

**CITY COUNCIL AGENDA TOPIC**

Resolution granting authority to the Finance & Asset Management Director or their designee to approve annual purchase orders for various vendors for small goods and routine services used by City departments, for amounts not to exceed the estimated values for the specified vendors set forth in Attachment A, plus applicable taxes.

Michael Chandler, Controller, 452-5249  
*Finance & Asset Management Department*

**EXECUTIVE SUMMARY****ACTION**

The City issues annual purchase orders for smaller goods and routine services used by City departments. Funds are appropriated in the 2025 Operating or Capital Investment Program budgets.

**RECOMMENDATION**

Move to adopt Resolution No. 10479

**BACKGROUND/ANALYSIS**

The City issues annual purchase orders for small items and routine services (such as temporary agencies) used by departments in carrying out their work and programs. Individual goods and services requested using purchase orders are for less than the City's formal bid limit for materials, supplies, equipment, and services. Since the aggregate value of these annual purchase orders is expected to exceed the current threshold of \$350,000 in 2025, Council approval is required. It is in the best interest of the City to select vendors that offer the most competitive pricing. The purchase orders are typically structured as agreements for specific negotiated pricing, applicable discounts, and other terms and conditions. The City is under no obligation to purchase any specific amount from these vendors but rather uses the account on an as needed basis.

A list of purchase orders, vendor names, product or services description, and the annual estimated expenditures where the total expenditures are projected to be above \$350,000 by year end, is available in Attachment A. The expenditures against these annual purchase orders will not exceed the amounts listed in Attachment A without additional Council action.

**POLICY & FISCAL IMPACTS****Policy Impact**Bellevue City Code

BCC 4.28.040 Competitive bidding: 1. Any purchase of material, supplies, and equipment of \$350,000 or more.

BCC 4.28.130 Noncompetitive purchases: B. Small Items Not Stocked. Bellevue City Code grants authority to the Finance & Asset Management Director or his/her designee to purchase items which are not stocked by a department of the City and are available at usual market prices through purchase orders not exceeding \$350,000 in value annually.

BCC 4.28.150 authorizes the City to join in cooperative purchasing arrangements with other public agencies when the best interests of the City would be served thereby.

### **Fiscal Impact**

Since the aggregate value of these annual purchase orders is expected to be above \$350,000 in 2025, Council approval is required. All funds are currently appropriated in the 2025 Operating or Capital Investment Program budgets.

Total expenditures will be monitored by department and procurement services staff and goods/services will not be requested from any vendor unless sufficient funds are available to cover the associated costs.

### **OPTIONS**

1. Adopt the Resolution granting authority to the Finance & Asset Management Director or their designee to approve annual purchase orders for various vendors for small goods and routine services used by City departments, for amounts not to exceed the estimated values for the specified vendors set forth in Attachment A, plus applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

### **ATTACHMENTS**

A. 2025 Open Accounts list  
Proposed Resolution No. 10479

### **AVAILABLE IN COUNCIL LIBRARY**

N/A