



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**June 4, 2024**

---

**TOPIC:** Consignment Vehicle Parts and Accessories

---

**AGENDA TITLE**

Agreement for Consignment Vehicle Parts and Accessories with Elliot Auto Supply Co., Inc, dba Factory Motor Parts (Spec No. 24-075) (Non-General Fund)

**RECOMMENDED ACTION**

Authorize the City Manager to execute an agreement with Elliott Auto Supply Co., Inc., dba Factory Motor Parts, for a vendor-owned inventory program for fleet vehicle parts for a two-year period beginning July 1, 2024 and expiring June 30, 2026, with the option of one one-year extension, in an annual amount not to exceed \$500,000, for a total amount not to exceed \$1,500,000 (Agreement No. A-2024-XXX).

**GOVERNMENT CODE §84308 APPLIES:** No

**DISCUSSION**

The Public Works Agency's Parks, Fleet, and Facilities Services Division is responsible for the acquisition, maintenance, repair, and replacement of vehicles, trucks, and maintenance equipment. The Fleet Services section maintains a stock room of fast-moving parts as well as special ordered Original Equipment Manufacturer (OEM) parts to provide the needed vehicle parts for maintenance, preventative maintenance, complex mechanical repairs, and tire replacements of over 700 City vehicles and equipment.

In 2019, City Council approved an agreement with Elliot Auto Supply Co., dba Factory Motor Parts (FMP), for a three-year period beginning July 1, 2019 to June 30, 2022, with provisions for two one-year renewal options. The last renewal option is set to expire June 30, 2024, and continuing the agreement with FMP will maintain the flow of OEM parts as needed.

Santa Ana City Ordinance No. NS-3041 authorizes the City to purchase against contracts from any public agency utilizing a competitive bid process. Equalis, a cooperative government purchasing agency, awarded a contract to FMP (Contract No. COG-2129A) as a result of open competitive bidding on behalf of its members, which includes government agencies.

Staff researched available procurement options and product offerings in the market, and determined that FMP meets the City’s specifications. By leveraging the procurement power through cooperative purchasing, the City is able to obtain nationally vetted, high quality products at competitive volume pricing, and is in accordance with the City’s existing purchasing guidelines. Staff recommends an agreement with FMP for consignment vehicle parts and accessories for a two-year period beginning July 1, 2024, and expiring June 30, 2026, with option for one one-year extension, for an annual amount not to exceed \$500,000, for a total amount not to exceed \$1,500,000.

**FISCAL IMPACT**

Funding is available in the FY 2024-25 budget and funding for subsequent fiscal years will be included in the proposed budget for City Council consideration. The following table summarizes the funds budgeted and available in FY 2024-25 and future fiscal years as follows:

| <b>Fiscal Year</b>               | <b>Accounting Unit-Account #</b> | <b>Fund Description</b> | <b>Accounting Unit, Account Description</b>                            | <b>Amount</b>      |
|----------------------------------|----------------------------------|-------------------------|--|--------------------|
| 2024-25                          | 07517100-63202                   | Fleet Maintenance       | Equip Maint-Garage Operation, Operating Materials & Supplies Equipment | \$500,000          |
| 2025-26                          | 07517100-63202                   | Fleet Maintenance       | Equip Maint-Garage Operation, Operating Materials & Supplies Equipment | \$500,000          |
| <b>Optional 1-Year Extension</b> |                                  |                         |  |                    |
| 2026-27                          | 07517100-63202                   | Fleet Maintenance       | Equip Maint-Garage Operation, Operating Materials & Supplies Equipment | \$500,000          |
| <b>TOTAL</b>                     |                                  |                         |  | <b>\$1,500,000</b> |

**EXHIBIT(S)**

1. Agreement with Elliot Auto Supply Co., Inc., dba Factory Motor Parts

Submitted By: Nabil Saba, P.E., Executive Director – Public Works Agency

Approved By: Alvaro Nuñez, Acting City Manager