



## Legislation Text

---

File #: 20-773, Version: 1

---

### **CITY COUNCIL AGENDA ITEM**

Memo Date: October 29, 2020  
Agenda Date: November 10, 2020  
Prepared By: Tony Jones, Fleet Manager  
Through: Bryant Smith III, P.E., CFM Public Works Directory / City Engineer  
Requested Action:

Approve and authorize the City Manager to issue a Blanket Purchase Order up to \$450,000 through July 21, 2021, to NAPA IBS, Space Coast Auto Supply utilizing the NJPA Contract #061015. Authorize additional FY-20 parts expenditures in the amount of \$59,448 for the August and September statements.

#### **BACKGROUND:**

On July 24, 2018, the City of Cocoa entered a contract with Genuine Parts Company (dba NAPA Auto) to provide an integrated inventory solution for the City's fleet operations. City Council approved a contract extension on August 12, 2020, extending the contract through July 21, 2021 and newly negotiated rates and terms expected to be renewed by NJPA in January 2021.

The Cocoa Fleet Division utilizes the Sourcewell NJPA Contract #061015 for Fleet-Related Maintenance Equipment, Supplies, Services, and Inventory Management Solutions. Through use of this contract, Fleet obtains service and repair parts for the City of Cocoa's vehicle fleet and equipment through NAPA Integrated Business Solutions Space Coast Auto Supply. This includes parts for over 450 City vehicles and equipment.

As part of this contract, the Fleet Shop is equipped with a satellite NAPA Parts Store and NAPA Parts Manager. This allows the City to efficiently obtain parts for various repairs and maintenance activities which reduces vehicle and equipment downtime. The Parts Store allows for an on-site inventory and the City is only charged for parts used. This Blanket Purchase Order will allow for the Fleet Division to pay NAPA IBS and invoice parts costs to the applicable City Department, as needed, monthly.

Cocoa Fleet had additional parts expenditures over the requested Change Order amount of \$100,000. The August and September invoices totaled \$77,260.14 and exceeded the purchase order by \$59,448.14. This was largely due to much higher than normal vehicle and equipment repairs in August. An RDP (Request for Direct Payment) was prepared to pay both invoices after authorization for the increased costs. Total costs for these services/parts for FY20 totaled \$609,448. These costs were allocated to each department's budget based on repairs done during the year; therefore no budget amendment is needed for this agenda item.

#### **STRATEGIC PLAN CONNECTION:**

None.

**BUDGETARY IMPACT:**

Budgeted

Yes

CITY OF COCOA DEPARTMENT / DIVISION VEHICLE-REPAIR MAIN ACCOUNTS			
DEPT#	DEPARTMENT NAME	Repair & Maintenance	BUDGET
1600	GENERAL FUND OPER	001-1600-513.4603	\$2,749
1103	INFORMATION TECHN	001-1103-516.4603	\$1,000
2100	COCOA POLICE ADMIN	001-2100-521.4603	\$127,520
2132	CODE ENFORCEMENT	001-2132-524.4603	\$1,833
2200	FIRE ADMIN.	001-2200-522.4603	\$2,332
2201	FIRE OPERATIONS	001-2201-522.4603	\$84,580
3200	COMMUNITY SERVICE	001-3200-515.4603	\$1,395
3200	COMMUNITY SERVICE	107-3200-515-4603	\$1,395
3500	PUBLIC WORKS ADMIN	001-3500-519.4603	\$922
3510	PUBLIC WORKS STREET	001-3510-541.4603	\$21,700
3520	PUBLIC WORKS GROU	001-3520-572.4603	\$19,750
3540	FLEET MAINTENANCE	001-3540-519.4603	\$1,375
3560	FACILITIES MAINTENA	001-3560-519.4603	\$8,900
3580	CAPITAL PROJECTS	001-3580-519.4603	\$1,500
1515	FIELD SERVICES	421-1515-536.4603	\$15,507
4010	WATER / SEWER ADMIN	421-4010-536.4603	\$4,694
4020	DYAL	421-4020-536.4603	\$27,407
4025	WATER TRANS. DIS.	421-4025-536.4603	\$144,800
4055	UTILITIES ENGINEERIN	421-4055-536.4603	\$5,450
4120	SELLERS	421-4120-536.4603	\$7,467
4125	WFO SEWER MAINT.	421-4125-536.4603	\$37,844
3570	STORM WATER	423-3570-538.4603	\$44,400
			<b>\$564,520</b>

CITY OF COCOA DEPARTMENT / DIVISION EQUIPMENT-REPAIR MAIN ACCOUNTS			
3510	PUBLIC WORKS STREET	001-3510-541.4600	\$6,700

3520	PUBLIC WORKS GROU	001-3520-572.4600	\$6,500
3540	FLEET MAINTENANCE	001-3540-519.4600	\$1,500
3560	FACILITIES MAINTENA	001-3560-519.4600	\$3,500
4020	DYAL	421-4020-536.4600	\$19,000
4025	WATER TRANS. DIS.	421-4025-536.4600	\$50,500
4120	SELLERS	421-4120-536.4600	\$5,900
4125	SFO SEWER MAINT.	421-4125-536.4600	\$15,000
3570	STORM WATER	423-3570-538.4600	\$5,000
			<b>\$113,600</b>

**PREVIOUS ACTION:**

Council approved this contract extension through July 21, 2021 at the August 12, 2020 City Council Meeting.

**RECOMMENDED MOTION:**

Approve and authorize the City Manager to issue a Blanket Purchase Order up to \$450,000 through July 21, 2021, to NAPA IBS, Space Coast Auto Supply utilizing the NJPA Contract #061015. Authorize additional FY-20 parts expenditures in the amount of \$59,448 for the August and September statements