



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM



Date: August 21, 2024

To: Robert J. Bruner, Acting City Manager

From: Megan E. Schubert, Assistant City Manager  
Dee Ann Irby, Controller  
Kurt Bovensiepe, Public Works Director  
Brian Varney, Fleet Manager  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 4: MITN Cooperative Contract Award – Automotive Parts

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### History

- The Fleet Division is responsible for the maintenance of the City's fleet; necessitating the purchase of automotive parts which includes automobile, light truck, heavy truck and construction equipment replacement parts.
- The product lines are used daily to service, repair and maintain an exceedingly diverse fleet of over five hundred (500) pieces of City owned equipment.
- These parts are ordered on *an as needed basis* and under the direction of the Fleet Manager which enables the Fleet Division to acquire the proven dependable, high-quality products needed to reduce downtime, labor costs, and improve vehicle availability and performance.
- The City's current Auto Parts Contract expired July 31, 2024.

### Purchasing

The expired Automotive Parts Contract was awarded August 1, 2019 (Resolution #2019-12-166-J-4c). The City of Rochester Hills, a member of Michigan's Bidnet Direct/MITN Purchasing Group (MITN), cooperatively developed and issued a Request for Proposal (RFP) for the purchase of Automotive Parts. The Request for Proposal was solicited utilizing Bidnet Direct, an online governmental procurement platform.

The City of Rochester Hills, cooperatively developed and issued a Request for Proposal (RFP) for the purchase of Automotive Parts. Request for Proposals for RFP-RH-24-030, were solicited utilizing the MITN Purchasing Group website, [www.BidnetDirect.com/city-of-troy-mi](http://www.BidnetDirect.com/city-of-troy-mi) on May 23, 2024; Seven (7) proposal responses were received as listed below:

Advance Auto Parts  
Auto Value dba Maxi Auto Supply  
Brown & Sons Co. Inc.  
Dealer Auto Parts Sales, Inc.  
Kirk's Automotive Inc.  
O'Reilly Auto Enterprises, LLC  
Rowerdink, Inc.

Raleigh, NC  
Grand Rapids, MI  
Flint, MI  
Redford, MI  
Detroit, MI  
Spring Field, MO  
Sterling Heights, MI



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### **Purchasing (continued)**

The RFP bid document called for pricing for a core list of approximately 50 different automotive parts from various manufacturers and a pricing structure by manufacturer. The list includes preventative maintenance parts (filters, batteries, wiper blades, etc.), auto and truck repair parts, rebuilt components and heavy-duty parts required for the maintenance of the City's fleet. Additionally, the request required vendors to explain how they would meet stringent delivery requirements for stock parts and emergency needs, as well as provide information on opportunities for City staff to be trained on current and new automotive systems and components, parts installation and vehicle maintenance.

A committee made up of the Rochester Hills Department of Public Services Fleet staff evaluated responses received. The proposal from *Auto Value dba Maxi Automotive Supply of Grand Rapids, MI* demonstrated exceptional capacity and qualifications as a supplier, ranking them the highest in evaluation. Staff from Fleet inspected both local parts facilities in Shelby Township and Warren in addition interviewed employees who would be directly responsible for the City's account.

It was recommended that Auto Value dba *Maxi Automotive Supply* be awarded as the supplier for automotive parts. *Maxi Automotive Supply* was chosen as the supplier because of their capacity to provide a vast product offering, their extensive knowledge of automotive/truck repair parts; in addition to their nine (9) warehouses and three hundred (300) stores to service the City. The Shelby Township location has 8 delivery vehicles running daily that are able to deliver normal orders in less than one hour and emergency orders in less than 20 minutes.

### **Financial**

Funds are budgeted and available in the Public Works Fleet Maintenance Fund under Fleet Division account number 661.571.550.774.110 for the 2025 fiscal year.

### **Recommendation**

City Management recommends awarding a three (3) year contract with an option to renew for two (2) additional years to provide Automotive Parts to *Auto Value, dba Maxi Auto Supply of Grand Rapids, MI*; as per the MITN Cooperative Purchasing contract RFP-RH-24-030 unit pricing, to be ordered on an as needed basis; contract to expire July 31, 2027.