

AGENDA ITEM REPORT

DATE: September 7, 2021
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Piggyback for Purchases of Vehicle Parts and Supplies

I. MOTION REQUESTED

A) Approve Piggyback No. PB210398JJB to utilize pricing on the Sourcewell Contract No. 032521-GPC from NAPA Auto Parts, for the purchase of aftermarket vehicle parts and supplies, on an as needed basis, through the contract expiration date of May 19, 2025, and any renewals or extensions approved by Sourcewell. Expenditures will be on an as needed basis as approved in the departments' annual adopted budgets. Individual purchases in excess of \$100,000.00 will be brought to the Board for approval.
 B) Authorize the County Manager or designee to sign any documents necessary to utilize the piggyback contract.

II. ITEM SUMMARY

Approves use of a competitively solicited contract through Sourcewell to purchase aftermarket vehicle parts and supplies from NAPA Auto Parts on an as needed basis, through the contract expiration date of May 19, 2025, and any renewals or extensions approved by Sourcewell. Expenditures will be on an as needed basis as approved in the departments' annual adopted budgets. Individual purchases in excess of \$100,000.00 will be brought to the Board for approval. Expenditures during Fiscal Year 19-20 were \$295,600.53.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
 Sourcewell advertised a request for proposals on February 4, 2021. The Request for Proposal went through the competitive procurement process and negotiations for aftermarket vehicle parts and supplies. The piggyback provides for the purchase of parts for automobiles & light trucks, medium & heavy duty trucks, agriculture, farm, lawn, & garden equipment, off highway & industrial vehicle parts, recreational & marine vehicle parts, technician training, shop management training, multiple distribution channels and machine shop service at select NAPA stores.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

| | | |
|----|--|---------------------|
| A) | Current year dollar amount of item: | See Comments below. |
| B) | Is this item approved in the current budget? | |
| C) | Is this a revenue or expense item? | |
| D) | Is this Discretionary or Mandatory? | |
| E) | Will this item impact future budgets? If yes, please include reasons in III(D) above. | |
| F) | Fund: Program: Project: Account Strings: | |
| G) | Fund Type? | |
| H) | Comments: Expenditures will be on an as needed basis, as approved in the departments' annual adopted budgets. | |

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

| Description | Upload Date | Type |
|--|-------------|-----------------|
| Piggyback Summary Form | 8/10/2021 | Backup Material |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------|-----------------|----------|----------------------|
| Procurement Management | Tucker, Mary | Approved | 8/18/2021 - 1:57 PM |
| Budget Services | Henkel, Anne | Approved | 8/19/2021 - 8:33 AM |
| Budget Services | Winton, Peter | Approved | 8/25/2021 - 8:15 AM |
| County Attorney | Swindle, Amanda | Approved | 8/25/2021 - 3:43 PM |
| County Manager | Winton, Peter | Approved | 8/26/2021 - 11:15 AM |