

CITY COUNCIL REGULAR SESSION

Resolution granting authority to the Finance & Asset Management Director or her designee to increase the approved annual purchase order amount for Consolidated Press, a provider of print services to the City, in an amount not to exceed \$150,000 plus all applicable taxes.

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Finance & Asset Management Department

EXECUTIVE SUMMARY

Goods and services purchased from open account vendors support projects or programs approved by Council and all funds are currently appropriated in the 2022 Operating or Capital Investment Program Budgets. Total expenditures are monitored by department and procurement services staff and items/services will not be requested from any vendor unless sufficient funds are available to cover the associated costs.

RECOMMENDATION

Move to adopt Resolution No. 10134

BACKGROUND/ANALYSIS

The City issues annual purchase orders for small items not stocked and routine services (such as temp agencies) needed by departments. Individual goods and services ordered utilizing purchase orders are for less than the City's formal bid limit such as for materials, supplies, equipment, and services. Since the aggregate value of the annual purchase order for Consolidated Press is expected to exceed \$90,000 in 2022, Council approval is required.

Consolidated Press, a print services vendor for the City, began the year with expected expenditures of below \$90,000 for 2022. The current revised expectation is \$150,000 of expenditures for 2022. City departments use the services for printed materials related to advertisement of programs offered to the community by the City, including It's Your City.

The expenditures against the annual purchase order will not exceed the amount listed above 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 \$90,000 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 \$90,000 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 the annual purchase order is expected to exceed the previous Council approved amount in 2022, Council approval is required. All funds are currently appropriated in the 2022 Operating or Capital Investment Program Budgets.

Total expenditures will be monitored by department and procurement services staff and items/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 her designee to increase the approved annual purchase order amount for Consolidated Press, a provider of print services to the City, in an amount not to exceed \$150,000 plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS

Proposed Resolution No. 10134

AVAILABLE IN COUNCIL LIBRARY

N/A