

# Mayor and Council Communication

**DATE:** 06/28/22

**M&C FILE NUMBER:** M&C 22-0531

**LOG NAME:** 13PRFP 22-0103 PARTS MANAGEMENT AND SUPPLY SERVICES AR PMD

**SUBJECT**

(ALL) Authorize Execution of an Agreement with Genuine Parts Company d/b/a NAPA Auto Parts for Fleet Parts Management and Supply Services for an Annual Amount Up to \$7,000,000.00 for the Initial Term and Authorize Four One-Year Renewal Options for the Same Amount

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of an agreement with Genuine Parts Company d/b/a NAPA Auto Parts for fleet parts management and supply services for an annual amount up to \$7,000,000.00 for the initial term and authorize four one-year renewal options for the same amount.

**DISCUSSION:**

The Property Management department approached the Purchasing Division to procure an agreement for fleet parts management and supply services. The department will utilize this agreement for equipment and vehicle parts management and to acquire equipment maintenance parts. Fleet is responsible for acquisition, preventive maintenance, repairs and fueling for the City's mixed fleet of vehicles, off-road equipment and related equipment. The Purchasing Division issued Request for Proposal (RFP) No. 22-0103 consisting of detailed specifications describing the vendor's responsibilities, parts and inventory requirements, and staffing and management requirements.

The RFP was advertised in the *Fort Worth Star-Telegram* on April 13, 2022, April 20, 2022, April 27, 2022, and May 4, 2022. The City received three responses.

An evaluation panel comprised of representatives of the Property Management and Water department reviewed and scored the submittals using the Best Value criteria which included:

- (a) Technical;
- (b) Management Plan; and
- (c) Network and Resources

The individual scores were averaged for each of the criteria and the final scores are listed in the table below:

Bidders	Evaluation Factors				
	a	b	c	Total score	Rank
Vector Fleet Management, LLC	19.83	19.83	16.00	55.67	2
Genuine Parts Company d/b/a NAPA Auto Parts	24.50	24.50	20.00	69.00	1
Mancon, LLC	19.83	17.50	16.00	53.33	3

After evaluation, the panel concluded that Genuine Parts Company d/b/a NAPA Auto Parts presented the best value to the City. Therefore, the panel recommends that Council authorize the fleet parts management and supply services agreement with Genuine Parts Company d/b/a NAPA Auto Parts. Staff certifies that the recommended vendor proposal did meet specifications.

**FUNDING:** Funding is budgeted in the Property Mgmt Department's Rollup within the Fleet & Equipment Service Fund.

**DVIN-BE:** A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

**ADMINISTRATIVE CHANGE ORDER -** An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

**AGREEMENT TERMS -** Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

**RENEWAL OPTIONS -** The agreement may be renewed for four (4) additional one-year renewal periods. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Fleet & Equipment Serv Fund to support the approval of the above recommendation and execution of the award. Prior to any expenditure being incurred, the Property Management department has the responsibility to validate the availability of funds.

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