

TO: Mayor and Commissioners
FROM: Holly Vath, Chief Purchasing Officer
THROUGH: Donald B. Cooper, City Manager
DATE: November 3, 2015

..Title

PRIOR APPROVAL OF FY 2016 SPENDING GREATER THAN \$25,000/ MULTIPLE VENDORS

..Recommendation

Recommend Action:

Motion to approve:

1. Multiple acquisitions of postage from the United States Postal Service for an amount not to exceed \$80,000 for fiscal year 2016.
2. Multiple acquisitions of computer hardware and computer parts from PCMG Inc. for an amount not to exceed \$120,000 for fiscal year 2016.
3. Multiple acquisitions of tools, parts and maintenance supplies with individual purchases under \$2,500 from Home Depot for an amount not to exceed \$100,000 for fiscal year 2016.
4. Multiple acquisitions of office supplies with individual purchases under \$2,500 from Office Depot for an amount not to exceed \$100,000 for fiscal year 2016.

..Body

Background

Staff recommends approval of the following motions in accordance with the Code of Ordinances, Chapter 36, Section 36.03(B), "Multiple Acquisitions from Vendor Exceeding \$25,000 in Any Fiscal Year".

Multiple acquisitions of postage from the United States Postal Service for an amount not to exceed \$80,000 for fiscal year 2016.

Multiple acquisitions of computer hardware and computer parts from PCMG Inc. for an amount not to exceed \$120,000 for fiscal year 2016.

Multiple acquisitions of tools, parts and maintenance supplies with individual purchases under \$2,500 from Home Depot for an amount not to exceed \$100,000 for fiscal year 2016.

Multiple acquisitions of office supplies with individual purchases under \$2,500 from Office Depot for an amount not to exceed \$100,000 for fiscal year 2016.

Single acquisitions over \$25,000 receive Commission approval under the Code of Ordinances, Chapter 36, Section 36.02(A), "Sealed Competitive Method"; smaller acquisitions are approved at the City Manager and departmental levels under the Code of Ordinance, Chapter 36, Sections 36.02(B), "Written Quotations Method" and 36.02(C), "Direct Acquisitions Method".

Financial Department Review

Finance recommends approval.

Discussion

By approving the recommended motion, the Commission is not waiving or overriding any provisions of the City's purchasing code. When they occur, single acquisitions over \$25,000 will be submitted for Commission approval under Code Section 36.02(A), "Sealed Competitive Method"; smaller acquisitions will be approved at the City Manager and departmental levels under Sections 36.02(B), "Written Quotations Method" and 36.02(C), "Direct Acquisitions Method".

Funding Source

Funding is provided in various operating accounts in the approved FY 2016 budget.