Council Meeting of
September 12, 2006

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: General Services - Purchasing Agreement to furnish automotive parts and supplies on an "as needed" basis with Peerless Auto Parts. Expenditure: $50,000.00

RECOMMENDATION

The General Services Director recommends that City Council authorize a purchasing agreement with Peerless Auto Parts of Torrance, CA in the amount of $50,000.00 to furnish automotive parts and supplies on an "as needed" basis, effective October 6, 2006 through October 5, 2007.

Funding

Funding for the purchase of automotive parts and supplies is available in the 2006-2007 and 2007-2008 Fleet Services Operating Budget (Warehouse Inventory Account).

BACKGROUND

The Fleet Services Division requires a wide range of automotive replacement parts and supplies to maintain and repair the City's fleet of automobiles and trucks. Many of the fast-moving, high-usage automotive parts are stocked in the City's Warehouse. Other items not as frequently used are ordered from local vendors, on an "as needed" basis. When these non-stock parts are required, it is imperative that they be readily available through local suppliers. Timely delivery of these items is essential in order to avoid unnecessary delays in returning vehicles to operational service.

ANALYSIS

There are two (2) Torrance based auto parts vendors who have continually provided the City with excellent customer service and fair market prices for their products. They are Peerless Auto Parts and Torrance Napa (formerly known as Torrance Auto Parts). The City currently has a purchasing agreement with Torrance Napa for our Napa brand parts requirements. Peerless Auto Parts has proven to be a reliable and responsive source of supply for many other items, including hard to find or discontinued parts. For their stock items, Peerless guarantees delivery within minutes after the order is received. They will also pick up returned parts, and do not assess a restocking fee. In addition, they occasionally purchase items on our behalf from other vendors who do not accept purchase orders. Staff has found Peerless Auto Parts to be a reliable and resourceful vendor, consistently providing the City with fair prices and excellent customer service.

The Torrance Municipal Code SECTION 22.3.16. EXCEPTION; REPAIRS, states: "The provisions of this Article will not apply to the purchase of parts or service for repairs upon City equipment, which purchases will be made in accordance with such procedures and regulations as will be established by the City Manager."

Respectfully submitted,

SHERYL BALLEW
GENERAL SERVICES DIRECTOR

By _____
David K. Winnett, Jr.
Fleet Services Manager

CONCUR:

for S. Ballew
Sheryl Ballew
General Services Director

LeRoy J. Jackson
City Manager