



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**September 19, 2023**

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**TOPIC:** Amend Agreement for Consignment Vehicle Parts and Accessories

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**AGENDA TITLE**

Amend the Agreement with Elliott Auto Supply Co., Inc. dba Factory Motor Parts by Increasing the Existing Agreement by an Annual Amount Not to Exceed \$500,000 for the Remainder of the Contract Term (Specification No. 19-085) (Non-General Fund)

**RECOMMENDED ACTION**

Authorize the City Manager to execute the first amendment to the agreement with Elliott Auto Supply Co., Inc. dba Factory Motor Parts for consignment vehicle parts and accessories by increasing the annual amount by \$160,000, for a revised annual amount not to exceed \$500,000, for the remainder of the current one-year term expiring June 30, 2024, subject to non-substantive changes approved by the City Manager and City Attorney.

**DISCUSSION**

The Public Works Agency's Parks, Fleet, and Facilities 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.

On June 4, 2019, at the conclusion of a competitive bidding process, the City Council approved an agreement with Elliott Auto Supply Co., Inc. dba Factory Motor Parts for a three-year period beginning July 1, 2019 to June 30, 2022, with provisions for two one-year renewal options, not to exceed \$340,000 annually. Due to the increasing cost of goods and services as a result of normal, as well as historical, inflation, Staff recommends increasing the agreement for consignment vehicle parts and accessories by an aggregate amount of \$160,000, for a revised annual amount not to exceed \$500,000 for the remainder of the agreement term expiring June 30, 2024.

**FISCAL IMPACT**

The following table summarizes the funds budgeted and available in current FY 2023-24.

<b>Fiscal Year</b>	<b>Accounting Unit-Account #</b>	<b>Fund Description</b>	<b>Accounting Unit, Account Description</b>	<b>Amount</b>
FY 2023-24	07517100-63202	Fleet Maintenance	Equip Maint-Garage Operation, Operating Materials & Supplies Equipment	\$500,000
TOTAL				\$500,000

**EXHIBIT(S)**

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

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

Approved By: Kristine Ridge, City Manager