

Council Meeting of
September 9, 2008

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

Members of the Council:

**SUBJECT: General Services – Authorize a Purchasing Agreement to furnish
Automotive Parts**

Expenditure: \$65,000.00

RECOMMENDATION

Recommendation of the General Services Director that City Council authorize a purchasing agreement with Peerless Auto Parts of Torrance, CA in the amount of \$65,000.00 to furnish automotive parts and supplies on an as-needed basis, effective October 6, 2008 through October 5, 2009.

Funding

Funding for the purchase of automotive parts is available in the 2008-2009 and 2009-2010 Fleet Services Operating Budget (Warehouse Inventory Account).

BACKGROUND

The Fleet Services Division requires a wide range of automotive replacement parts and supplies in order 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

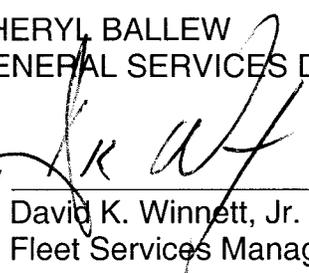
There are two (2) Torrance-based auto parts vendors who have continually provided the City with excellent customer service and fair market prices for their products. They are Peerless Auto Parts and Torrance Napa (formerly known as Torrance Auto Parts). The City currently has a purchasing agreement with 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 thirty minutes after the order is received. They will also pick up returned parts without assessing 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, and therefore recommends approval of this purchasing agreement. The following section of the Torrance Municipal Code applies:

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."

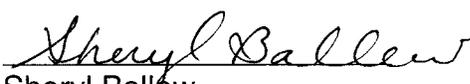
Respectfully submitted,

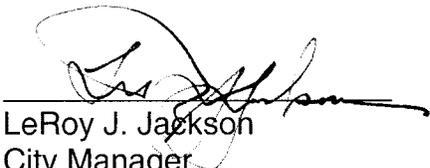
SHERYL BALLEW
GENERAL SERVICES DIRECTOR

By 

David K. Winnett, Jr.
Fleet Services Manager

CONCUR:


Sheryl Ballew
General Services Director


LeRoy J. Jackson
City Manager