



# City of Broken Arrow

## Request for Action

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**File #: 17-2258, Version: 1**

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**Broken Arrow City Council  
Meeting of: 06-5-2017**

**To: Mayor and City Council**  
**From: General Services Department**  
**Title: Information regarding quotes obtained by the General Services Department for delivery and supply of immediate need aftermarket automotive parts**

**Background:**

In an effort to improve service while decreasing costs, the General Services Department has solicited quotes from aftermarket automotive parts dealers for supply and delivery of immediate need automotive parts and supplies such as brake pads, bulbs, filters and other non-original equipment manufactured parts. Although the Purchasing Warehouse does stock high use items in bulk for the Fleet Division, utilizing local part dealer/warehouses to supply non-stock parts and supplies of all types is necessary to keep the City's fleet repaired in a reasonable time.

Quotes were solicited from auto parts suppliers that provide delivery to commercial accounts and also from the state contract awards for the same. These quotes do not replace the normal quoting process for purchases over \$2,500.00 nor does it lock the City into using the selected supplier. In the event the City feels a part price is too high, or that is not readily available, the City may purchase that item from other suppliers.

Quoting these services helps to ensure that the City is getting auto parts, supplies and delivery at the best price. The local quote from NAPA Auto Parts provided the lowest pricing based on a sample of frequently used parts and supplies. They have provided good service to the City in the past, offer unlimited delivery service and no contract or agreement is required

The quotes are good for fiscal year 2018. These services will be quoted again in May/June 2018.

**Cost: Not Applicable**  
**Prepared By: Lee Zirk, General Services Director**  
**Reviewed By: Finance Department**  
**Assistant City Manager - Administration**  
**Legal Department**  
**Approved By: Michael Spurgeon, City Manager**

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**Attachments:**        **Quote Tabulation for immediate need auto parts and supplies**

**Recommendation:** Information item only, no action required