DeKalb County Department of Purchasing and Contracting Contract Renewal Request Form

User Department: Fleet	From: Tammy Shew-Procurement Agent		
CPA Nos.:1262401,1262403,1262413,1262406	Title: Purchase of Various Autos., Vans, Trucks & Accessories (ITB#21-101402) (1st of 2 Options to Renew)		
Effective Date: 8/10/21	Expiration Date: 8/31/22		
Contract APPROVED Amount: \$7,975,000.00	Number of Renewals to Date: 0		
Contractor(s)	Contract No.	Agrees to Extend	
Wade Ford, Inc CPA #1262401		Yes	
Hardy Chevrolet, Buick, GMC, Inc CPA#1262403		Yes	
Hardy Family Ford, Inc. CPA#1262413		Yes	
Union City Chrysler, Dodge, Jeep, Ram CPA#1262406		Yes	

User Department Recommendation:	Renew □X Bid □	
Funding for Renewal Term: \$9,431,257.59(Unused funds do not roll over to the next term. I	Provide the amount of funding necessary for the renewal term.)	
Funding: General Enterprise CIP Line Item No. (if applicable):	3 Digit Fund Code621	
Justification:		

We made our best estimate in our request for \$7,975,000, and while that amount was approved, our request was highly scrutinized because previous contract dollars had not been completely exhausted. I explained that the previous contracts (2019-2020 & 2020-2021) had low expenditures because of automotive manufacturers' order cycle delays. We did not request any more money beyond \$7,975,000 because we did not have information pertaining to when or if our manufacturers would be opening their order periods for 2022. Additionally, we also had not formulated our 2022 Vehicle Replacement List and the estimated cost associated with the replacement of those vehicles. To our surprise General Motors decided they would open the some of their order banks sooner than we expected, resulting in two order cycles for this one contract period. That has never happened in the past. It is essential that we order these patrol and administrative vehicles while we can, as they are integral and essential tools for our public safety departments. Because they are so essential, every year we order more light duty vehicles for public safety than any other department in the County. Thus far, on our current contract, we have submitted more than \$6,439,132.17 in public safety orders, but that was for the 2021 Budget Year, and I am still in need of \$\$5,631,584.59 in additional funds to complete our public safety vehicle orders for the 2022 Vehicle Replacement budget year.

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In addition to the amount needed to process the public safety orders, we also need \$2,474,243 to complete the remainder of the 2022 Vehicle Replacement List, \$1,200,000 for early replacement units, as well as \$125,000 for potential mid-year budget additions.

CHANGE ORDER REQUEST Funds Needed for Purchase of Automobiles Contract				
5,631,584.59	Outstanding Public Safety Units			
2,474,673.00	Remainder of Vehicle Replacement List			
1,200,000.00	Early Replacement			
125,000.00	Potential Mid-Year Additions			
\$9,431,257.59	TOTAL NEEDED			

Department Director Signature

Finally, due to the market constraints, there is a strong potential that there won't be another order cycle until early in 2024, so it is essential that we have the contract funds available to complete orders as the vendors advise they are opening their order banks.

5-19-22

For Use by Purchasing and Contracting:	Approve	□x	Deny \square	
Additional Comments:				
Phyllis A. Head				
V		05/20/2022		
Purchasing and Contracting Signature		Date		