

August 3, 2015

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT:

Resolution No. 8960 granting authority to the Finance Director to execute annual purchase orders for various small items not stocked by City departments for an amount not to exceed the estimated value listed in this agenda memo.

FISCAL IMPACT:

Goods and services purchased from the vendors listed below support projects or programs already approved by Council with funds appropriated in the 2015 Operating and Capital Investment Program Budget. 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.

STAFF CONTACT:

Jan Hawn, Director, x 6846

Toni Battersby, Acting Assistant Finance Director, x6455

Finance Department

POLICY CONSIDERATION

Bellevue City Code 4.28.130-Noncompetitive purchases:

B. Small Items Not Stocked. Bellevue City Code grants authority to the Finance Director or 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.

Examples of these types of purchases include fuel and janitorial supplies.

Because the aggregate value of these annual purchase orders are estimated to exceed \$90,000, Council authority is required.

BACKGROUND

The City issues annual purchase orders for small items not stocked by the departments. Individual goods and services ordered utilizing the purchase orders are less than the City's formal bid limit such as fuel or topsoil purchases. However, the aggregate annual value of these orders exceeds the purchasing authority level of \$90,000.

VENDOR SELECTION

It is in the best interest of the City to select vendors that offer the most competitive pricing. As a result, the vendors listed below have either been selected as a result of a competitive process or through a cooperative purchasing agreement where the City utilizes another public entity's competitive process. These purchase orders are typically structured as pricing agreements for specific negotiated pricing, applicable discounts and other terms and conditions. The City is under no obligation to utilize these purchase orders.

PURCHASE ORDERS

Procurement Services establishes annual purchase orders at the beginning of each operating year. Procurement Services monitors spending levels at mid-year to identify purchase orders that may exceed the established purchasing authority level. The following is a list of purchase orders, including vendor names and the annual estimated expenditures, where the total estimated expenditures are projected to be above \$90,000 by the end of the year.

PO #	Vendor Name	Description	2015 Estimate Value
1370158	FINANCIAL CONSULTING INC (FCI)	Emergency Vehicle and Equipment Up-Fit and Installations	\$305,000.00
1470310	KROESENS UNIFORM COMPANY	Public Safety Uniforms	\$160,000.00
1470355	NORTH COAST ELECTRIC COMPANY WHSE	Electrical Supplies	\$150,000.00
1470023	SANITARY AND MAINTENANCE SUPPLY	Janitorial Supplies	\$125,000.00
1270022	WW GRAINGER INC # 754	Repair and Maintenance Supplies	\$120,000.00
1470038	CDW GOVERNMENT INC	Computer Hardware	\$115,000.00
1570036	SEAPORT PETROLEUM	Biodiesel Fuel	\$100,000.00

EFFECTIVE DATE

If adopted by Council, this Resolution will become effective immediately. The expenditures against these annual Purchase Orders will not exceed the amounts listed above without additional Council action.

OPTIONS

1. Adopt the Resolution granting authority to the Finance Director to execute annual purchase orders for various small items not stocked by City departments for an amount not to exceed the estimated value listed in agenda memo.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1.

MOTION

Move to adopt Resolution No. 8960 granting authority to the Finance Director to execute annual purchase orders for various small items not stocked by City departments for an amount not to exceed the estimated value listed in agenda memo.

ATTACHMENTS

Proposed Resolution No. 8960