

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JEREMY GUNDY, DEPUTY DIRECTOR-FIELD SERVICES,
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
SUBJECT: APPROVAL AND ISSUANCE OF A BLANKET PURCHASE
ORDER FOR THE PURCHASE OF AUTOMOTIVE PARTS AND
SUPPLIES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works Department Fleet Maintenance Division that the Council, by resolution, approve the issuance of a Blanket Purchase Order for the purchase of automotive parts and supplies in an amount not to exceed \$450,000, utilizing the pricing from Equalis Group Cooperative Purchasing Agreement Number COG-2129E to Smothers Parts International, Inc., of Santa Rosa, California.

EXECUTIVE SUMMARY

This Blanket Purchase Order will provide automotive parts and supplies used by the City Fleet Maintenance Division to maintain and repair City fleet vehicles and equipment. Materials supplied under this contract will replenish the City's high-usage automotive parts inventory as well as immediate use needs in equipment and vehicle maintenance and repair.

BACKGROUND

The Cooperative Council of Governments (CCOG) makes its collective purchasing programs and other services available through Equalis Group, a national purchasing organization, by publicly procuring Master Agreements for products and services to be made available to current Equalis Group Members. The City of Santa Rosa is member EG-0028215 of the Equalis Group.

The City of Santa Rosa currently utilizes Equalis Group Agreement Number AP-1010 to purchase automotive parts and supplies from Smothers Parts International, Inc., which expires April 30, 2025.

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PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The Equalis Group Agreement Number COG-2129E provides a minimum 50% discount off list price and allows suppliers to sell products and services made available through the Master Agreement. Smothers Parts International, Inc. is listed as a Supplier in the Master Agreement.

Equalis Group Agreement COG-2129E expires on April 30, 2026, with an option to renew for one additional year. The Blanket Purchase Order (BPO) will expire with the Master Agreement term on April 30, 2027, including the one-year extension. The requested BPO amount of \$450,000 will cover the current expense rate of \$16,000-\$18,000 per month for the full 24-month term.

Santa Rosa City Code Section 3-08.160 permits cooperative purchases when advantageous to the City. Equalis Group's procurement process includes research, specifications preparation, pre-bid and preproposal conferences, legal notice posting and advertising, bid/proposal review, and contract execution available at a national level. Additional benefits to utilizing a cooperative purchase agreement is an expedited procurement process, volume purchasing discounts, on-duty professional staff assistance, research and development of technical specifications, and contract management services provided by Equalis Group.

Based on the City's pricing under Equalis Group Agreement COG-2129E, City staff considers it advantageous for the City to use the cooperative agreement pricing. Upon approval, a BPO will be issued using the City's standard Purchase Order Terms and Conditions.

Under the City's Purchasing Policy, City Code 3-08.110(A) Award Authority, this request requires approval by the Council.

FISCAL IMPACT

Funds for this BPO are budgeted in the Internal Service Fund 1710 (Garage), and then vehicle and equipment maintenance costs are distributed to individual operating budgets through a work order system. The individual operating budgets, including those coming from General Fund, are appropriated for ongoing maintenance costs each fiscal year.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the proposed action is not a "project"

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subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the proposed action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 - Equalis Group Master Agreement COG-2129E
- Attachment 2 - Equalis Group Contract Document
- Resolution

PRESENTER

Zac Brand—Fleet Superintendent