



Cover Memorandum/Staff Report

File #: 25-026

Agenda Date: 2/4/2025

Item #: 6.F.1.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: February 4, 2025

APPROVAL OF RESOLUTION NO. 13-25 TO AWARD AN AGREEMENT WITH ADVANCE STORES COMPANY, INC. DBA ADVANCE AUTO FOR THE PURCHASE OF AUTOMOTIVE PARTS, FLUIDS, EQUIPMENT, AND MAINTENANCE SERVICES UTILIZING BUYBOARD NO. 715-23 IN THE AMOUNT OF \$70,000

Recommended Action:

Motion to approve of Resolution No. 13-25 to award an agreement with Advance Stores Company Inc. dba Advance Auto Parts for the purchase of Automotive Parts, Fluids, Equipment, and Maintenance Services utilizing BuyBoard No. 715-23 in the amount of \$70,000.

Background:

The Public Works Department and Utilities Department have an ongoing need to purchase aftermarket automotive parts, fluids, equipment, and related supplies on an as-needed basis. These parts and supplies include, but are not limited to, vehicle brakes, batteries, engine and air conditioning components, and generator and equipment parts necessary to the daily operations of the various maintenance divisions of these departments (Fleet, Lift Station Maintenance, etc.).

On December 1, 2023, BuyBoard, a National Purchasing Cooperative of which the City of Delray Beach is a registered member, awarded Contract No. 715-23 to Advance Stores Company Inc. dba Advance Auto Parts (Advance Auto), for the purchase of Automotive Parts, Fluids, Equipment, and Maintenance Services. The initial term was valid through November 30, 2024. The agreement allows for two (2) one-year renewal options, therefore the agreement is currently valid through November 30, 2025, with one (1) remaining renewal period available.

The estimated agreement value is as follows:

Agreement Value		
Initial Term	Upon execution - November 30, 2025	\$35,000
Renewal Term	December 1, 2025 - November 30, 2026	\$35,000
TOTAL		\$70,000

Either party, at its sole discretion, reserves the right to terminate the agreement with or without cause immediately upon providing written notice. Upon receipt of such notice, the contractor

shall not incur any additional costs under the agreement. The City shall be liable only for reasonable costs incurred by contractor prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."

This motion is in accordance with Code of Ordinances, Section 36; and Purchasing Policies and Procedures, Section 25.

Attachments:

1. Resolution No. 13-25
2. Agreement P2025-003
3. Exhibit A to Agreement P2025-003
4. Legal Review Checklist
5. BuyBoard Contract No. 715-23 Renewal
6. BuyBoard Contract No. 715-23
7. BuyBoard Bid Tabulation Contract No. 715-23
8. BuyBoard RFP No. 715-23

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding is available from the multiple account numbers:

Department	Funding Source	Annual Allocation
Public Works	501-43-000-549.52-52	\$30,000
Utilities	441-36-256-536.52-20	\$2,500
	441-36-257-536.52-20	\$2,500