



---

# City Council Report

---

City Council Meeting: September 12, 2017  
Agenda Item: 3.J

To: Mayor and City Council  
From: Susan Cline, Director, Public Works, Street & Fleet Services  
Subject: Authorization to Continue to Purchase Passenger and Light-Duty Tires from Byron Woodley Tire

## **Recommended Action**

Staff recommends that the City Council authorize the Purchasing Services Manager to increase the purchase order amount with Byron Woodley Tire, a California-based company, for the purchase and delivery of various passenger and light-duty tires and tubes, by an additional \$213,332 and extend the purchase order for one-and-a-half years through January 14, 2019, for a revised total amount not to exceed \$423,332, with future year funding contingent on Council budget approval.

## **Executive Summary**

Two-thirds of the City's fleet vehicles (approximately 600), including Police and Fire department vehicles, are equipped with passenger and light-duty tires. The Fleet Management Division purchases passenger and light-duty tires in order to perform routine vehicle repairs, which ensures the reliability of the vehicles and the safety of City staff who use the vehicles to carry out City business. Staff recommends that the City Council authorize the Purchasing Services Manager to increase the purchase order amount with Byron Woodley Tire, a California-based company, for the purchase and delivery of various passenger and light-duty tires and tubes, by an additional \$213,332 and extend the purchase order for one-and-a-half years through January 14, 2019 for a revised total not to exceed \$423,332, with future year funding contingent on Council budget approval. Byron Woodley Tire is a vital provider of passenger and light-duty tires. Tires, tubes and service include, but are not limited to, valve stems, disposal, dismount, wheel balance, road calls and emergency service.

## **Background**

The Fleet Management Division is responsible for ensuring that City vehicles and other automotive-related equipment are available, dependable and safe to operate. The division completes an average of 7,107 work orders per fiscal year. This includes replacing or repairing tires, along with all other preventative maintenance and repair completed by Fleet mechanics.

Byron Woodley Tire is a vital provider of passenger and light-duty tires and tubes for Fleet Management and provides emergency road call repair services for various City departments including the Police Department.

### **Discussion**

The Fleet Management Division relies on vendor services for passenger and light-duty tires that are necessary for the day-to-day maintenance of City vehicles and other automotive-related equipment. Vendor services are also required for emergency vehicle service and roadside assistance, which include but are not limited to replacement and disposal of valve stems, tires and tubes, wheel balancing and the dismounting of tires for various City departments including the Police Department.

On January 14, 2014, Council awarded Bid No. 4119 to Byron Woodley Tire for the purchase and delivery of tires, tubes and related services in an amount not to exceed \$210,000. A total of \$284,512 has been expended since then, with an additional \$7,570 in outstanding invoices, reflecting a total overage of \$82,082. Tire purchases ebb and flow, dependent upon vehicle utilization and age, making exact expenditure amounts difficult to predict. Fleet has an obligation to ensure all vehicles are safe to operate. Over the last three years, Fleet has had to replace or repair a significantly higher amount of tires than anticipated in order to keep the City fleet safe.

In order to continue providing essential maintenance and services, staff is requesting authority for the overage of \$82,082, plus future expenditure authorization of \$41,250 from now through January 14, 2018, and another \$90,000 from January 15, 2018 to January 14, 2019. This reflects a total amount not to exceed \$423,332 through January 14, 2019, at which time the City will go out to bid. Byron Woodley has agreed to extend

the same terms and conditions from Bid No. 4119 for an additional one-and-a-half years through January 14, 2019, for a total of five years.

To coincide with fiscal year budget cycles, staff is requesting authority to spend \$213,332, which includes actual expenditures of \$74,512 in FY 2015-16 and FY 2016-17 and future expenditures of \$90,070 in FY 2017-18 and \$48,750 in FY 2018-19. This request would result in an amount not to exceed \$213,332 through January 14, 2019.

#### Vendor/Consultant Selection

In September and October 2013, the City published Notices Inviting Bids to furnish and deliver tires for passenger and light-duty vehicles and provide related services as required by Fleet Management. The bids were posted on the City's on-line bidding site, and notices were advertised in the Santa Monica Daily Press in accordance with City Charter and Municipal Code Section 2.24.100(a). No bids were received in September. Two bids were received and publicly opened on October 22, 2013, per Attachment A. Bids were evaluated on price, product availability, selection, quality of material, and compliance with City specifications. Byron Woodley Tire was the lowest bidder based on historical and projected use of various tire sizes and the prices for each tire size as listed in Attachment A; provided all of the requested tire types and services such as flat repairs; and has a history of satisfactory performance with the City. Based on these criteria, Byron Woodley Tire was recommended as the best bidder for the purchase and delivery of passenger and light-duty vehicle tires and provision of related services.

On January 14, 2014 (Attachment B), the City Council awarded Bid No. 4119 to Byron Woodley Tire in an amount not to exceed \$40,000 for the remainder of FY 2013-14, with two one-year options for \$85,000 per year to renew at the same price, terms, and conditions, for a total award amount not to exceed \$210,000 over a three-year period, with future funding contingent on Council budget approval.

Staff recommends that the City Council authorize the Purchasing Services Manager to increase the purchase order amount with Byron Woodley Tire by an additional \$213,332

and extend the purchase order for an additional one-and-a-half years through January 14, 2019, with future year funding contingent on Council budget approval.

**Financial Impacts and Budget Actions**

The purchase order to be awarded to Bryon Woodley Tire is for an amount not to exceed \$213,332. Funds of \$90,070 are available in the FY 2017-18 budget in the Public Works Department. The purchase order will be charged to account 54459.522930. Future year funding is contingent on Council budget approval.

**Prepared By:** Heidi Duran, Administrative Analyst

**Approved**

**Forwarded to Council**



Susan Cline, Director

9/3/2017



Rick Cole, City Manager

9/5/2017

**Attachments:**

- A. Bid No. 4119 Summary
- B. January 14, 2014 Staff Report
- C. Oaks Form - Byron Woodley Tire