

Council Meeting of
November 21, 2006

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

Members of the Council:

SUBJECT: General Services – Authorize a purchase agreement to furnish automotive hardware, fasteners and electrical connectors for a period of one (1) year. Expenditure Not to Exceed: \$40,000.00

RECOMMENDATION

The General Services Director recommends that City Council authorize a purchase agreement with Kimball Midwest of Columbus, Ohio in an amount not to exceed \$40,000 to furnish automotive hardware, fasteners, and electrical connectors on an "as needed" basis for a period of one (1) year, effective December 1, 2006 through November 30, 2007. Ref. Bid. No. B2006-41.

Funding

Funding for the purchase of automotive hardware, fasteners and electrical connectors is available in the 2006-2007 and 2007-2008 Fleet Services Operating Budget.

BACKGROUND

The Fleet Services Division requires a wide range of automotive replacement hardware, fasteners and electrical connectors associated with both routine and non-routine vehicle and equipment repairs. These items are typically stocked in drawers and bins that are centrally located within the Fleet Services Garage. As the Mechanic needs an item, he or she can easily locate items needed by viewing the clearly marked self-serve drawers and bins that are continually stocked and maintained by the vendor. These items are used in conjunction with vehicle and equipment repairs and instead of being individually charged out on a work order, they are considered an overhead item, with their cost recovered by factoring this expense into the Fleet Services hourly labor rates.

ANALYSIS

The bid for automotive replacement hardware, fasteners and electrical connectors was based on a representative list consisting of the City's most commonly used items and the anticipated quantities to be ordered. Additionally, the bid specification requires the vendor to provide at least twenty (20) class-room hours of on-site technical training for our Mechanics, geared towards the safe and proper use of hydraulic fittings, mechanical fasteners, electrical connectors, etc.

Formal bids were opened on November 2, 2006. Only one (1) bid was received, from the City's current supplier, Kimball Midwest. Staff contacted other bidders to determine why they did not respond. They indicated that they either felt their pricing would not be competitive or they did not have time to respond. Kimball Midwest has been a very competitive provider of these items in the past, and they have been very committed to providing the City with a high level of customer service.

Staff is requesting approval of a purchase agreement in an amount not to exceed \$40,000.00. This will allow for the purchase of all automotive hardware, fasteners and electrical connectors required during the one-year term.

Respectfully submitted,

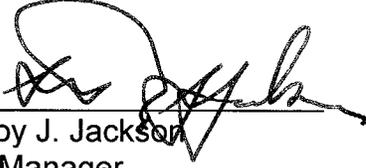
SHERYL BALLEW
GENERAL SERVICES DIRECTOR

By 

David K. Winnett, Jr.
Fleet Services Manager

CONCUR:


Sheryl Ballew
General Services Director


LeRoy J. Jackson
City Manager