



Cover Memorandum/Staff Report

File #: 25-679

Agenda Date: 6/3/2025

Item #: 6.N.3.

TO: Mayor and Commissioners
FROM: Missie Barletto, Public Works Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: June 3, 2025

APPROVAL OF RESOLUTION NO. 91-25 TO AWARD AN AGREEMENT WITH GENUINE PARTS COMPANY DBA NAPA AUTO PARTS FOR THE PURCHASE OF AFTERMARKET VEHICLE PARTS AND SUPPLIES UTILIZING SOURCEWELL RFP NO. 100124 IN THE AMOUNT OF \$140,000.00

Recommended Action:

Motion to approve of Resolution No. 91-25 to award an agreement Genuine Parts Company dba Napa Auto Parts for the purchase of Aftermarket Vehicle Parts and Supplies utilizing Sourcewell RFP No. 100124 in the amount of \$140,000.00.

Background:

On January 9, 2025, Sourcewell, a State of Minnesota local government agency and service cooperative that offers cooperative procurement solutions to government entities, issued Agreement RFP No. 100124-GPC with Genuine Parts Company dba Napa Auto Parts (Napa Auto) for the purchase of aftermarket vehicle parts and supplies pursuant to RFP No. 100124. The initial term of the agreement is four (4) years with an option to renew for three (3) additional one-year periods. The Fleet Management Division of the Public Works Department (Fleet Maintenance) wishes to utilize the Sourcewell terms, conditions, and pricing of their Agreement to enter into its own agreement for the purchase of aftermarket vehicle parts and supplies. Fleet Maintenance chooses to contract with Napa Auto based on their warehouse's proximity to the City, as well as their in-stock items.

Fleet Maintenance has an ongoing need to purchase aftermarket vehicle parts and 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 suspension parts. The estimated agreement value, by agreement term, is listed below.

Agreement Value		
Initial Term	Upon execution - January 9, 2029	\$80,000.00
Renewal Term 1	January 10, 2029 - January 9, 2030	\$20,000.00
Renewal Term 2	January 10, 2030 - January 9, 2031	\$20,000.00
Final Renewal	January 10, 2031 - January 9, 2032	\$20,000.00
TOTAL		\$140,000.00

The City, at its sole discretion reserves the right to terminate this agreement with or without cause immediately upon providing written notice to the vendor. Upon receipt of such notice, the vendor shall not incur any additional costs under the Agreement. The City shall be liable only for the reasonable costs incurred by the vendor 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 the Code of Ordinances Chapter 36, Commission Approval Required and Purchasing Policies, Accessing Contracts from Other Government Agencies and Not-for-Profit Organizations.

Attachments:

1. Resolution No. 91-25
2. Agreement with Genuine Parts Company
3. Exhibit A to Agreement with Genuine Parts Company - Price Sheet
4. Legal Review Checklist
5. Sourcewell Agreement RFP No. 100124-GPC
6. Proposal Evaluation RFP No. 100124
7. Sourcewell Solicitation RFP No. 100124

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding is available from account number 501-43-000-549.52-52 - Operating Supplies External Parts.