



Legislation Details (With Text)

File #: 20-0483 **Version:** 1 **Name:** 5/4/20 - Amend Purchase Order for Spartan Distributors Inc.
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Title: Resolution to Approve an Amendment to the Purchase Order with Spartan Distributors Inc. for Equipment Parts (Not to Exceed \$10,000.00)

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Date	Ver.	Action By	Action	Result
5/4/2020	1	City Council	Approved	Pass

Resolution to Approve an Amendment to the Purchase Order with Spartan Distributors Inc. for Equipment Parts (Not to Exceed \$10,000.00)

We recommend your approval of the attached resolution authorizing an amendment in an amount not to exceed \$10,000.00 to the existing \$25,000.00 purchase order, with Spartan Distributors Inc., for a total amount not to exceed \$35,000.00 to supply parts and equipment for City equipment for FY20.

Spartan Distributors is the Michigan provider of parts for Toro and EZGO equipment used by the City. Historically, the Fleet & Facilities Unit issues an annual purchase order not to exceed \$25,000.00 and that regularly meets the needs of Fleet Services to maintain our inventory of Toro and EZGO mowers, carts and other small equipment. In FY20, a significant repair of over \$8,000.00 was required and it appears that will cause Fleet Services to exceed the existing \$25,000.00 purchase order for the balance of the fiscal year, thus requiring City Council approval.

Spartan Distributors is subject to the terms and conditions of the City’s standard purchase order.

Spartan Distributors Inc. complies with the requirements of the City’s Conflict of Interest and Non-Discrimination ordinances.

Prepared by: Matthew J. Kulhanek, Fleet & Facilities Unit Manager

Reviewed by: John Fournier, Assistant City Administrator

Approved by: Tom Crawford, Interim City Administrator

Whereas, There is a need to provide safe and reliable equipment to the City’s Fleet;

Whereas, Spartan Distributors Inc., as the Michigan provider of parts and equipment for Toro and EZGO, supplies parts for this equipment that is used by the City;

Whereas, The annual cost for these parts is normally less than \$25,000.00 and is handled using the

City's purchase order as the contract;

Whereas, Additional costs for repair parts this year have depleted the original \$25,000.00 purchase order;

Whereas, An additional amount not to exceed \$10,000.00 is needed for the remainder of FY20 to allow for the continued maintenance and service of these vehicles;

Whereas, Spartan Distributors Inc. complies with the City's Conflict of Interest and Non-Discrimination ordinances; and

Whereas, Funding for the parts is available in the approved FY20 Fleet Services Fund Operations and Maintenance Budget;

RESOLVED, That City Council approve an amendment to the purchase order to Spartan Distributors Inc., in an amount not to exceed \$10,000.00, for a total purchase order amount of \$35,000.00 for parts for FY20; and

RESOLVED, That the City Administrator is authorized to take all necessary actions to implement this resolution.