

April 2, 2018

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution granting authority to the Finance Director or his/her designee to approve annual purchase orders 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 in Attachment A support projects or programs approved by Council and all funds are currently appropriated in the 2018 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 CONTACTS

Toni Call, Director, 452-7863

Jamie Robinson, Assistant Finance Director, 452-6843

Finance Department

POLICY CONSIDERATION

Bellevue City Code:

4.28.040-Competitive bidding: 1. Any purchase of material, supplies, and equipment of \$90,000 or more.

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.

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.

BACKGROUND

The City issues annual purchase orders for small items not stocked by the 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 these annual purchase orders is expected to exceed \$90,000 in 2018, Council approval is required.

The purchase orders, outlined in Attachment A, are typically structured as pricing 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, 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, 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.

EFFECTIVE DATE

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

OPTIONS

1. Adopt the Resolution granting authority to the Finance Director or his/her designee to approve annual purchase orders 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.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1

MOTION

Move to adopt Resolution No. 9395 granting authority to the Finance Director or his/her designee to approve annual purchase orders 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

A. 2018 Open Accounts
Proposed Resolution No. 9395

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

N/A