OMB Granicus Review

Granicus Title	Tenth Amendment to the purchase authorization with Genuine Parts Company d/b/a NAPA Auto Parts for the supply of vehicle and equipment parts.				
Granicus ID#	25-1422A	**Reference #**	134-0296-PB	**Date**	09/23/2025

Mark all Applicable Boxes:

Type of Review									
CIP		**Grant**		**Other**	**X**	**Revenue**		**Project**	

Fiscal Information:

New Contract (Y/N)	Y	**Original Amount**	$	20,283,826.00
Fund(s)	5002	**Amount of Change (+/-)**	$	8,920,000.00
Cost Center(s)	Multiple Centers	**Total Amount**	$	29,203,826.00
Program(s)	Multiple Programs	**Amount Available (FY26)**	$	2,324,900.00
Account(s)	5520017	**Included in Applicable Budget? (Y/N)**	**Y**	
Fiscal Year(s)	FY25 – FY26			

Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

The Department of Administrative Services (DAS) is seeking approval of the Tenth Amendment (Amendment) to the purchase authorization with Genuine Parts Company, doing business as NAPA Auto Parts (NAPA) for the supply of vehicle and equipment parts. This contract was originally approved by the Board of County Commissioners (BCC) on November 18, 2014 with a not-to-exceed threshold (NTET) of $3,300,000. On April 28, 2015, the First Amendment was approved and provided NAPA the authority to purchase obsolete County Fleet Management parts inventory and had no impact on NTET. On November 5, 2016, the Second Amendment was approved and extended the purchase authorization through November 17, 2017 and increased the NTET by $1,200,000 (36.4%). On November 2, 2017, the Third Amendment was approved by the County Administrator (CA) and extended the purchase authorization through November 18, 2017 and increased the NTET by $1,500,000 (33.3%). On January 23, 2018, the Fourth Amendment was approved by the CA to reduce contract pricing through increased discount rates and had no impact to the NTET. On October 16, 2018, the Fifth Amendment was approved by the CA and extended the purchase authorization through November 17, 2018 and increased the NTET by $1,300,000 (21.7%). On November 12, 2019, the Sixth Amendment was approved by the BCC and extended the purchase authorization through July 21, 2020 and increased the NTET by $1,380,000 (18.9%). On June 2, 2020, the Seventh Amendment was approved by the CA and extended the purchase authorization through July 21, 2025 and increased the NTET by $11,603,826 (133.7%). On July 12, 2023, the Eighth Amendment was approved by the CA and extended the purchase December 29, 2024 with no impact to NTET. On April 2, 2024, the Ninth Amendment was approved by the Purchasing Director (Director) to extend the purchase authorization through December 29, 2025 with no impact to NTET. The current NTET is $20,283,826.00 with a term end date of December 29, 2025.

Approved Contract Summary			
Description	**Not-To-Exceed Total**	**Fiscal Year**	**Percent Change (YoY and Since Initial Approval)**
Total Approved to Date:	**$20,283,826.00**	**2025**	**514.7%**
Original Contract	$3,300,000.00	2014	0.0%
First Amendment	$0.00	2015	0.0%
Second Amendment	$1,200,000.00	2017	36.4%
Third Amendment	$1,500,000.00	2018	33.3%
Fourth Amendment	$0.00	2018	0.0%
Fifth Amendment	$1,300,000.00	2019	21.7%
Sixth Amendment	$1,380,000.00	2020	18.9%
Seventh Amendment	$11,603,826.00	2020	133.7%
Eighth Amendment	$0.00	2023	0.0%
Ninth Amendment	$0.00	2024	0.0%

If approved, the proposed Tenth Amendment will increase the NTET by $ (40.0%) for a revised of NTET of $1,337,040.00 and extend the term end date by 24 months for a revised term end date of March 12, 2028.

Proposed Contract Changes			
Description	**Amount**	**Percent Change**	**Term End Date**
Total NTET to Date	$ 20,283,826.00	-	12/29/2025
Second Amendment	$ 8,920,000.00	-	+36 Months
Revised NTE	**$ 29,203,826.00**	**43.98%**	**1/10/2029**

Funding for this agreement is included in the FY26 Operating Budget for DAS in the Fleet Management Fund. A total of $2,324,900 was confirmed by the Office of Management and Budget (OMB) in the FY26 Budget for NAPA and Fleet related parts. Future year funding will be dependent on the adoption of the annual County budget.

Analyst: Shane Kunze **Ok to Sign:** ☒

Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Questica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.

a. Sample language: **"The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is ____ percent higher or lower due to____)"**.

5. Save the form with the following naming convention:
   a. **OMB.Review_XX-XXXX_Department_Subject_Date)**
   b. (e.g., OMB Review_22-529A_PW_Sidewalk_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.
   a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).

25-1191A