Pinellas County

Staff Report

Approved by the Purchasing Director on 4/2/2024

File #: 24-0282D, **Version:** 1 **Agenda Date:** 12/25/2030

Subject:
Ninth Amendment to the purchase authorization with Genuine Parts Company d/b/a NAPA Auto Parts for the supply of vehicle and equipment parts.

Recommended Action:
Approval of the Ninth Amendment to the purchase authorization with Genuine Parts Company d/b/a NAPA Auto Parts for the supply of vehicle and equipment parts.

- This purchase authorization provides the Fleet Management Division of Administrative Services with all the parts required to support the maintenance and repair of vehicles in the County Fleet Department.
- The Ninth Amendment revises the expiration date of the purchase authorization through December 29th, 2024.
- There is no fiscal impact associated with this nineth amendment.

Contract No. 134-0296-B in the approved not to exceed amount of $20,283,826.00, through December 29th, 2025.

Pinellas County

Staff Report

Approved by the Purchasing Director on 07/12/2023

File #: 22-0196D, **Version:** 1 **Agenda Date:** 12/25/2030

Subject:
Eighth Amendment to the purchase authorization with Genuine Parts Company d/b/a NAPA Auto Parts for the supply of vehicle and equipment parts.

Recommended Action:
Approval of the Eighth Amendment to the purchase authorization with Genuine Parts Company d/b/a NAPA Auto Parts for the supply of vehicle and equipment parts.

- This purchase authorization provides the Fleet Management Division of Administrative Services with all the parts required to support the maintenance and repair of vehicles in the County Fleet Department.

- Sourcewell is a public agency that allows for cooperative pricing options on competitively solicited contracts. Pinellas County began piggybacking the pricing, terms, and conditions of the cooperative Sourcewell contract with NAPA by executing a purchase authorization on November 10, 2014.

- The Eighth Amendment to Pinellas County's purchase authorization revises the contract number for the cooperative Sourcewell contract, #110520-GPC. The original contract number was # 010511-GPC. Section 3.1 of the executed seventh (7th) amendment to the purchase authorization allows for the incorporation of new contract numbers and/or terms and conditions.

- The Eighth Amendment includes performance indicators to establish minimum acceptable levels of contract performance for the contractor.

- There is no fiscal impact associated with this eighth amendment

- The Eighth Amendment revises the expiration date of the purchase authorization through December 29th, 2024.

Contract No. 134-0296-B in the approved not to exceed amount of $20,283,826.00, through December 29th, 2024.

Strategic Plan:
Deliver First Class Services to the Public and Our Customers
5.2 Be responsible stewards of the public's resources
5.3 Ensure effective and efficient delivery of county services and support
5.4 Strive to exceed customer expectations

Summary:
The Eighth Amendment to the purchase authorization with NAPA 1) revises the expiration date through December 29th, 2024, 2) revises the contract number of the sourcewell cooperative contract from # 010511-GPC to #110520-GPC, and 3) Establish minimum acceptablable services standards for the contractor. The eighth Amendment allows Pinellas County's purchase authorization to co-terminate with the NAPA Sourcewell contract.

This contract provides the Fleet Management Division of Administrative Services an all-encompassing outsourcing of parts and inventory operations which includes staffing, parts procurement, storage, inventory control, and parts delivery to sub-shops.

Background/Explanation:
Contract No. 134-0296-PB(PF) Vehicle and Equipment Parts Management System approved Board of County Commissioners November, 18, 2014.

Prior amendments to this purchase authorization:
On April 28, 2015, the First Amendment was approved to provide NAPA the authority to purchase obsolete County Fleet Management parts inventory.

On November 5, 2016, and November 2, 2017, the Second and Third Amendments were approved to extend the purchase authorization through November 17, 2017 and November 17, 2018, respectively.

On January 23, 2018, the County Administrator executed the Fourth Amendment to the purchase authorization which provided a mechanism to reduce contract part pricing through increased discount rates as compared to those listed in the original agreement.

On October 16, 2018, the County Administrator approved the Fifth Amendment to extend the purchase authorization through November 17, 2019.

On November 12, 2019, the Board of County Commissioners approved the Sixth Amendment to extend the purchase authorization through July 21, 2020.

On June 2, 2020, the Board of County Commissioners approved the Seventh Amendment to extend the contract and increase the total contract amount by $11,603,826.00.

Fiscal Impact:
There is no fiscal impact associated with this Eighth Amendment

Approved not-to-exceed expenditure to date:	$20,283,826.00
Estimated average annual expenditure not to exceed:	$1,901,608.59

Funding is derived from the Fleet Management operating budget.

Delegated Authority:
Authority for the Division Director of Purchasing & Risk to sign this amendment is granted under Code Section 2-184 of the MRO code.

Staff Member Responsible:
Donald Moore, Manager, Fleet Operations
Merry Celeste, Division Director, Purchasing and Risk Management, Administrative Services

Partners:
N/A

Attachments:
Eighth Amendment

Pinellas County

Staff Report

File #: 20-469A, **Version:** 1 Approved by the BCC June 2, 2020 **Agenda Date:** 6/2/2020

Subject:
Seventh Amendment to the purchase authorization with Genuine Parts Company d/b/a NAPA Auto Parts for the supply of vehicle and equipment parts.

Recommended Action:
Approval of the Seventh Amendment to the purchase authorization with Genuine Parts Company d/b/a NAPA Auto Parts (NAPA) for a vehicle and equipment parts management system.

- This purchase authorization provides the Fleet Management Division of Administrative Services with all the parts required to support the maintenance and repair of vehicles in the County Fleet.
- The Seventh Amendment extends the purchase authorization through July 21, 2025 to co-terminate with the Sourcewell contract extension with NAPA.
- The Seventh Amendment also revises pricing to include more favorable parts pricing to the County.
- Sourcewell is a public agency serving as a national municipal contracting organization established under the State of Minnesota.
- Locally, Hillsborough and Polk counties and the cities of St. Petersburg and Pinellas Park utilize this Sourcewell NAPA contract to provide parts for their respective fleet operations.
- The outsourcing of Fleet Management's parts supply and parts inventory eliminates inventory shrinkage and obsolescence as NAPA operates a parts warehouse on Fleet Management property and is responsible for manning the warehouse, and the disbursement and inventory of all parts.
- Before the NAPA contract was utilized, over thirty County contracts were required to provide Fleet Management with parts requirements requiring inventory management and control by Fleet Management personnel.
- The Board of County Commissioners approved the use of this contract on November 18, 2014.

Contract No. 134-0296-PB(AM) increase in the amount of $11,603,826.00 for a revised contract value of $20,283,826.00; with an annual amount of $1,901,608.69; effective through July 21, 2025. Authorize the Chairman to sign and the Clerk of the Circuit Court to attest.

Strategic Plan:
Deliver First Class Services to the Public and Our Customers
5.2 Be responsible stewards of the public's resources
5.3 Ensure effective and efficient delivery of county services and support
5.4 Strive to exceed customer expectations

Summary:

The Seventh Amendment to the purchase authorization with NAPA provides an extension through July 21, 2025 for the supply of a parts management system necessary for the maintenance and repair of County vehicles and equipment. The Seventh Amendment allows the County purchase authorization to co-terminate with the NAPA Sourcewell contract. The Amendment also provides improved product pricing and payment terms.

This contract provides the Fleet Management Division of Administrative Services an all-encompassing outsourcing of parts and inventory operations which includes staffing, parts procurement, storage, inventory control, and parts delivery to sub-shops.

Background Information:

Contract No. 134-0296-PB(PF) Vehicle and Equipment Parts Management System approved Board of County Commissioners November, 18, 2014.

Prior amendments to this purchase authorization:

On April 28, 2015, the First Amendment was approved to provide NAPA the authority to purchase obsolete County Fleet Management parts inventory.

On November 5, 2016, and November 2, 2017 the Second and Third Amendments were approved to extend the purchase authorization through November 17, 2017 and November 17, 2018, respectively.

On January 23, 2018, the County Administrator executed the Fourth Amendment to the purchase authorization which provided a mechanism to reduce contract part pricing through increased discount rates as compared to those listed in the original agreement.

On October 16, 2018, the County Administrator approved the Fifth Amendment to extend the purchase authorization through November 17, 2019.

On November 12, 2019, the Board of County Commissioners approved the Sixth Amendment to extend the purchase authorization through July 21, 2020.

This Contract provides Fleet Management with all the parts required to support the maintenance and repair of vehicles in the County Fleet.

Pricing is per Sourcewell Contract No. 010511-GBC.

Fiscal Impact:

Approved to date expenditure not to exceed: $8,680,000.00

Seventh Amendment expenditure not to exceed: $11,603,826.00

Total revised estimated expenditure not to exceed: $$20,283,826.00

Estimated annual expenditure not to exceed: $1,901,608.59

Funding is derived from the Fleet Management operating budget.

Staff Member Responsible:
Joe Lauro, Director, Administrative Services
Donald Moore, Manager, Fleet Operations
Merry Celeste, Division Director, Purchasing and Risk Management, Administrative Services

Partners:
N/A

Attachments:
Seventh Amendment

Staff Report

approved by the BCC 11/12/2019

File #: 19-1824A, **Version:** 1 **Agenda Date:** 11/12/2019

Subject:
Sixth Amendment to the purchase authorization with Genuine Parts Company dba NAPA Auto Parts for a vehicle and equipment parts management system.

Recommended Action:
Approval of the Sixth Amendment to the purchase authorization with Genuine Parts Company dba NAPA Auto Parts (NAPA) for a vehicle and equipment parts management system.

- Sixth Amendment to extend contract through 7/21/2020.
- This purchase authorization provides Fleet Management with all the parts required to support the maintenance and repair of vehicles in the County Fleet.
- The Sixth Amendment provides the time and funds necessary until Sourcewell negotiates and awards a new contract with NAPA.

Contract No. 134-0296-PB(AM) increase in the amount of $1,380,000.00 for a revised term total amount of $2,680,000.00 with an annual amount of $1,608,000.00; effective through July 21, 2020.

Strategic Plan:
Deliver First Class Services to the Public and Our Customers
5.2 Be responsible stewards of the public's resources
5.3 Ensure effective and efficient delivery of county services and support
5.4 Strive to exceed customer expectations

Summary:
The Sixth Amendment to the purchase authorization with NAPA provides an extension of eight months for the supply of parts necessary for the maintenance and repair of County vehicles and equipment. This contract provides the Fleet Management Division of Administrative Services an all-encompassing outsourcing of parts and inventory operations which includes staffing, parts procurement, storage, inventory control, and parts delivery to sub-shops.

Background Information:
On November 18, 2014, the Board of County Commissioners (Board) approved this purchase authorization. Contract No. 061015-GPC was competitively solicited by Sourcewell, formerly known as National Joint Powers Alliance (NJPA), a public agency serving as a national municipal contracting organization under the laws of the State of Minnesota. Prior amendments to this purchase authorization:

- On April 28, 2015, the First Amendment was approved to provide NAPA the authority to purchase obsolete County Fleet Management parts inventory.
- On November 5, 2016, and November 2, 2017 the Second and Third Amendments were

approved to extend the purchase authorization through November 17, 2017 and November 17, 2018, respectively.

- On January 23, 2018, the County Administrator executed the Fourth Amendment to the purchase authorization which provided a mechanism to reduce contract part pricing through increased discount rates as compared to those listed in the original agreement.
- On October 16, 2018, the County Administrator approved the Fifth Amendment to extend the purchase authorization through November 17, 2019.

This extension will allow Fleet Management ample time to complete the new NAPA agreement once Sourcewell completes their procurement process.

Fiscal Impact:

Approved estimated expenditure to date:	$1,300,000.00
Extension expenditure not to exceed:	$1,380,000.00
Total revised estimated expenditure not to exceed:	$2,680,000.00

Funding is derived from the Fleet Internal Service budget and is consistent with the FY20 Adopted Budget.

Staff Member Responsible:

Donald Moore, Manager, Fleet Operations
Merry Celeste, Division Director, Purchasing and Risk Management
Joe Lauro, Director, Administrative Services

Partners:

N/A

Attachments:

Sixth Amendment

Staff Report

Approved by County Administrator 8/30/19

File #: 19-744D, **Version:** 1 **Agenda Date:** 9/30/2019

Subject:
Change Order No. 1 to the contract with Genuine Parts Company dba NAPA Auto Parts, for the Vehicle and Equipment Parts Management system.

Recommended Action:
Approval of Change Order No. 1 by the County Administrator with NAPA for a vehicle and equipment parts management system.

- This contract supplies Fleet Management Operations with parts required to facilitate repairs
- Change Order No. 1 increases the contract value by $600,000.00 providing funding through November 17, 2019, the end of the contract term
- Staff is working on a five (5) year extension to this contract per the terms of the competitively solicited contract with the National Joint Powers Alliance Purchasing Cooperative now called "Sourcewell"

Contract No. 134-0296-PB(AM) increase in the amount of $600,000.00, for a revised total contract value of $2,100,000.00; effective through November 17, 2019.

Strategic Plan:
Deliver First Class Services to the Public and Our Customers
5.2 Be responsible stewards of the public's resources.
5.3 Ensure effective and efficient delivery of county services and support
5.4 Strive to exceed customer expectations

Summary:
Change Order No. 1 is an increase to the contract to provide for usage thru November 17, 2019. The County is currently averaging $150,000.00 a month for parts to repair vehicles and equipment and requires an additional $600,000.00 for the remaining life of the contract.

Background/Explanation:
On November 18, 2014, the Board of County Commissioners approved the purchase authorization with the National Joint Powers Alliance, now Sourcewell, a public agency serving as a national municipal contracting organization under the laws of the State of Minnesota.

Approvals by the County Administrator include the following:
- First Amendment approved on April 28, 2015 to provide NAPA the authority to purchase obsolete County Fleet Management parts inventory.
- Second Amendment approved on November 5, 2016 to extend the purchase authorization through November 17, 2018.
- Third Amendment approved on November 2, 2017 to extend the purchase authorization through

January 23, 2018.
- Fourth Amendment to the purchase authorization provided a mechanism to reduce contract part pricing through increased discount rates as compared to those listed in the original agreement.
- Fifth Amendment approved on October 16, 2018 to extend the purchase authorization through November 17, 2019.

Fiscal Impact:
Fifth Amendment (extension) expenditure not to exceed: $ 1,300,000.00
Increase expenditure not to exceed: $ 600,000.00
Total revised estimated expenditure not to exceed: $ 1,900,000.00

Estimated annual expenditure not to exceed: $158,333.33

Funding is derived from the Fleet Internal Service fund budget.

Delegated Authority:
Authority for the County Administrator to approve this increase is granted under Code Section 2-184 (b).

Staff Member Responsible:
Andrew W. Pupke, Director, Real Estate Management
Joe Lauro, Director, Administrative Services

Partners:
N/A

Attachments:
N/A

Staff Report

approved by the County Administrator 10/16/18

File #: 18-910D, **Version:** 1 **Agenda Date:** 12/30/2018

Subject:
Fifth Amendment to the purchase authorization with Genuine Parts Company dba NAPA Auto Parts for a vehicle and equipment parts management system.

Recommended Action:
Approval and execution by the County Administrator of the Fifth Amendment to the purchase authorization with Genuine Parts Company dba NAPA Auto Parts (NAPA) for a vehicle and equipment parts management system.

Contract 134-0296-PB (AM) in the annual amount of $1,300,000.00, for a revised total contract value of $6,700,000.00 through November 17, 2019.

Strategic Plan:
Deliver First Class Services to the Public and Our Customers
5.2 Be responsible stewards of the public's resources
5.3 Ensure effective and efficient delivery of county services and support
5.4 Strive to exceed customer expectations

Summary:
This purchase authorization with NAPA provides a term extension of twelve (12) months for parts, services and inventory management system for Real Estate Management's Fleet Management Division (Fleet Management), as provided in the Agreement. The inventory management system is an all-encompassing outsourcing of Fleet Management's parts inventory operations including staffing, parts procurement, storage, inventory control, and parts delivery to sub-shops.

Background/Explanation:
On November 18, 2014, the Board of County Commissioners (Board) approved this purchase authorization. The contract was competitively solicited by Sourcewell, formerly known as the National Joint Powers Alliance (NJPA), a public agency serving as a national municipal contracting organization under the laws of the State of Minnesota.

On April 28, 2015, the First Amendment was approved to provide NAPA the authority to purchase obsolete County Fleet Management parts inventory. On November 5, 2016, and November 2, 2017 the Second and Third Amendments were approved to extend the purchase authorization through November 17, 2017 and November 17, 2018, respectively. On January 23, 2018 the County Administrator executed the Fourth Amendment to the purchase authorization which provided a mechanism to reduce contract part pricing through increased discount rates as compared to those listed in the original agreement.

NAPA's services have been satisfactory. Therefore, it is recommended that the extension to the

purchase authorization be exercised per the terms and conditions as awarded by Sourcewell.

Fiscal Impact:

Approved estimated expenditure to date:	$5,400,000.00
Twelve (12) month expenditure not to exceed:	$1,300,000.00
Total revised estimated expenditure not to exceed:	$6,700,000.00

Funding is derived from the Fleet Internal Service Fund and is consistent with the FY19 Adopted Budget.

Delegated Authority:
Authority for the County Administrator to approve and execute the extension for this purchase authorization is granted under Code Section 2-62(a).

Staff Member Responsible:
Andrew W. Pupke, Director, Real Estate Management
Joe Lauro, Director, Purchasing

Partners:
N/A

Attachments:
Fifth Amendment

Staff Report

Approved by County Administrator 1/22/18

File #: 17-1188D, **Version:** 1 **Agenda Date:** 3/31/2018

Subject:
Fourth Amendment to the purchase authorization Agreement with Genuine Parts Company d/b/a NAPA Auto Parts for vehicle equipment parts management system.

Recommended Action:
Approval and execution by the County Administrator of the Fourth Amendment to the purchase authorization agreement with Genuine Parts Company d/b/a NAPA Auto Parts (NAPA) for vehicle equipment parts management system.

Contract 134-0296-PB (PF) for a total contract value of $5,400,000.00 through November 17, 2018. This amendment has no impact on the approved award amount of the contract.

Strategic Plan:
Deliver First Class Services to the Public and Our Customers
5.2 Be responsible stewards of the public's resources
5.3 Ensure effective and efficient delivery of county services and support
5.4 Strive to exceed customer expectations

Summary:
Approval of this fourth amendment provides a mechanism to request lower contract parts pricing through increased discount rates, than those listed in the original agreement.

Background/Explanation:
This contract is for parts, services and an inventory management system provided by NAPA. The management system is an all-encompassing outsourcing of Fleet Management's parts inventory operations including, staffing, parts procurement and storage, parts delivery to sub-shops, and responsibility for inventory control.

On November 18, 2014, the Board of County Commissioners (Board) approved this purchase authorization.

The Third and Second Amendments to the purchase authorization was approved by the County Administrator on November 2, 2017 and November 5, 2016 extending the purchase authorization. On April 28, 2015, the First Amendment was approved to provide NAPA the authority to purchase obsolete County Fleet Management parts inventory.

The amendment is a confirmation of contract terms between the Parties in regard to: (1) wherein County, if submitted in writing and consented to by NAPA, may request, and NAPA may provide, rates lower than set forth within the original pricing plan summary; and (2) recognition that County has previously requested, and Contractor has previously consented to the lower pricing.

The contract was competitively solicited by the National Joint Powers Alliance, a public agency serving as a national municipal contracting organization under the laws of the State of Minnesota.

Fiscal Impact:
This amendment has no impact on the approved award amount of the contract.

Approved estimated expenditure to date: $5,400,000.00

Funding is derived from the Fleet Internal Service Fund and is consistent with the FY18 Adopted Budget.

Delegated Authority:
Authority for the County Administrator to sign this amendment to the purchase authorization is granted under Code Section 2-62(a).

Staff Member Responsible:
Andrew W. Pupke, Director, Real Estate Management
Joe Lauro, Director, Purchasing

Partners:
N/A

Attachments:
Fourth Amendment

Staff Report

File #: 17-722D, **Version:** 1 Approved on 11/2/17 by County Administrator **Agenda Date:** 12/31/2017

Subject:
Third Amendment to the purchase authorization with Genuine Parts Company D/B/A NAPA Auto Parts for a Vehicle and Equipment Parts Management System.

Recommended Action:
Approval and execution by the County Administrator of the Third Amendment to the purchase authorization with Genuine Parts Company D/B/A NAPA Auto Parts (NAPA) for a Vehicle and Equipment Parts Management System.

Contract 134-0296-PB (PF) in the annual amount of $1,500,000.00, for a revised total contract value of $5,400,000.00 through November 17, 2018.

Strategic Plan:
Deliver First Class Services to the Public and Our Customers
5.2 Be responsible stewards of the public's resources
5.3 Ensure effective and efficient delivery of county services and support
5.4 Strive to exceed customer expectations

Summary:
Approval of this purchase authorization provides a continuation of services for a term of twelve (12) months. This contract is for parts, services and inventory management system provided by NAPA. The management system is an all-encompassing outsourcing of Fleet Management's parts inventory operations including; staffing, parts procurement and storage, parts delivery to sub-shops, and responsibility for inventory control.

Background/Explanation:
On November 18, 2014, the Board of County Commissioners (Board) approved this purchase authorization. The contract was competitively solicited by the National Joint Powers Alliance (NJPA), a public agency serving as a national municipal contracting organization under the laws of the State of Minnesota.

On April 28, 2015, the First Amendment was approved to provide NAPA the authority to purchase obsolete County Fleet Management parts inventory.

On November 5, 2016, the Second Amendment was approved to extend the purchase authorization through November 17, 2017.

The County continues to see a cost savings from outsourced parts procurement. For Fiscal Year 2017 (FY17), the cost savings was approximately $30,000.00. The total cost avoidance to the Fleet Internal Service Fund for reduced cost allocations due to the single contract was $40,741.00

(Purchasing Department, $11,890.00 and Clerk of the Circuit Court's Finance Division, $28,851.00).

The vendor's services have been satisfactory. Therefore, it is recommended that the extension to the purchase authorization be exercised at the terms and conditions as awarded by the NJPA.

Fiscal Impact:
Approved estimated expenditure to date: $3,900,000.00
Twelve (12) month expenditure not to exceed: $1,500,000.00
Total revised estimated expenditure not to exceed: $5,400,000.00

Funding is derived from the Fleet Internal Service Fund and is consistent with the FY18 Adopted Budget.

Delegated Authority:
Authority for the County Administrator to approve and execute the extension for this purchase authorization granted under Code Section 2-62(a).

Staff Member Responsible:
Andrew W. Pupke, Director, Real Estate Management
Joe Lauro, Director, Purchasing

Partners:
N/A

Attachments:
Third Amendment

Staff Report

SECOND AMENDMENT

File #: 16-842D, **Version:** 1 Approved 11/5/16 by County Administrator **Agenda Date:** 12/31/2016

Subject:
Purchase authorization with Genuine Parts Company D/B/A National Automotive Parts Association (NAPA) for the Vehicle and Equipment Parts Management System

Recommended Action:
Approval and execution by the County Administrator of the purchase authorization with Genuine Parts Company D/B/A National Automotive Parts Association (NAPA) for the Vehicle and Equipment Parts Management System

Contract 134-0296-PB (PF) in the amount of $1,300,000.00 for a term of twelve (12) months through November 17, 2017.

Strategic Plan:
Deliver First Class Services to the Public and Our Customers

5.2 Be responsible stewards of the public's resources

5.3 Ensure effective and efficient delivery of county services and support

5.4 Strive to exceed customer expectations

Summary:
Approval of this purchase authorization provides a continuation of the utilization of the Parts, Services and Inventory Management System (Management System) provided by NAPA. The Management System is an all-encompassing outsourcing of Fleet Management's parts inventory operations including; staffing, parts delivery to sub-shops and responsibility for the inventory control.

Background/Explanation:
The Board of County Commissioners approved this purchase authorization on November 18, 2014. The contract was competitively solicited by the National Joint Powers Alliance, a public agency serving as a national municipal contracting organization under the laws of the State of Minnesota. The First Amendment to the purchase authorization was approved on April 28, 2015 by the County Administrator to provide NAPA the authority to purchase obsolete County inventory.

For FY15, utilization of the system has produced a combined total cost savings/avoidance of $109,000. The cost savings/avoidance include; reduced overall price of parts ($11,000), a reduction in the number of contracts requiring Purchasing Department support, which reduced their allocation to Fleet Management ($11,000), and a corresponding reduction in the Clerk of the Circuit Court's allocation to Fleet Management, based on the reduced number of processed invoices ($87,000).

The vendor's services have been satisfactory; therefore, it is recommended that the term extension to the purchase authorization be exercised at the terms and conditions as awarded.

Fiscal Impact:
Twenty-four (24) month expenditure to date: $2,600,000.00

Twelve (12) month expenditure not to exceed: $1,300,000.00
Total expenditure not to exceed: $3,900,000.00

Funding is derived through Fleet Management's operating funds.

Delegated Authority:
Authority for the County Administrator to approve and execute this term extensions is granted under Code Section 2-176.

Staff Member Responsible:
Andrew W. Pupke, Director, Real Estate Management
Joe Lauro, Director, Purchasing

Partners:
N/A

Attachments:
Second Amendment

47115

Delegated Authority Memorandum

TO:	Mark S. Woodard, County Administrator
THROUGH:	Paul Sacco, Assistant County Administrator
FROM:	Joe Lauro, Director Purchasing Department Joe Lauro
DATE:	April 21, 2015
SUBJECT:	First Amendment – Purchase Authorization – Vehicle and Equipment Parts Management System Contract No. 134-0296-PB(PF)

Recommended Action:
Recommend the County Administrator approve and sign the first amendment to the purchase authorization with Genuine Parts Company d/b/a National Automotive Parts Association (NAPA), Atlanta, Georgia for the Vehicle and Equipment Parts Management System.

Summary:
The purpose of this amendment to the purchase authorization is to authorize NAPA to manage the disposition of non-purchased parts inventory at no cost to the County. Non-purchased inventory is defined as any inventory, owned by the County, which was not used during the twelve (12) months preceding commencement of the NAPA agreement.

Fleet Management considers this inventory obsolete because it is not needed to support current assets. Most of the obsolete or non-purchased inventory is old and from discontinued vehicles making it difficult to source a buyer. The obsolete inventory has a book value of $42,553.72. Fleet Management intends to engage NAPA, using their extensive manufacturer and distributor network to dispose of the obsolete parts.

Under the terms of responsibility for the disposition of the non-purchased inventory, NAPA will work with their manufacturers to change over the non-purchased product to NAPA-branded product. NAPA will also work with non-NAPA vendors to return unused parts. All remaining non-returnable products will be returned to the County, prepared and packaged to be sold as surplus by the County. During the course of the disposition process, NAPA will report back to the County on the current stock and value of the non-purchased inventory, when requested.

Background/Explanation:
The Board of County Commissioners approved this purchase authorization on November 18, 2014 for the purpose of obtaining a parts, services and inventory management system from NAPA.

Pricing, terms and conditions are per National Joint Powers Alliance contract 010511-GBC.

Under the terms of the original agreement, NAPA was required to value the County's entire fleet parts inventory. The method to determine value was Fleet Management's original parts purchase price. NAPA was required to purchase all current useable, saleable inventories that had usage in the past twelve (12) months. The purchased inventory had a value of $81,667.72, for which NAPA has compensated the County. By default, the balance of the parts inventory is defined as non-purchased inventory and valued at $42,553.72.

Fiscal Impact:
NAPA is offering this service at no cost to the County. Credits obtained from the disposition of the non-purchased inventory will be applied to future new part costs at the time it is dispensed from the NAPA inventory. The estimated credit to be received is to be 25-30% of the non-purchased inventory value.

Delegated Authority:
Authority for the County Administrator to approve this amendment is granted under Code Section 2-62 (a)(2).

Attachments:
Contract Review
First Amendment with Exhibit A

Recommendation Approved: _____ Date: 4/28/15
Mark S. Woodard, County Administrator