

City of Las Cruces[®]

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 25

Ordinance/Resolution#14-15-139

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of April 6, 2015
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL

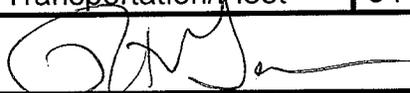
LEGISLATIVE

ADMINISTRATIVE

TITLE: A RESOLUTION AUTHORIZING AN INDEFINITE QUANTITY AND INDEFINITE COST PRICE AGREEMENT FOR FLEET VEHICLE PARTS WITH CARQUEST AUTO PARTS OF RALEIGH, NORTH CAROLINA FOR A PERIOD UP TO TWO (2) YEARS SUBJECT TO ANNUAL RENEWALS AND APPROVED BUDGET APPROPRIATIONS.

PURPOSE(S) OF ACTION:

Approval agreement.

| | | |
|--|--|---------------------------|
| COUNCIL DISTRICT: N/A | | |
| Drafter/Staff Contact: Leeann DeMouche | Department/Section: Transportation/Fleet | Phone: 541-2596 |
| City Manager Signature: |  | |

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The Fleet Services Section (Fleet) of the Transportation Department currently purchases parts from Carquest Auto Parts of Raleigh, North Carolina for repairs to City fleet vehicles and heavy equipment.

Las Cruces Municipal Code, Chapter 24, Article IX, Section 24-346 – Authority for Cooperative Procurement, allows the City to utilize contracts from other entities. Utilization of these contracts is currently the most effective and cost efficient manner for staff to procure supplies and services for the operational needs of the City.

Carquest Auto Parts provides reduced pricing based on current U.S. Communities Contract No. 1101149, which is managed through the City of Las Cruces Purchasing Section. The estimated total expenditures for these services for FY 2015 will exceed the purchasing approval threshold of \$75,000.00 and therefore requires City Council approval.

As such, staff is requesting approval from City Council to enter into an agreement with Carquest Auto Parts on an as-needed basis for a period of up to two (2) years, subject to annual renewals and approved budget appropriations.

(Continue on additional sheets as required)

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Purchasing Manager Request to Contract Form.

SOURCE OF FUNDING:

| | | | |
|---|--|---|---|
| Is this action already budgeted? | Yes | <input checked="" type="checkbox"/> | See fund summary below |
| | No | <input type="checkbox"/> | If No, then check one below: |
| | <i>Budget Adjustment Attached</i> | <input type="checkbox"/> | Expense reallocated from: _____ |
| | <input type="checkbox"/> | Proposed funding is from a new revenue source (i.e. grant; see details below) | |
| <input type="checkbox"/> | Proposed funding is from fund balance in the _____ Fund. | | |
| Does this action create any revenue? | Yes | <input type="checkbox"/> | Funds will be deposited into this fund: _____ in the amount of \$ _____ for FY _____. |
| | No | <input checked="" type="checkbox"/> | There is no new revenue generated by this action. |
| | | | |

BUDGET NARRATIVE

N/A

FUND EXPENDITURE SUMMARY:

| Fund Name(s) | Account Number(s) | Expenditure Proposed | Available Budgeted Funds in Current FY | Remaining Funds | Purpose for Remaining Funds |
|--------------|-------------------|----------------------|--|-----------------|-----------------------------|
| Various | Various | Various | Various | Various | Various |

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this action will authorize an indefinite quantity and indefinite cost price agreement for parts for repairs to City fleet vehicles and heavy equipment with Carquest Auto Parts of Raleigh, North Carolina on an as-needed basis for a period of up to two (2) years, subject to annual renewals and approved budget appropriations.
2. Vote "No"; this action will not authorize the agreement. Without this agreement, the City's budget will be negatively affected as the cost for parts for repairs to City fleet vehicles and heavy equipment would increase as procurements would have to be made with other vendors whose costs are higher.
3. Vote "Amend"; this action could modify the Resolution to reflect City Council's request.
4. Vote "Table"; this action could postpone consideration of the Resolution and City Council could direct staff accordingly. This delay will negatively affect the City's budget as the

(Continue on additional sheets as required)

cost for parts for repairs to City fleet vehicles and heavy equipment would increase as procurements would have to be made with other vendors whose costs are higher.

REFERENCE INFORMATION:

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

N/A

RESOLUTION NO. 14-15-139

A RESOLUTION AUTHORIZING AN INDEFINITE QUANTITY AND INDEFINITE COST PRICE AGREEMENT FOR FLEET VEHICLE PARTS WITH CARQUEST AUTO PARTS OF RALEIGH, NORTH CAROLINA FOR A PERIOD UP TO TWO (2) YEARS SUBJECT TO ANNUAL RENEWALS AND APPROVED BUDGET APPROPRIATIONS.

The City Council is informed that:

WHEREAS, the City purchases parts for repairs to City fleet vehicles and heavy equipment from Carquest Auto Parts of Raleigh, North Carolina; and

WHEREAS, Carquest Auto Parts provides reduced pricing based on U.S. Communities Contract Number 1101149 which is managed through the City of Las Cruces Purchasing Section; and

WHEREAS, staff is requesting approval from City Council to enter into an agreement with Carquest Auto Parts on an as-needed basis for a period of up to two (2) years, subject to annual renewals and approved budget appropriations.

NOW, THEREFORE, be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the indefinite quantity and indefinite cost price agreement with Carquest Auto Parts of Raleigh, North Carolina is hereby approved on an as-needed basis, for a period up to two (2) years, subject to annual renewals and approved budget appropriations.

(II)

THAT the Purchasing Manager is authorized to contract Carquest Auto Parts of Raleigh, North Carolina as outlined in the signed Exhibit "A", Purchasing Manager's Request to Contract Form.

(III)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 20__.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney

VOTE:
Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Levatino: _____

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CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: April 6, 2015

Resolution No.: 14-15-139

**Existing Contract Purchase For
 Fleet Vehicle Parts**

The Las Cruces City Council is provided the following information concerning this request:

RFP/BID SOLICITATION INFORMATION:

- | | |
|---|--|
| 1. Existing Contract Issuer | U.S. Communities |
| 2. Contract Number: | 1101149 |
| 3. Contract Expiration Date: | June 27, 2017 |
| 4. Description: | Fleet Vehicle Parts |
| 5. Using Department: | Transportation |
| 6. Current Award Recommendation To: | General Parts Distribution LLC, dba CARQUEST Auto Parts of Raleigh, NC |
| 7. Award Amount (includes any tax and contingency): | Indefinite Cost / Quantity |
| 8. Projected Completion Date: | TBD |

PROCUREMENT CODE COMPLIANCE:

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-316**.

_____/_____
 Purchasing Manager / Date

CONFIRMATION OF FUND ENCUMBRANCE:

| | |
|---------------------------------------|------------|
| REQUISITION OR PURCHASE ORDER NUMBER: | TBD |
|---------------------------------------|------------|