



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Materials Management

CM: Todd Hileman

DATE: May 8, 2018

SUBJECT

Consider adoption of an ordinance of the City Council of the City of Denton, a Texas home-rule municipal corporation, nunc pro tunc, correcting an inadvertent mistake in Ordinance No. 2016-172, relating to the dollar amount reflected in back up provided for RFP Number 5641, awarded to Genuine Parts Company, d.b.a. NAPA Auto Parts; and providing for an effective date.

FILE INFORMATION

On June 21, 2016 Council awarded Request for Proposals (RFP) 5641 to Genuine Parts Company, d.b.a. NAPA Auto Parts in the amount of \$3,000,000, for a three year not to exceed amount of \$9,000,000 under Ordinance 2016-172 (Exhibit 2). Through an audit of the City's contract administration processes performed by Crawford and Associates, P.C., it was discovered that a clerical mistake was made in the dollar amounts reflected in the ordinance and that those dollar amounts did not accurately reflect the contract that was approved. The contract, which contained the correct not-to-exceed amount, was included in the agenda backup documents provided to Council by staff (Exhibit 3). The Ordinance shall instead reflect a three-year not-to-exceed amount of \$12,000,000.

Staff has implemented the use of checklists in the preparation of agenda items. The review includes the verification of contract pricing on all materials presented including the AIS and Ordinance.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

City Council awarded the original contract on June 21, 2016 per Ordinance 2016-172.

RECOMMENDATION

Approval of an ordinance to reflect the correct award amount of Genuine Parts Company, d.b.a. NAPA Auto Parts in the amount of \$12,000,000.

PRINCIPAL PLACE OF BUSINESS

Genuine Parts Company, d.b.a. NAPA Auto Parts
Atlanta, GA

ESTIMATED SCHEDULE OF PROJECT

This contract is valid through June 21, 2019.

FISCAL INFORMATION

The purchase of parts will be purchased on an as needed basis from Fleet Service's operating account 820100.7899.

STRATEGIC PLAN RELATIONSHIP

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

Related Key Focus Area: Organizational Excellence

Related Goal: 1.1 Manage financial resources in a responsible manner

EXHIBITS

Exhibit 1: Agenda Information Sheet

Exhibit 2: Ordinance 2016-172

Exhibit 3: Contract

Exhibit 4: Ordinance

Respectfully submitted:
Karen Smith, 349-8436
Purchasing Manager

For information concerning this acquisition, contact: Karen Smith at 940-349-8436