

CITY COUNCIL REGULAR SESSION

Resolution granting authority to the Finance & Asset Management Director or his/her designee to approve annual purchase orders for various vendors for small items not stocked by City departments, and recurring services for amounts not to exceed the estimated values for the specified vendors set forth in Attachment A to this Resolution, plus applicable taxes.

Toni Call, Director, 452-7863

Michael Chandler, Financial Services Co-Manager, 452-5249

Finance & Asset Management Department

EXECUTIVE SUMMARY

The City issues annual purchase orders for small items and routine services not stocked by the departments. 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 2021 Operating or Capital Investment Program Budgets.

RECOMMENDATION

Move to adopt Resolution No. 9903

BACKGROUND/ANALYSIS

The City issues annual purchase orders for small items and routine services (such as temp agencies) 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 2021, Council approval is required.

It is in the best interest of the City to select vendors that offer the most competitive pricing. 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. 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. The expenditures against these annual purchase orders will not exceed the amounts listed in Attachment A 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 these annual purchase orders is expected to exceed previous Council approved amounts or will be above \$90,000 in 2021, Council approval is required. All funds are currently appropriated in the 2021 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 his/her designee to approve annual purchase orders for various vendors for small items not stocked by City departments, and recurring services for amounts not to exceed the estimated values for the specified vendors set forth in Attachment A to this Resolution, plus applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

A. 2021 Open Accounts
Proposed Resolution No. 9903

AVAILABLE IN COUNCIL LIBRARY

N/A