



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: George Barber, Chief Procurement Officer, Procurement

DATE: May 16, 2024

RE: RE: Miscellaneous: Piggyback Purchase, as needed purchases of capital vehicles – Sourcewell #091521-NAF Car, Trucks, Vans, SUVs, Cab Chassis, and Other Vehicles and Sourcewell Contract# 060920-NAF Class 4-8 Chassis with Related Equipment.

SUMMARY:

The City of Palm Bay currently utilizes "Piggyback Contracts" to purchase vehicles, equipment, services, materials, and supplies for various Departments. Within the FY24 Approved and Amended Budget, multiple departments were allocated funding for the purchase of capital outlay needs including vehicles. The Procurement Department, on behalf of Public Works (Fleet Services), is requesting consideration to utilize Sourcewell Contract #091521-NAF Car, Trucks, Vans, SUVs, Cab Chassis, and Other Vehicles and Sourcewell Contract #060920-NAF Class 4-8 Chassis with Related Equipment for the purchase of vehicles for multiple departments on an as needed basis. This contract was subject to a competitive solicitation process and was awarded by Sourcewell to National Auto Fleet Group which includes the Alan Jay Automotive Network in the state of Florida.

Consideration is also requested to continue to utilize these contracts if they are renewed, resolicited, or replaced, which may occur when an existing contract expires. Per the Procurement Manual, cooperative agreements generally expedite procurements and provide competitive pricing for items and services. Contract #091521-NAF expires 11/8/2025 with a one-year renewal option. Contract #060920-NAF expires 8/1/2024 with a one-year renewal option.

Purchases will only be made if Council has approved the funds, and they are appropriated in the applicable account and fiscal year in accordance with City policies. Should the department fail to budget funds, or should the contract referenced become unavailable, or should purchases exceed the budgeted and appropriated amount, additional Council approval may be required.

In accordance with the City's Code of Ordinance, Section 38.13(F)(4) Cooperative Purchases and

Piggyback Purchases: The City may purchase from any cooperative contract, including but not limited to: term contracts by the State of Florida, Federal General Services Administration, and other governmental cooperatives and entities within and outside the State of Florida provided that the cooperative contract is established in compliance with the procurement procedures and requirements of the issuing body, entity, authority, or cooperative. If such other governmental or cooperative contract is utilized, the public notice requirements and the need to utilize the methods of selection processes are obviated. Any such contracts equal to or in excess of one hundred thousand dollars (\$100,000) shall go to the City Council for approval.

REQUESTING DEPARTMENTS:

Procurement

FISCAL IMPACT:

There is no fiscal impact for this request as it is only seeking approval to utilize the provided contract based on available budget and need. Purchases will only be made if Council has approved the funds, and they are appropriated in the applicable account and fiscal year in accordance with City policies. Should the department fail to budget funds, or should the contract referenced become unavailable, or should purchases exceed the budgeted and appropriated amount, additional Council approval may be required.

STAFF RECOMMENDATION:

Motion to approve the FY 2024 purchases of capital vehicles and equipment on an “as needed” basis through utilization of the Sourcwell Contract #091521-NAF Car, Trucks, Vans, SUVs, Cab Chassis, and Other Vehicles and Sourcwell Contract #060920-NAF Class 4-8 chassis with related equipment, to include renewals, re-solicitations, and replacement contract if expires, and only if funds are appropriated by Council.

ATTACHMENTS:

- 1) Sourcwell Contract # 091521-NAF
- 2) Sourcwell Contract # 060920-NAF