



City of North Port  
 FINANCE DEPARTMENT/PURCHASING DIVISION  
 4970 CITY HALL BLVD  
 NORTH PORT, FLORIDA 34287  
 Office: 941.429.7170  
 Fax: 941.429.7173  
 Email: [purchasing@cityofnorthport.com](mailto:purchasing@cityofnorthport.com)



**MEMORANDUM**

TO: Julie Bellia Public Works Department Director  
 THRU: Kenneth Rappuhn, Fleet Manager  
 DATE: November 1, 2019  
 RE: AGREEMENT NO. 2015-40 On Site Fleet Parts and Inventory

Annual City-wide **AGREEMENT NO. 2015-40 ON SITE FLEET PARTS AND INVENTORY** with TPH Holdings LLC, d.b.a. The Parts House for Fleet Maintenance Division on site fleet parts and inventory program expires January 31, 2020 (first renewal period).

By mutual agreement, this agreement may be extended for an additional/FINAL one (1) year term from February 01, 2020 through and including January 31, 2021, at the same terms and conditions of the agreement, and within budgetary limitations.

Please review contractor's performance and confirm the City's approval/disapproval of extension of this agreement by signing below and return to my attention.

If you decide to renew the contract you will have to prepare an agenda summary for Commission to Approve at a meeting prior to January 31, 2020.

If you decide not to renew, we need to issue the new bid ASAP.

*Justin Daly*  
 Contract Administrator I

PLEASE INDICATE BY (v)

APPROVE  DISAPPROVE THE RENEWAL

KK *Julie Bellia*  
 Julie Bellia, Public Works Director

Date 11/6/19

# City of North Port

Finance Department  
 Purchasing Division  
 4970 City Hall Blvd.  
 North Port FL 34286  
 Telephone: (941) 429-7170  
 Fax: (941) 429-7173



## Service/Supply Performance Evaluation

**INSTRUCTIONS:** Evaluate the vendor on the performance factors below and check the appropriate column (check only those which are applicable) and provide any comments you think necessary. Indicate the vendor's overall rating by checking the appropriate column -- if the overall rating is fair or poor, please provide an explanation under "Comments" (if not applicable, please indicate "N/A" in the comment section). Once completed send to the Vendor for their review and acknowledgment. Once fully completed, submit to the Purchasing Division by:

1. Mail: Finance Department, Purchasing Division, 4970 City Hall Blvd., Suite 337, North Port FL 34286,
2. E-Mail: Purchasing@cityofnorthport.com, or
3. Fax: (941) 429-7173

### Vendor Information:

Contract No.	2015-40	Date:	11/4/19
Vendor: TPH Holdings LLC, d.b.a.			
Address:		Commodity/Service: On-Site Parts and Inventory	

### Evaluation:

Factors	Excellent	Good	Fair	Poor	Comments	VENDOR Acknowledgment	
						Agree	Disagree
Service	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delivers on Time	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Condition of Goods on Arrival	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follows Instructions	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Number of Rejections	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Promptly Handles Rejections	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling of Complaints	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Technical Assistance	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Aid	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Promptly Furnishes Specific Information When Requested	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delivers Without Constant Follow-up	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keeps Promises	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Past Liability Record	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Technical Ability for Difficult Work	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Preference	Excellent			<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Department's Overall Rating</b>	Excellent			<input type="checkbox"/>	Please use space provided below.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Evaluator Comments (please attach additional pages, if needed):

TPH consistently provides great customer service and timely parts delivery. Their staff go above and beyond to ensure we have the correct parts at the most cost efficient prices.

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Would you recommend this vendor for future contracts? Yes  No . If no, please explain below:

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Vendor Comments (please attach additional pages, if needed).

On behalf of The Parts House and our on-site staff at the City of North Port Fleet Maintenance facility, thank you for the excellent review for our service. As in any successful partnership there must be a cooperative spirit and level of trust between both parties. I know our team has the full cooperation and trust of the City Staff and that has been much appreciated by us as well.

Richard K.

EVALUATOR INFORMATION:

Name: Ken Rappuhn Title: Fleet Manager

Department: Public Works Department, Fleet Managment Division

Phone No.: 240-8531 Cell Phone No.: 640-1149 E-Mail: krappuhn@cityofnorthport.com

*Ken Rappuhn*  
Signature

11/04/2019  
Date

VENDOR REPRESENTATIVE:

Name: Richard Kilpatrick Title: Vice President, Fleet and Contract Sales

Company/Organization: TPH Holdings, LLC d.b.a. The Parts House

Phone No.: 727-573-1580 X 85122 Cell Phone No.: 727-647-0933 E-Mail: rkilpatrick@thepartshouse.com

*Richard Kilpatrick*  
Signature

11/8/19  
Date

**Print Form**

**Clear All Fields**