

**AGENDA ITEM REPORT**

**DATE:** September 2, 2025  
**DEPARTMENT:** Fleet Management  
**REQUESTER:** Schecyl Santiago-Lugo  
**TITLE:** Award Contract for Motorcraft Parts and Accessories

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**I. MOTION REQUESTED**

- A. Award Invitation to Bid No. B250176JLO, Motorcraft Parts and Accessories to TPH Holdings, LLC dba The Parts House as a Primary Vendor and Sam Galloway Ford, Inc. as a Secondary Vendor for the purchase of Motorcraft parts and accessories for vehicle repairs, on an as-needed basis, for an initial term of three years, as approved in the department's annual adopted budget.
- B. Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C. Grant the County Manager or designee the authority to renew the contracts, for up to two additional years, and to execute all associated documents, as approved in the department's annual adopted budgets, if doing so is in the best interest of Lee County.

**II. ITEM SUMMARY**

Awards a contract to TPH Holdings, LLC dba The Parts House as a Primary Vendor and Sam Galloway Ford, Inc. as a Secondary Vendor. The contracts are for the purchase of Motorcraft parts and accessories on an as-needed basis for vehicle repairs. The initial term of the contracts is for a period of three years.

Motorcraft manufactures a wide range of parts and accessories, including aftermarket components designed for Ford and other vehicle brands. While both Motorcraft and Ford OEM parts are high-quality and suitable for Ford vehicles, Motorcraft offers a broader selection of aftermarket options. Bidding the products separately increased vendor competition and helped secure the best pricing for the County.

Fleet management anticipates annual expenditures of approximately \$75,000 under this contract.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

While both Motorcraft and Ford OEM parts are high-quality and suitable for Ford vehicles, Motorcraft offers a broader range of aftermarket options. Soliciting the two products separately was intended to enhance vendor competition and maximize savings for the County. The primary vendor, TPH Holdings, LLC dba The Parts House blanket percentage above vendor cost is 5% and the secondary vendor, Sam Galloway Ford, Inc. blanket percentage above vendor cost is 15%.

**IV. FINANCIAL INFORMATION**

Current Year Dollar Amount: \$75,000  
Included in the Current Budget?: Yes  
Fund: Fleet Operating Fund  
Comments:

Is this a revenue or expense item? Expense  
Is this Discretionary or Mandatory? Discretionary  
Will this item impact future budgets? No  
Program:  
Project:  
Account Strings: JB5191059400  
Fund Type? Fleet Operating Fund

**V. RECOMMENDATION**

Approve

**ATTACHMENTS:**

Vendor Executed - TPH Holdings - OCR, Unit Price Verification Sheet, Vendor Executed - Sam Galloway Ford - OCR

**REVIEWERS:**

Mark Santiago, Fleet Management  
Mary Tucker, Procurement  
Schecyl Santiago, Fleet Management  
Anne Henkel, Budget Services  
Peter Winton, County Manager  
Amanda Swindle, County Attorney  
Robert Codie, County Manager

Created/Initiated - 8/20/2025  
Approved - 8/20/2025  
Approved - 8/20/2025  
Approved - 8/21/2025  
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