

## City of Garden Grove

## INTER-DEPARTMENT MEMORANDUM

To: Matthew J. Fertal

From: William E. Murray

Dept: City Manager

Dept: Public Works

Subject: AWARD OF PURCHASE ORDERS TO  
FLEET SERVICES, TRUCK & AUTO  
SUPPLY, AND FLEET PRIDE FOR  
TRUCK PARTS

Date: July 9, 2013

## OBJECTIVE

To obtain City Council approval to award purchase orders to Fleet Services Inc., Truck & Auto Supply Inc., and Fleet Pride for the purchase of truck parts.

## BACKGROUND

The Public Works Department Vehicle Maintenance Division is responsible for maintaining the City's fleet of vehicles and equipment. The fleet routinely requires truck parts to complete the necessary maintenance and repairs to the City's fleet of trucks. To avoid delays in the purchase and delivery of truck parts and to meet the needs of our customers in a timely manner, it is essential that Public Works have the ability to purchase these items from more than one vendor. The lowest bidder, Fleet Services, Inc., will be designated as the primary vendor. Truck & Auto Supply, Inc. will be the secondary, and Fleet Pride will be the third vendor utilized.

## ANALYSIS

Specifications were prepared and sent to prospective bidders. The variety and quantity of truck parts quoted was limited to simplify the bidding process. Specifications included ten (10) truck parts that are used on a regular basis. For example, oil filters, air filters, coolant filters, transmission and hydraulic fluid filters.

In response to prescribed bidding procedures the following bids were received:

Fleet Services, Inc. Anaheim, CA	\$339.43
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Truck & Auto Supply, Inc. Anaheim, CA	\$366.44
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Fleet Pride	\$372.49
Anaheim, CA	

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July 9, 2013  
Page 2

FINANCIAL IMPACT


The financial impact to the Fleet Management Fund would be \$150,000 per year for five years. There is no impact to the General Fund.

RECOMMENDATION

It is recommended that the City Council:

- Approve the award of three (3) purchase orders for truck parts in a fixed amount collectively not to exceed \$150,000 per year for five (5) years and to be divided among Fleet Services Inc., Truck & Auto Supply Inc., and Fleet Pride; and
- Authorize the City Manager to review and approve annual renewals provided that sufficient funds are budgeted for the renewals.

  
WILLIAM E. MURRAY, P.E.  
Public Works Director/City Engineer

  
By: Phillip Carter  
Equipment Maintenance Supervisor

**Recommended for Approval**



**Matthew Fertal**  
City Manager