



## Cover Memorandum/Staff Report

File #: 19-478

Agenda Date: 9/5/2019

Item #: 6.G.1.

**TO: Mayor and Commissioners**  
**FROM: Missie Barletto, Assistant Public Works Director**  
**THROUGH: Caryn Gardner-Young, Assistant City Manager**  
**DATE: September 5, 2019**

APPROVAL OF RESOLUTION NOS. 97-19 THROUGH 99-19 TO AWARD AGREEMENTS WITH COLD AIR DISTRIBUTORS WAREHOUSE OF FLORIDA, INC., TPH HOLDINGS, LLC D/B/A THE PARTS HOUSE, AND TOTAL TRUCK PARTS, INC. FOR THE PURCHASE OF AUTOMOTIVE PARTS AND SUPPLIES UTILIZING THE SEMINOLE COUNTY RFP NO. RFP-602971-17/BJC - \$182,000

### **Recommended Action:**

Motion to approve of Resolution Nos. 97-19 through 99-19 to award agreements with Cold Air Distributors Warehouse of Florida, Inc., TPH Holdings, LLC d/b/a The Parts House, and Total Truck Parts, Inc. for the purchase of automotive parts and supplies utilizing the Seminole County RFP No. RFP-602971-17/BJC in an estimated amount of \$182,000 collectively between suppliers through November 30, 2020 and authorize the City Manager to approve renewal options, in an estimated amount of \$115,000 collectively per renewal term, contingent upon appropriation of funds.

### **Background:**

On December 1, 2017, Seminole County issued a three-year Agreement for RFP-602971-17/BJC with Cold Air Distributors Warehouse of Florida, Inc. (Cold Air), TPH Holdings, LLC d/b/a The Parts House (TPH), Total Truck Parts, Inc. (Total Truck Parts), and four other suppliers for the purchase of automotive parts and supplies. The Agreements are valid through November 30, 2020 with options to renew for two additional one-year periods. The City of Delray Beach (City) wishes to utilize the Seminole County terms, conditions, and pricing of their Agreements to enter into its own agreement for the purchase of automotive parts and supplies. The City chooses to contract with Cold Air, TPH, and Total Truck Parts based on their warehouses' proximity to the City, as well as their in-stock items.

Fleet Maintenance has an ongoing need to purchase automotive 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 spend per 12-month period is approximately \$115,000. Therefore, the estimated agreement value, by agreement term, is listed below. These values represent the collective maximum amount requested to be spent between all suppliers.

Estimated Agreement Value	
Initial Term: Approval Date through November 30, 2020	\$182,000
Renewal Option 1: December 1, 2020 through November 30, 2021	\$115,000

Renewal Option 2: December 1, 2021 through	\$115,000
TOTAL ESTIMATED AGREEMENT VALUE:	\$412,000

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. Agreement with Cold Air
2. Agreement with The Parts House
3. Agreement with Total Truck Parts
4. Resolution No. 97-19
5. Resolution No. 98-19
6. Resolution No. 99-19
7. Legal Review Checklist for the Agreement with Cold Air
8. Legal Review Checklist for the Agreement with The Parts House
9. Legal Review Checklist for the Agreement with Total Truck Parts
10. RFP-602971-17/BJC

**City Attorney Review:**

Approved as to legal form and sufficiency.

**Funding Source/Financial Impact:**

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