

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
SUBJECT: APPROVAL OF SECOND AMENDMENT TO BLANKET
PURCHASE ORDER 166149 FOR THE PURCHASE OF
AUTOMOTIVE PARTS AND SUPPLIES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works and Finance Departments that the Council, by resolution, approve the Second Amendment to Blanket Purchase Order 166149 with Smothers Parts International, Inc., Santa Rosa, California, for the purchase of automotive parts and supplies, to add funds and increase compensation in the amount of \$150,000 for a total amount not to exceed of \$597,000.

EXECUTIVE SUMMARY

Blanket Purchase Order (BPO) 166149 provides automotive parts and supplies used by the City's Fleet Maintenance Division to maintain and repair City fleet vehicles and equipment. Materials provided under this contract will be used to replenish the City's high-usage automotive parts inventory and for immediate use in the maintenance and repair of vehicles and equipment. The BPO expires on April 30, 2025.

BACKGROUND

On January 26, 2022, the City Manager approved the use of the Equalis Group Cooperative Purchasing Agreement number AP-1010 and award of a BPO for the purchase of automotive parts and supplies to Smothers Parts International, Inc., Santa Rosa, California, in an amount not to exceed \$97,000.

PRIOR CITY COUNCIL REVIEW

On February 14, 2023, the City Council approved the first amendment to BPO 166149 to increase funds and add compensation in the amount of \$350,000.

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SMOTHERS PARTS INTERNATIONAL, INC.
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ANALYSIS

The Equalis Group Cooperative Purchasing Agreement number AP-1010 expires on April 30, 2025, with extension options through April 30, 2030.

Based on the current rate of spend, approximately \$16,000-\$18,000 per month, this request will fully fund the BPO through April 30, 2025.

Under the City's Purchasing Policy, City Code 3-08-110(A) Award Authority, this modification requires approval by the City Council.

FISCAL IMPACT

Funds for this expense have been appropriated in the Fiscal Year 2024-25 budget within various departments and, as a regular expenditure, will be included in subsequent years' budget requests when presented to Council.

ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Sections 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution

PRESENTER

Zac Brand, Fleet Superintendent
Jennifer Myles, Acting Purchasing Agent