



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2022-0283 Version 2

TO: Mayor and City Council Members

FROM: Bill Fritz, P.E., Director Department of Public Services

DATE: May 20, 2024

SUBJECT: Auto and Truck Parts

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order for auto and truck parts in the amount of \$15,000.00 for a new not-to-exceed amount of \$75,000.00 through July 31, 2024 to Autowares Group of Companies, DBA: Maxi Automotive Supply, Shelby Township, Michigan and other auto parts vendors as required in accordance with the purchasing ordinance.

REASON FOR PURCHASE:

At the June 20, 2022 meeting, City Council authorized a blanket purchase order to Autowares Group of Companies, DBA: Maxi Automotive Supply, Shelby Township, Michigan and other auto parts vendors for Auto and Truck Parts. 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. 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.

The requested additional funds is due to increased repairs and maintenance to the City's Fleet of Vehicles. The increase in funds will provide the department the ability to ensure the needed supplies are in stock to be able to perform repairs when needed.

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 2024 Adopted Budget

| Fund Name | Department Account No | Account No. Description | Budget Amount | Cost | Remaining Budget |
|-----------|-----------------------|-------------------------|---------------|-------------|------------------|
| Fleet | 661.938000 | Maintenance - Vehicle | \$80,000.00 | \$75,000.00 | \$5,000 |
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RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order for auto and truck parts in the amount of \$15,000.00 for a new not-to-exceed amount of \$75,000.00 through July 31, 2024 to Autowares Group of Companies, DBA: Maxi Automotive Supply, Shelby Township, Michigan and other auto parts vendors as required in accordance with the purchasing ordinance.

| APPROVALS: | SIGNATURE | DATE |
|--|-----------|------|
| Department Review | | |
| Department Director | | |
| Budget Content: Chief Financial Officer | | |
| Purchasing Process: Procurement Manager | | |
| Mayor | | |
| City Clerk | | |

Contract Reviewed by City Attorney Yes N/A