

## **BOARD OF SUPERVISORS AGENDA ITEM SUMMARY**

Requested Board Meeting Date: September 17, 2013

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### **ITEM SUMMARY, JUSTIFICATION and/or SPECIAL CONSIDERATIONS**

Amendment of Award: Requisition No. 0900778, Amendment #5, for Automotive OEM Replacement Parts, extend two contract expiration dates to March 17, 2014. No additional funding is required for extended term. Funding Source: Internal Service Fund. Administering Department: Fleet Services

<b><u>Contractor/HQ</u></b>	<b><u>Contract</u></b>	<b><u>Group</u></b>	<b><u>Award Status</u></b>	<b><u>Annual Amount</u></b>
Watson Chevrolet	B506143	GM	Primary	\$50,000.00
Kay Automotive Distributors dba One Source Automotive	B506153	GM	Secondary	\$20,000.00

### **BACKGROUND**

The contracts were initially awarded by the Procurement Director on November 26, 2008 in the total annual amount of \$70,000.00 for an initial 1 year period and four one-year renewals of which all 4 renewals have been executed. The current contract expiration dates are December 7<sup>th</sup>, 2013, the combined contract amounts total \$350,000.00 and the unused contract amounts total \$57,409.00. Fleet Services is the major user of these contracts.

If the requested action is approved the contracts will be extended thru March 17, 2014.

The requested amendment of award to extend the two contract expiration dates to March 17<sup>th</sup>, 2014 will allow the Commodity/Contracts Officer to combine these requirements for GM parts into a solicitation for Ford, Chrysler/Dodge/Jeep and Toyota OEM parts, which expire March 17<sup>th</sup>, 2014 and simultaneously replace all expiring contracts for Automotive parts. Administrative time and overhead costs will be minimized and the complexity of tracking and administering multiple contracts with different expiration dates will be reduced by combining these bids into one bid with multiple awards and similar contract expiration dates. The solicitation and recommendation for awards will be presented to the Board of Supervisors prior to March 17, 2014.

The Award includes the authority for the Procurement Director to reallocate the unused award amounts among the contracts considering actual usage and anticipated requirements without further action by the Board of Supervisors provided that the sum of the revised contract amounts does not exceed the sum of the contract award amounts.

Effective Date: September 17, 2013

New Termination Date: March 17, 2014

Original Contract Amount: \$70,000.00

Prior Amendment Amounts: \$280,000.00

This Amendment Amount: \$0.00

Revised Contract Amount (no change): \$350,000.00

Contract Officer: Nancy Page (724-3563) Procurement Department

Payment System: CMS

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