



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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www.rochesterhills.org

Legislative File No: 2013-0391

TO: Mayor and City Council Members
FROM: Allan Schneck, P.E., Director Department of Public Services
DATE: October 4, 2013
SUBJECT: OEM Auto Parts

REQUEST:

City Council authorization for the purchase of Original Equipment Manufacturer (OEM) auto and truck parts from Coach & Motor Company, Clinton Township, Michigan and other auto parts vendors as required in the amount not-to-exceed \$42,000.00 through October 31, 2016.

REASON FOR PURCHASE:

Request for Proposals were solicited on the MITN e-procurement system on behalf of the cities of Rochester Hills and Farmington Hills with additional extension to the MITN Purchasing Cooperative. Notification was sent to over one-hundred (100) vendors with three (3) responding. The total estimated purchase volume for the participating agencies is \$75,000.00

The request for proposals includes a contracted discount off published catalog pricing for eight (8) different auto parts manufacturers. This includes preventive maintenance parts (filters, belts, hoses, etc.) and auto/truck repair parts for the maintenance of the entire City fleet. Additionally, the request required vendors to meet our stringent delivery requirements for stock parts and emergency needs, as well as provide training for staff on current and new parts installation and maintenance.

A committee was formed with city staff and representatives from Farmington Hills to evaluate the responses and check references for all proposals received. The committee is recommending Coach & Motor Company, as their proposal best met the specifications for price, product offering, references and experience. Coach & Motor Company's product offering covered most of the required categories; their pricing was competitive, their knowledge of auto/truck repair is extensive, and their commitment to customer service was demonstrated by the many references received from local municipalities. The committee is confident that Coach & Motor Company understands the full scope of the contract and will provide satisfactory service.

PROCESS:

Vendor Name and Address:

Coach & Motor Company
33460 Lipke
Clinton Township, MI 48035

Reason for Selection:

Best Value

Method of Purchase:
Blanket Purchase Order

BUDGET:

This is a three-year contract with the amount spread over the 2013-2016 Budgets (= \$14,000 per year *3 years).

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Fleet	661.938000	Maintenance-Vehicles	\$42,000.00	\$42,000.00	\$0.00

RECOMMENDATION:

It is recommended that City Council authorize the purchase of OEM auto and truck parts from Coach & Motor Company, Clinton Township, Michigan and other auto parts vendors as required in the amount not-to-exceed \$42,000.00 through October 31, 2016.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		