



CITY OF CARSON

Legislation Text

File #: 2022-222, Version: 1

Report to Mayor and City Council

Tuesday, April 19, 2022

Consent

SUBJECT:

CONSIDER APPROVAL TO AMEND THE BLANKET PURCHASE ORDER IN THE AMOUNT OF \$16,200 FOR CARSON AUTO PARTS (NAPA) TO PROVIDE PARTS FOR THE PUBLIC WORKS FLEET MAINTENANCE DIVISION FOR MAINTENANCE AND REPAIR OF CITY OWNED VEHICLES AND EQUIPMENT AND APPROVAL OF RESOLUTION NO. 22-060 "A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2021-22 BUDGET IN THE GENERAL FUND" (CITY COUNCIL)

I. SUMMARY

City Council approval is requested to authorize the Purchasing Department to appropriate an additional \$16,200 to the existing \$24,999 blanket purchase order agreement for Carson Auto Parts (NAPA) for a total of \$41,199, which exceeds the City Manager's expenditure authority of \$25,000. The Fleet Maintenance Division has recently added two mechanics to staff and these additional funds will allow the continued purchasing of parts to support the increase of in-house vehicle maintenance and repair activities.

II. RECOMMENDATION

TAKE the following actions:

1. AUTHORIZE the Purchasing Division to amend PO #22200075 for Carson Auto Parts by \$16,200.00 for a total amount not to exceed \$41,199.00.
2. ADOPT Resolution No. 22-060 "A RESOLUTION OF THE CITY OF CARSON CITY COUNCIL AMENDING THE FISCAL YEAR 2021-22 BUDGET IN THE GENERAL FUND."

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III. ALTERNATIVES

1. TAKE another action the City Council deems appropriate.

IV. BACKGROUND

In-house maintenance and repair work to City owned vehicles has increased due to the termination of the Enterprise Lease agreement in December 2021. The Public Works-Fleet Maintenance division has added two mechanics to its staff to absorb the additional workload. The increase in staff requires additional parts be acquired from vendors such as Carson Auto Parts.

Carson Auto Parts is the primary parts vendor for the Public Works Fleet Maintenance division. The City has a current blanket purchase order with Carson Auto Parts totaling \$24,999.00. With the additional workload these funds have been exhausted. An amendment to add an additional amount of \$16,200.00 is needed to continue vehicle repairs and maintenance through the remaining FY 2021/2022. Under the City's Purchasing Ordinance, Section 2606, any expenditures totaling over \$25,000 require City Council approval.

Funds were depleted as a result of:

- Increased amount of workload shifted to the Public Works Fleet Maintenance division by the termination of Enterprise Vehicle Lease.
- Additional staffing within Public Works Fleet Maintenance requiring an increase in part purchases to support the additional workload.

In March 2022, City staff obtained three quotes, one from Carson Auto Parts (Napa), AutoZone, and O'Reilly Auto Parts. Each individual bid contains prices for identical parts which are then tallied for the overall cost listed. Carson Auto Parts (Napa) is the lowest price overall. Carson Auto Parts provided the lowest quote for the parts City needs - the quote amounts are listed below.

- Carson Auto Parts (NAPA) - \$281.75
- O'Reilly - \$367.95

- Autozone - \$294.95

City Attorney's Office has reviewed this request to ensure it meets all CMC Purchasing guidelines.

V. FISCAL IMPACT

There is no fiscal impact to the General Fund. A sum of \$60,000 will be transferred by Resolution No. 22-060 from account 101-80-840-275-7003 to account 101-80-840-275-7001. The Resolution moves \$60,000 from the Enterprise Lease Account into an account to be used for vehicle parts and repairs. Funding in the amount of \$16,200 will be for the Carson Auto Parts (NAPA) blanket purchase order and the balance of \$43,800 will be used for other Purchase Order increases related to vehicle maintenance. The amounts requested for the blanket purchase order amendments will be funded from account 101-80-840-275-7001.

VI. EXHIBITS

1. Carson Auto Parts (NAPA) Quote
2. AutoZone Quote
3. O'Reilly Auto Parts Quote
4. Resolution No. 22-060

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