



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Elizabeth Gibbs, City Manager

PREPARED BY: Holly Stuart, Public Works Program Manager
Arturo Vela, Director of Public Works

MEETING DATE: April 28, 2026

SUBJECT: Consideration of Resolution 2026-66, Authorizing the Use of Cooperative Purchasing Agreements for the Procurement of Automobile and Equipment Parts for Five Year Period (FY 2026 - FY 2030) and Authorizing Related Purchasing Actions for an Annual Aggregate of \$80,000 per Fiscal Year

RECOMMENDATION:

Adopt Resolution 2026-66

BACKGROUND:

The Public Works Department, Fleet Division, is responsible for procuring parts for more than 200 vehicles and equipment units that support City operations. Annual expenditures for replacement parts are expected to remain significant through the upcoming multi-year term possibly reaching an annual aggregate of \$80,000. Adequate funding for these purchases is budgeted annually within the operational budget of the Fleet Division.

Historically, the City formally solicited bids for these parts coupled with the utilization of a cooperative agreement to establish a vendor list and blanket purchase orders. For the upcoming term, no formal bids were conducted by the City and alternatively staff recommends the use of cooperative purchasing agreements which provide access to competitively bid contracts already awarded by government purchasing alliances, ensuring cost-effective pricing and streamlined procurement.

Staff reviewed available cooperative contracts through Sourcewell and confirmed that the following agreements are valid, active and appropriate for City needs:

- Napa and O'Reilly Auto Parts: Sourcewell Master Agreement #100124 (aftermarket vehicle parts and supplies)
- Parts Authority: Sourcewell Master Agreement #080124 (OEM vehicle parts and supplies)

Utilizing these cooperative agreements allows the City to access competitively bid pricing and established terms without conducting a separate solicitation process.

Allocations for each vendor may be adjusted to be increased or decreased as deemed necessary, as long as, the aggregate dollar amount does not exceed \$80,000 annually. When parts are procured, vendors will be selected based upon prices, availability and lead time.

JUSTIFICATION:

The ability to procure automotive and equipment parts under recognized cooperative agreement will accelerate purchasing timelines, reduce administrative burdens and ensure continued availability of parts necessary to maintain vehicles and equipment. Cooperative purchasing also supports price stability and offers flexibility to select vendors based on availability, lead time and specific part requirements.

FISCAL IMPACT:

The Fleet Division operational budget will fund the acquisition of automobile and equipment parts, Account No. 702-3800-480.38-52 (Auto Parts).

ATTACHMENTS:

1. [Reso_2026-66.docx](#)
2. [Draft_O'Reilly Auto Parts - UCC Master Agreement.pdf](#)
3. [Draft_UCC Master Agreement - PAI Holdco Inc - Final Draft.pdf](#)
4. [Draft_UCC Master Agreement - NAPA Auto Parts - Final.pdf](#)