

October 17, 2016

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution granting authority to the Finance Director to increase annual purchase order limits for various vendors for small items not stocked by City departments, for an amount not to exceed the estimated values for the specified vendors set forth in Attachment A to this Resolution.

FISCAL IMPACT

Goods and services purchased from the vendors listed below support projects or programs already approved by Council with funds appropriated in the 2016 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(S)

Jamie Robinson, Assistant Director 452-6843
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 expected to exceed previous Council approved amounts or will be above \$90,000 by year end, 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 plumbing and janitorial supplies. However, the aggregate annual value of these orders are expected to be above the \$90,000 threshold by year end.

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

The following is a list of purchase orders, including vendor names, product or services description and the annual estimated expenditures where the total expenditures are projected to be above \$90,000 by year end.

PO #	Vendor Name	Description	2016 Council Approved Amount	Additional Amount to Council	Total PO Amount
1470038	CDWG	Computer Equipment	\$120,000.00	\$150,000.00	\$270,000.00
1470019	Pacific Topsoil	Dump Fees	\$90,000.00	\$25,000.00	\$115,000.00

The amounts listed above are pre-tax. Tax will be applied at the time of invoicing. The expenditures against these annual Purchase Orders will not exceed the amounts listed above without additional Council action.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately upon Council adoption.

OPTIONS

1. Adopt the Resolution granting authority to the Finance Director to approve annual purchase order limits for various vendors for small items not stocked by City departments, for an amount not to exceed the estimated value listed in Attachment A to this Resolution.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1.

MOTION

Move to adopt Resolution No. 9158 granting authority to the Finance Director to increase annual purchase order limits for various vendors for small items not stocked by City departments, for an amount not to exceed the estimated values for the specified vendors set forth in Attachment A to this Resolution.

ATTACHMENTS

Proposed Resolution No. 9158

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

N/A