



Legislation Text

File #: 17-432, Version: 1

TO: Mayor and Commissioners
FROM: Theresa Webb, Chief Purchasing Officer
THROUGH: Neal de Jesus, Interim City Manager
DATE: May 16, 2017

RETROACTIVE APPROVAL OF A SPENDING INCREASE WITH INTERLINE BRANDS, INC. DBA SUPPLYWORKS

Recommended Action:

Motion to retroactively approve an increase in spend with Interline Brands, Inc. DBA Supplyworks for janitorial supplies in a total not-to-exceed amount of \$70,000 for Fiscal Year 2017.

Background:

On January 5, 2016 Commission approved an agreement with Interline Brands in a not-to-exceed amount of \$70,000 (ITB 2016-014). On June 21, 2016 Commission approved an increase in spend of \$25,000 for a not-to-exceed amount of \$95,000. Due to unknown reasons, in early FY2017 the data in the Spend Report utilized by Purchasing to monitor spend with each supplier became corrupt making the report inaccurate. Upon discovery of this issue, the Purchasing Department has worked in a collaborative effort with IT over the past several months to create a new Spend Report, that provides access to current spend information. In reviewing the new Report it was discovered that the spend with Interline Brands had exceed the amount approved by Commission.

The Purchasing Department is currently evaluating responses to award a new janitorial supplies agreement, which is expected to be brought before Commission for approval in the next few months. Until that time the Purchasing Department is requesting retroactive approval of an increase in spend in the not-to-exceed amount of \$70,000 to allow for continued purchases until the new agreement can be approved. Spend with Interline during the agreement term is as follows:

FY 2016	\$93,000
FY17 YTD	\$35,000

This motion is in accordance with City Code of Ordinances, Chapter 36, Section 36.02 (A) (1), *Methods of Acquisition, Sealed Competitive Method, Competitive Bid*.

City Attorney Review:

Approved as to form and legal sufficiency.

Finance Department Review:

Finance recommends approval.

Funding Source:

Funding is available from various departments' approved janitorial expense line items.