessary to maintain the fleet of City vehicles and equipment. The First Amendment will add the additional funding needed to facilitate continued automotive parts and supplies acquisitions through the end of the initial two-year term of this Agreement.

BACKGROUND

On April 10, 2017, General Services Agreement #F001393 was awarded to Smothers Parts International, Inc as they were deemed to be the lowest responsive and responsible bid to Invitation for Bid (IFB) 17-01, solicited by the City for the purchase of automotive parts and supplies. Automotive parts and supplies are used by the City's Fleet Maintenance Division to maintain and repair City fleet vehicles and equipment. Materials provided under this contract are used to replenish the City's high use automotive parts inventory and to acquire any parts or supplies that may be needed for immediate use during routine maintenance and emergent repair of vehicles and equipment.

PRIOR CITY COUNCIL REVIEW

Not Applicable

ANALYSIS

Agreement #F001393 was underfunded through an administrative error upon award. Under the original bid, Invitation for Bids (IFB) 17-01, Bidders provided detail pricing for items listed within Attachment A - Core Parts and mark up costs for Attachment B – Parts Catalog. This error led to partially funding the Agreement accounting only for costs incurred for the procurement of Core Parts and failed to capture the costs incurred for the procurement of Catalog parts. This was a known need and properly solicited.

The City and Smothers Parts International, Inc. entered into an agreement on April 10, 2017 awarded by City Manager. See contract activity chart below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	April 10, 2017	2- Year	\$98,064.47	City Manager
First Amendment	Pending	Add compensation	\$300,000	City Council
Cumulative Contract Value			\$398,064.47	

With approval of the First Amendment, the cumulative value of the Contract #F001393 will be \$398,064.47. Under the City's Contract/Purchase Order Modification Policy III-9, the First Amendment requires approval by City Council.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2017-18 proposed budget within the Transportation and Public Works Department. As a regular operating expenditure, the parts are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

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 foreseeable indirect physical change in the environment pursuant to CEQA guideline section 15378.

CONTRACT AMENDMENT 1 TO F001393 SMOTHERS PARTS INTERNATIONAL,
INC.

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BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A – First Amendment

CONTACT

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