Council Meeting of
October 10, 2006

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

**Members of the Council:**

**SUBJECT: General Services – Authorize purchase agreement for Ford brand repair parts. Expenditure: Not to exceed $40,000.00**

## RECOMMENDATION

The General Services Director recommends that City Council authorize an annual purchasing agreement with Power Ford of Torrance, California, in an amount not to exceed $40,000.00, to purchase Ford brand repair parts for passenger vehicles, light trucks, and emergency vehicles on an "as needed" basis, effective October 20, 2006 through October 19, 2007.

## FUNDING

Funding for purchase of automotive repair parts is available in the FY2006-2007 and FY2007-2008 Fleet Services Operating Budget.

## BACKGROUND

The Fleet Services Division requires Ford brand original equipment manufacturer (OEM) vehicle repair parts in order to repair brakes, ignition systems, suspensions, and other mechanical components on the City's fleet of Ford brand passenger vehicles, light trucks, and emergency vehicles. It is vital that these repair parts be delivered to the Fleet Services Garage within a few hours after the order is placed. This ensures that the vehicles being repaired are returned to the user Department in an expedient manner, thus minimizing disruption of public services that the vehicles are used for.

## ANALYSIS

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

Staff solicited quotations for these parts from three (3) local Ford dealers. The quotations requested pricing based on a representative list comprised of the City's most commonly used Ford repair parts. In addition to those parts identified on the list of most commonly used parts, staff is requesting additional spending authority in order to allow for purchases of additional Ford brand repair parts during the term of the purchase agreement. The total not to exceed purchasing authority would be $40,000.00.

Below are results of staff's request for quotes:

| Vendor | Cost |
|---|---|
| Power Ford, Torrance, CA * | $ 14,661.94 **<br>$ 14,810.04 |
| Pacific Ford, Long Beach, CA | $ 14,803.05 |
| South Bay Ford, Hawthorne, CA | $ 15,989.31 |

* Power Ford is a Torrance vendor and they provided the best pricing.
** Pricing inclusive of 1% sales tax consideration for Torrance vendors.

Respectfully submitted,

SHERYL BALLEW
GENERAL SERVICES DIRECTOR

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

CONCUR:

_____
Sheryl Ballew
General Services Director

_____
LeRoy J. Jackson
City Manager