

CITY COUNCIL REGULAR SESSION

Resolution increasing the authority granted to the Finance & Asset Management Director, or his/her designee, to approve annual purchase orders for small items not stocked by City departments, by an amount not to exceed an additional \$500,000, plus applicable taxes, for the open account for Envirotech for the 2019 fiscal year.

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Finance & Asset Management Department

EXECUTIVE SUMMARY

Goods and services purchased from Envirotech support projects or programs approved by Council and all funds are currently appropriated in the 2019 Operating and Capital Investment Program Budget. Total expenditures will be monitored by department and procurement services staff and items and/or services will not be requested from any vendor unless sufficient funds are available to cover the associated costs.

RECOMMENDATION

Move to adopt Resolution No. 9562.

If approved, effective date: 03/04/2019

BACKGROUND/ANALYSIS

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.

On February 11, Council approval authorized the spending of \$500,000 to Envirotech (Resolution 9545) for snow and ice related materials and service. The City experienced extensive need for these services due to recent winter weather and those materials could soon be exhausted. The City is in need of an increase in authority to purchase snow and ice related materials to plan and prepare for future winter weather events. This increase will allow the City to secure, if needed, additional materials for snow and ice related materials to Envirotech. The City is under no obligation to purchase any specific amount from this vendor, but rather uses this account on an as needed basis.

The expenditures against the annual purchase order will not exceed the amount requested 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 previous Council approved amounts, Council approval is required. All funds are currently appropriated in the 2019 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.

OPTIONS

1. Adopt the Resolution increasing the authority granted to the Finance & Asset Management Director, or his/her designee, to approve annual purchase orders for small items not stocked by City departments, by an amount not to exceed an additional \$500,000, plus applicable taxes, for the open account for Envirotech for the 2019 fiscal year.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

Proposed Resolution No. 9562

AVAILABLE IN COUNCIL LIBRARY

N/A