



City of Culver City

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Staff Report

File #: 23-994, **Version:** 1

Item #: C-13

CC - CONSENT: Approve an Amendment to the Purchase Order with Completes Plus in the Additional Amount of \$40,000, for a Total Amount Not-to-Exceed \$90,000.

Meeting Date: May 22, 2023

Contact Person/Dept.: Elizabeth Shavelson/Finance
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Fiscal Impact: Yes No **General Fund:** Yes No

Attachments: Yes No

Commission Action Required: Yes No **Date:**
Commission Name:

Public Notification: (E-Mail) Meetings and Agendas - City Council (05/18/2023)

Department Approval: Lisa Soghor, Chief Financial Officer (05/17/2023)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing purchase order with Completes Plus for automotive parts in an additional amount of \$40,000, for a total amount not-to-exceed \$90,000.

BACKGROUND/ DISCUSSION

The City's Central Stores Division supports fleet operations with the purchase and storage of automotive parts and equipment. Over the last few years, there have been significant shifts in the global supply chain and commercial sector. These shifts have increased prices and presented significant challenges to the procurement of automotive parts and equipment.

Central Stores seeks to provide all requested parts in a timely manner to minimize vehicle downtime and support essential fleet operations. To this end, staff has had to rely on different vendors as they seek to provide the Equipment Maintenance Division with necessary parts and equipment as expeditiously as possible. At the beginning of the fiscal year, the City established Blanket Purchase Orders with a number of vendors for automotive parts including Completes Plus.

In Fiscal Year 2022-2023, to support fleet operations and avoid disruption to essential services, Central Stores has had to rely more on Completes Plus to provide quality parts with minimal lead-time. On many occasions, Completes Plus has been the only vendor able to provide specific parts quickly enough to avoid service delays. As a result, the City's existing Purchase Order with Completes Plus needs to be amended by \$40,000 for a total not-to-exceed amount of \$90,000 for the remainder of the fiscal year. This amount exceeds the City Manager's purchasing authority of \$50,000 per vendor per fiscal year; therefore, staff seeks City Council approval of the amended purchase order with Completes Plus.

FISCAL ANALYSIS

There is sufficient funding in the Revised Budget for Fiscal Year 2022-2023 in Account No. 31014600.600900 (Central Stores) for this amendment. Staff will continue to review the Central Stores blanket purchase orders and budget and return to City Council as necessary.

ATTACHMENTS

None.

RECOMMENDED

That the City Council:

1. Approve an amendment to the existing purchase order with Completes Plus for automotive parts in an additional amount of \$40,000, for a total amount not-to-exceed \$90,000; and,
2. Authorize the Purchasing Officer to execute such documents on behalf of the City.