

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ZAC BRAND, FLEET SUPERINTENDENT
TRANSPORTATION AND PUBLIC WORKS
BRANDALYN TRAMEL, PURCHASING AGENT
AUTHOR: TRACY VERA, BUYER
FINANCE DEPARTMENT
SUBJECT: APPROVAL OF AMENDMENT TO BLANKET PURCHASE
ORDER 166149 WITH SMOTHERS PARTS INTERNATIONAL,
INC., SANTA ROSA, CALIFORNIA, FOR THE PURCHASE OF
AUTOMOTIVE PARTS AND SUPPLIES (CEQA EXEMPT)

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works and Finance Departments that the Council, by resolution, approve an amendment to Blanket Purchase Order 166149 with Smothers Parts International, Inc., Santa Rosa, California, for the purchase of automotive parts and supplies, to increase compensation in the amount of \$350,000, for a total amount not to exceed of \$447,000.

EXECUTIVE SUMMARY

This Blanket Purchase Order (BPO) provides automotive parts and supplies used by the City 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. This 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.

As a result of an extensive procurement process managed and initially awarded directly by the City of Santa Rosa Purchasing staff, the Equalis Group joined forces with the City of Santa Rosa's contract award to make it available to other government entities

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nationwide as a cooperative purchase opportunity to Equalis Group Members via the Cooperative Council of Governments (CCOG).

CCOG makes its collective purchasing programs and other services available through Equalis Group, a collaboration of local, regional, and national group purchasing organizations and public sector contract holders to make already-procured contracts for various products and services available to entities that join Equalis Group. . This is a first for the City to have a procurement be made available for use nationwide.

PRIOR CITY COUNCIL REVIEW

Not Applicable

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, 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 2022-23 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

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- Resolution

PRESENTERS

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