

Agenda Report

September 14, 2020

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: AUTHORIZE A PURCHASE ORDER CONTRACT WITH GENUINE PARTS COMPANY (DBA: NAPA AUTO PARTS) FOR PURCHASE OF AUTOMOTIVE AND TRUCK PARTS, ACCESSORIES AND SUPPLIES IN AN AMOUNT NOT TO EXCEED \$315,000 FOR ONE YEAR

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to enter into a purchase order contract without competitive bidding, pursuant to City Charter Section 1002(H) contracts with other governmental entities or their contractors for labor, materials, supplies or services, with Genuine Parts Company dba NAPA Auto Parts (GPC) for automotive and truck parts, accessories, and supplies in an amount not to exceed \$315,000 for one year; and
3. Grant the proposed purchase order contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B) contracts for which the City's best interests are served.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) maintains over 1,100 vehicles and pieces of equipment. BSFMD purchases and stocks a wide variety of automotive and truck parts, supplies, and accessories on an ongoing basis to ensure that the City's fleet is maintained effectively. Staff seeks to limit downtime associated with ordering and receiving parts by ensuring certain high-volume parts are stocked and readily available to the City mechanics. Due to the ongoing need to procure a vast array of automotive parts, staff has sought a competitively solicited automotive parts contract, which covers many of BSFMD's needs across multiple part types and vehicle categories.

Sourcewell is a municipal national contracting agency which establishes and provides competitively solicited purchasing contracts that can be utilized by member agencies such as the City of Pasadena. In June 2016, Sourcewell issued a Request for Proposals (RFP) for Automotive and Truck Parts with Related Automotive and Truck Equipment, Accessories, Supplies, and Services. Eleven submissions were received and evaluated by the Sourcewell selection committee. Submissions were scored on criteria such as pricing, warranty coverage, selection and variety of products offered. The process undergone by Sourcewell has resulted in competitive pricing. GPC scored the highest with 808 points out of a possible 1,000, and was awarded a contract through August of 2020 under Sourcewell contract #062916-GPC. The City availed of this cooperative pricing agreement, and on May 15, 2017, Council authorized a three-year contract with GPC for an amount not to exceed \$915,000.

This Sourcewell contract has since been extended for another year through August 2021. GPC has agreed to honor the same contract prices, terms, and conditions to the City for the proposed purchase of the automotive and truck parts, accessories, and supplies. It is, therefore, in the best interest of the City to piggyback on this one-year Sourcewell contract extension with GPC. This will allow the City to continue benefitting from the nationally leveraged volume purchasing discounts for a wide range of light, medium, and heavy duty parts and accessories that meet the needs of the City's fleet as well as achieving efficiency through GPC's expanded accessibility and availability of parts resulting in quicker delivery turnaround and decrease in shipping costs. Additionally, GPC offers a manufacturer's warranty on all NAPA brand parts.

GPC, headquartered in Atlanta GA, has over 10 stores in Los Angeles. The City has done business with GPC since 2011 for an aggregate total amount of \$1,344,758. Based on prior expenditures for items offered for automotive parts, supplies, and accessories under the Sourcewell contract, staff determined an estimated need of \$315,000 annually.

The Department of Public Works recommends that the City Council authorize the City Manager to issue a purchase order contract with GPC for a one-year period in an amount not-to-exceed \$315,000.

Since GPC's NAPA Auto Parts store located in Pasadena recently closed, BSFMD staff has met challenges in finding other local stores that carry the types of automotive parts necessary and/or at the levels commensurate to the quantities needed by the City.

COUNCIL POLICY CONSIDERATION:

This purchase supports the City Council's strategic goal to maintain fiscal responsibility and stability; improve mobility and accessibility throughout the city; and ensure public safety.


ENVIRONMENTAL IMPACT:

This action is exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment.


FISCAL IMPACT:

The total cost of this action is \$315,000. Funding will be addressed by the utilization of existing budgeted appropriations from the Fleet Maintenance & Repair Fund (budget account 51122058-810100). There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,


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Approved by:


STEVE MERMELL
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