



Legislation Text

File #: 2023-0556, Version: 1

Report to Mayor and City Council

Tuesday, September 05, 2023

Consent

SUBJECT:

CONSIDER APPROVAL OF BLANKET PURCHASE ORDERS TO PUBLIC WORKS VENDORS FOR THE PURCHASE OF SUPPLIES AND MATERIALS IN THE IDENTIFIED NOT TO EXCEED AMOUNTS PER FISCAL YEAR (CITY COUNCIL).

I. SUMMARY

City Council approval is requested to authorize the Purchasing Department to appropriate funds to a Blanket Purchase Order (“BPO”) to any vendor which will exceed the City Manger’s current expenditure authority of \$25,000. With the adoption of the FY 2023-24 annual budget and the beginning of the new fiscal year on July 1, 2023, the Public Works Department has started to submit its requisitions for the services, supplies and materials needed to operate and maintain the City’s infrastructure.

Each year, the Public Works Operation’s Division establishes over a hundred Purchase Orders with various vendors that supply the essential materials, supplies, and technical services used by our Right of Way and Building Maintenance crews to carry out their daily functions. Additionally, our Fleet Maintenance and Warehouse staff require purchase orders with vendors that provide regulatory inspection, repair services and specialized parts and equipment to support the entire Public Works Department. Consequently, staff has consolidated the BPO requests for the Public Works Operations Division and is presenting a comprehensive list of those vendors that require City Council approval as their annual purchase amount exceeds \$25,000.

II. RECOMMENDATION

TAKE the following actions:

1. WAIVE the contract requirements of the Carson Municipal Code (“CMC”) pursuant to Carson Municipal Code 2605(b)(1)(ii); and
2. AUTHORIZE the Purchasing Manager to waive the formal bidding procedures as defined by the CMC Section 2610, utilizing Cooperative Purchasing as allowed by the CMC Section 2611(g) and issue Purchase Orders for supplies and materials to

the specified vendors for the period July 1, 2023 through June 30, 2026 for the not-to-exceed amounts identified.

3. AUTHORIZE the City Manager to waive the formal bidding procedures as defined by the CMC Section 2610 utilizing Sole Source Purchasing as allowed by the CMC Section 2611(e), and AUTHORIZE the Purchasing Manager to issue purchase Orders for supplies and materials to the specified vendors for the period July 1, 2023 through June 30, 2026, for the not-to-exceed amounts identified.

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III. ALTERNATIVES

TAKE another action the City Council deems appropriate and consistent with the requirements of the City's Purchasing Ordinance.

IV. BACKGROUND

The Department of Public Works is charged with providing the community with a safe, clean, and healthy environment through the design, construction, operation, maintenance, and management of the vital municipal infrastructure system. Our Street Maintenance crews are responsible for the repair and maintenance of approximately 203.1 centerline miles of streets, of which 49.2 miles are arterials, 5.7 miles are secondary arterials, 18.1 miles are collectors, and 130.1 miles are residential streets. It is always the City's goal to keep this infrastructure in excellent and safe condition for its residents to enjoy.

Our Building Maintenance crews are responsible for servicing and maintaining the twelve Park Facilities, two Aquatic Centers, two swimming pools, City Hall, Corporate Yard, and the Veteran's Sports Complex. The Operations Division processes over 100 purchase orders with various vendors to secure the essential supplies, materials and services needed to maintain the City's infrastructure and provide services to the residents. The following list of vendors require City Council approval to have a Blanket Purchase Order issued for FY 2023-24

Sole-Source Vendors

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|-----------------------------|-----------|
| • Vulcan | \$60,000 |
| • Blue Diamond/Sully Miller | \$60,000 |
| • Robertson's Ready Mix | \$40,000 |
| • Sherwin Williams | \$125,000 |
| • Dunn Edwards | \$54,999 |

- Ecolab \$100,000
- Ameron Pole Products \$35,000

Co-operative Purchasing Agreement Vendors

- Crafcoc \$40,000
- White Cap \$27,000
- Grainger \$40,500
- Wesco \$30,000

In accordance with the current Purchasing procedures, staff will be utilizing cooperative purchasing agreements and sole source exceptions where appropriate as we have proprietary equipment that require service and supplies from specific vendors. For example, our paint vendors like Sherwin Williams have unique colors which were created for the City facilities more than 20 years ago. Moreover, the vendors listed above have consistently stocked the City's frequently purchased items and are located within a reasonable distance from the City so that staff is able to promptly acquire the necessary supplies and materials.

V. FISCAL IMPACT

None. Funds for these Blanket Purchase Orders were included in the FY 2023/24 budget from the Public Works Department accounts.

VI. EXHIBITS

1. FY 2023/24 BPO List of PW Operations Vendors over \$25k. (pg. 4)
2. Purchasing Waiver (pg. 5)

Prepared by: Arlington Rodgers, Jr., Director of Public Works