



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2019-0345

TO: Mayor and City Council Members
FROM: Allan Schneck, P.E., Director Department of Public Services
DATE: August 12, 2019
SUBJECT: Auto and Truck Parts

REQUEST:

City Council authorization for a blanket purchase order for auto and truck parts from Autowares Group of Companies, DBA: Maxi Automotive Supply, Shelby Township, Michigan and other auto parts vendors as required in accordance with the purchasing ordinance in the amount not-to-exceed \$78,510.00 through July 31, 2022.

REASON FOR PURCHASE:

Request for Proposals were solicited on the MITN e-procurement system. Four proposals were received with one vendor submitting pricing for only the filter section and not able to supply parts outside this product line.

The Request for Proposals called for pricing for a core list of 50 different auto parts from various manufacturers and a pricing structure by manufacturer. The list includes preventive maintenance parts (filters, batteries, wiper blades, etc.), auto and truck repair parts, rebuilt components and heavy-duty parts required for the maintenance of the City's fleet. Additionally, the request required vendors to explain how they would meet our stringent delivery requirements for stock parts and emergency needs, as well as provide information on opportunities for entity staff to be trained on current and new automotive systems and components, parts installation and vehicle maintenance.

A committee made up of the Department of Public Services Fleet staff evaluated responses received. Maxi Automotive Supply's proposal demonstrated exceptional capacity and qualifications as a supplier, ranking them the highest in evaluation. Staff from Fleet and Purchasing inspected both the Shelby Township facility and the Warren warehouse and interviewed employees who would be directly responsible for the City's account.

It is recommended Maxi Automotive Supply be awarded as the supplier for preventative maintenance and repair parts. Maxi Automotive Supply was chosen as the supplier because of their capacity to provide the City a vast product offering, their knowledge of auto/truck repair was extensive, they have nine (9) warehouses and three hundred (300) stores to service the City. The Shelby Township location has 8 delivery vehicles running daily, and are able to deliver normal orders in less than one hour, and emergency orders in less than 20 minutes. DPS Fleet Services has experience with Maxi's sales and management staff members, and recognize that they have a commitment to customer service.

The committee is confident that Maxi Automotive Supply understands the full scope of the contract and will provide satisfactory service.

Specialty products may from time to time need to be purchased from alternate sources.

PROCESS:

Vendor Name and Address:

Autowares Group of Companies,
DBA: Maxi Automotive Supply
50679 Design Lane – Suite/Unit B
Shelby Township, MI 48315

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order

BUDGET:

Funding is included in the FY 2019 Adopted Budget.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	Remaining Budget
Fleet	661.938000	Maintenance - Vehicle	\$78,510	\$78,510	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for auto and truck parts from Autowares Group of Companies, DBA: Maxi Automotive Supply, Shelby Township, Michigan and other auto parts vendors as required in accordance with the purchasing ordinance in the amount not-to-exceed \$78,510.00 through July 31, 2022.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A