



Legislation Text

File #: 17-977, **Version:** 1

TO: Mayor and Commissioners
FROM: Jennifer Alvarez, Purchasing Director
THROUGH: Mark R. Lauzier, City Manager
DATE: January 16, 2018

AWARD OF AN AGREEMENT BETWEEN THE CITY OF DELRAY BEACH AND EAGLE AUTO PARTS, INC. DBA NAPA FOR MAINTENANCE, REPAIR, AND OPERATION SUPPLIES IN A NOT-TO-EXCEED AMOUNT OF \$35,000 PER FISCAL YEAR

Recommended Action:

Motion to award a three-year Agreement with Eagle Auto Parts, Inc. dba NAPA for maintenance, repair, and operation supplies in an amount not-to-exceed of \$105,000 for the Agreement term and authorize the City Manager to exercise any and all renewal options.

Background:

On September 14, 2017, the City of Delray Beach (City) advertised an Invitation to Bid (ITB) No. 2017-053 for maintenance, repair, and operations (MRO) supplies to stock the Central Warehouse. These supplies are utilized by various City field workers to carry-out their day-to-day activities that keep the City operating smoothly and efficiently. The City solicited for specific pricing on approximately forty (40) of the most commonly-used MRO supplies, but also requested Bidders to specify a percentage over cost that they will sell all other MRO supplies to the City for. One responsive and responsible bid response was received from Eagle Auto Parts, Inc. dba NAPA (NAPA). NAPA submitted favorable pricing for the MRO supplies specified, and has also agreed to supply non-bid specified MRO supplies at 25% over their cost.

City staff is recommending to enter into an agreement for a not-to-exceed amount of \$105,000 (approximately \$35,000 per year). Based on the past quantities of MRO supplies ordered, the estimated fiscal year expenditure is \$22,851. A contingency of \$12,150 is requested to allow the Central Warehouse to order and stock all necessary MRO supplies, not just the most commonly ordered MRO supplies. The Agreement is for three (3) years with one (1) option to renew for up to an additional two years.

This motion is in accordance with Code of Ordinances Section 36.02 Commission Approval Required.

City Attorney Review:

Approved as to form and legal sufficiency.

Finance Department Review:

Finance recommends approval.

Funding Source/Financial Impact:

Funding is available from account number 001.141-410 - Inventories - Materials & Supplies Material & Supplies Misc.