

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: CHUCK MCBRIDE, CHIEF FINANCIAL OFFICER,
FINANCE DEPARTMENT
ZAC BRAND, FLEET SUPERINTENT, TRANSPORTATION AND
PUBLIC WORKS
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT

SUBJECT: SECOND AMENDMENT TO GENERAL SERVICES
AGREEMENT NUMBER F001393 WITH SMOTHERS PARTS
INTERNATIONAL, INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance and Transportation and Public Works Departments that the Council, by Resolution, approve the Second Amendment to General Services Agreement Number F001393 with Smothers Parts International, Inc., Santa Rosa, California, extending the term of the Agreement for one year and increasing compensation by \$253,009, for a total cumulative amount not to exceed \$651,073.47.

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 Second Amendment will extend the term of the agreement for one year and increase compensation for continued automotive parts and supplies acquisitions.

BACKGROUND

On April 10, 2017, General Services Agreement Number F001393 (Agreement) was awarded to Smothers Parts International, Inc. as they were deemed to be the lowest responsive and responsible bid to Invitation for Bid 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 the Agreement are used to replenish the City's high use automotive parts inventory and to acquire any parts or supplies that may be

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F001393, SMOTHERS PARTS INTERNATIONAL, INC.
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needed for immediate use during routine maintenance and emergent repair of vehicles and equipment.

PRIOR CITY COUNCIL REVIEW

None.

ANALYSIS

The term of the Agreement will expire on April 10, 2019. The City received a proposal to extend the Agreement with an average 5% increase in core list price sheet, primarily associated to oil, air, and fuel filters related products. The total increase to the core list price sheet is a total of \$4,944.12, all other pricing terms remain the same. The request for increase is due to a 10% market increase on Chinese manufactured automotive parts.

The City and Smothers Parts International, Inc. entered into the Agreement on April 10, 2017 which was 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	December 12, 2017	Add compensation	\$300,000	City Council
Second Amendment	Pending	One-year extension and increase compensation	\$253,009	City Council
Cumulative Contract Value			\$651,073.47	

With approval of the Second Amendment, the cumulative compensation payable under the Agreement will be \$651,073.47. Under the City's Contract/Purchase Order Modification Policy III-9, the Second Amendment requires approval by City Council.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2018-19 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.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

Resolution/Exhibit A – Second Amendment to General Services Agreement Number
F001393

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