

**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 FACTORY MOTOR PARTS, AUTO PARTS DISTRIBUTORS, AND O'REILLY AUTO PARTS FOR MISCELLANEOUS AUTO PARTS		
		Date:	August 13, 2013

**OBJECTIVE**

To obtain City Council approval to award purchase orders to Factory Motor Parts, Auto Parts Distributors and O'Reilly Auto Parts for the purchase of miscellaneous auto 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 miscellaneous auto parts to complete necessary maintenance and repairs. To avoid delays in the purchase and delivery of the required products 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, Factory Motor Parts, will be designated as the primary vendor. Auto Parts Distributors will be the secondary and O'Reilly Auto Parts will be the third vendor utilized.

**ANALYSIS**

Specifications were prepared and sent to prospective bidders. The variety and quantity of auto parts quoted was limited to simplify the bidding process. Specifications included brake parts, water pumps, alternators and starters that are used on a regular basis.

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

Factory Motor Parts Anaheim, CA	\$1,056.66
Auto Parts Distributors Garden Grove, CA	\$1,165.64
O'Reilly Auto Parts Garden Grove, CA	\$1,174.92

AWARD OF PURCHASE ORDERS FOR MISCELLANEOUS AUTO PARTS  
TO FACTORY MOTOR PARTS, AUTO PARTS DISTRIBUTORS AND  
O'REILLY AUTO PARTS

August 13, 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 City Council:

- Approve the award of three (3) purchase orders for miscellaneous auto parts in a fixed amount collectively not to exceed \$150,000 per year for five (5) years and to be divided among Factory Motor Parts, Auto Parts Distributors and O'Reilly Auto Parts; 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