

Council Meeting of  
October 7, 2008

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

**Members of the Council:**

**SUBJECT: General Services - Authorize Change Order to existing Purchase Order providing additional funding for O.E.M. Ford repair parts through October 20, 2008.**

**Expenditure: Not to Exceed \$18,000.00**

**RECOMMENDATION**

Recommendation of the General Services Director that City Council approve a change order to the existing Purchase Order 2008-857 with Power Ford of Torrance, California, in an amount not to exceed \$18,000, increasing the not to exceed amount to \$58,000.

Funding

Funding is available through the Fleet Services FY 2008-2009 operating budget (Warehouse inventory account).

**BACKGROUND**

The Fleet Services Division requires vehicle replacement parts to repair the brakes, ignition systems, suspension systems, etc. on the City's fleet of Ford passenger, light trucks and emergency vehicles. These repair parts are needed, sometimes on an hourly basis. Prompt parts delivery is essential to ensure that the vehicles are placed back into service as quickly as possible.

During the course of fiscal year 2007/2008, staff has seen significant price increases in all areas involving commodities and consumables, much of it attributed in one way or another to increased fuel costs. Original Equipment Manufacturer (OEM) repair parts for the City's Crown Victoria Police Interceptors and other Ford vehicles are no exception. As a result, the City Warehouse has now exhausted funds originally allotted for the subject purchase order with outstanding invoices in the amount of \$6311.88.

Staff therefore recommends that the City Council approve an \$18,000 increase in the purchase order amount in order to sustain the Warehouse through its expiration date of October 20, 2008.

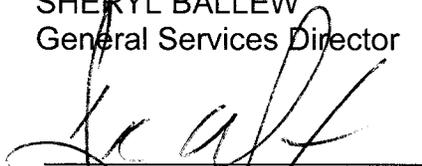
### **ANALYSIS**

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."

In September of 2007, quotes were solicited from three (3) local Ford dealers. Power Ford of Torrance, California submitted the lowest responsible bid and was subsequently awarded NEBPO 2008-857 by the City Council, in an amount not to exceed \$40,000.

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