



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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**Legislative File No: 2013-0494**

**TO:** Mayor and City Council Members  
**FROM:** Allan E. Schneck, P.E., DPS Director  
**DATE:** January 13, 2014  
**SUBJECT:** Purchase Authorization for Heavy Duty Truck Parts

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**REQUEST:**

City Council is requested to authorize a blanket purchase order for heavy duty truck parts to Van Horn Truck Parts, Inc. of Rochester, Michigan, and other auto parts vendors as required, for a total amount not-to-exceed \$30,000.00 for purchases from January 1, 2014 through December 31, 2015.

**REASON FOR PURCHASE:**

Request for Proposals for a three (3) year base contract with a two (2) year option were solicited on the MITN e-procurement system in 2010. The City of Rochester Hills acted as the MITN lead agency for the procurement process, which included additional extension to the MITN Purchasing Cooperative. Six responses were received. A committee was formed with Purchasing and Fleet staff from the representative entities to evaluate responses.

The Request for Proposals required a contracted percentage discount on pricing for multiple heavy duty truck part manufacturers. This includes preventive maintenance parts (filters, belts, hoses, etc.) and parts required for the maintenance and repair of the City's fleet and other miscellaneous equipment. Also included in the RFP was a request for vendors to commit to the delivery requirements for stock parts and emergency needs for each entity.

Van Horn Truck Parts Inc. was determined to be most responsive to the request and provided the most beneficial pricing based on the discount being offered. The committee recommended the award go to Van Horn Truck Parts, Inc., whose proposal best met the specifications for price, product offering, references, customer service and experience. The City awarded the contract and has been very satisfied with the services received from Van Horn Truck Parts, Inc. during the base period of the contract. This request is for the two (2) year option to renew. Specialty products may need to be purchased from alternate sources.

**PROCESS:**

**Vendor Name and Address:**

Van Horn Truck Parts, Inc.  
100 South Street  
Rochester, MI 48307

**Method of Purchase:**

Blanket Purchase Order

**Reason for Selection:**

Best Value

**BUDGET:**

Funds are included as part of the FY 2014 Adopted and FY 2015 Projected Budgets.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
Fleet	661.938000	Maintenance-Vehicle Option Year #1 (2014 Adopted)	\$15,000.00	\$15,000.00	\$0.00
Fleet	661.938000	Maintenance-Vehicle Option Year #2 (2015 Projected)	\$15,000.00	\$15,000.00	\$0.00
		2-Year TOTAL	\$30,000.00	\$30,000.00	\$0.00

**RECOMMENDATION:**

City Council is requested to authorize a blanket purchase order for heavy duty truck parts to Van Horn Truck Parts, Inc. of Rochester, Michigan for a total amount not-to-exceed \$30,000.00 for purchases from January 1, 2014 through December 31, 2015.

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