



## AGENDA REPORT

**Meeting Date:** April 21, 2009  
**Item Number:** F-7  
**To:** Honorable Mayor & City Council  
**From:** Noel Marquis, Assistant Director of Administrative Services - Finance  
**Subject:** APPROVALS RELATED TO VARIOUS CITY PURCHASING AND BUDGET TRANSACTIONS AS DESCRIBED HEREIN

Attachments:

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**Item A. APPROVAL OF A CHANGE ORDER IN THE AMOUNT OF \$25,000 TO THE BLANKET PURCHASE ORDER TO HARRINGTON INDUSTRIAL PLASTICS, LLC. TO PURCHASE VARIOUS PARTS FOR MAINTENANCE AND REPAIR OF THE CITY WATER SYSTEM IN A NOT-TO-EXCEED AMOUNT OF \$75,000**

### **RECOMMENDATION**

Staff recommends that the City Council move to approve a change order in the amount of \$25,000 to Harrington Industrial Plastics LLC. blanket purchase order to purchase various parts for maintenance and repair of the City water system in a not-to-exceed amount of \$75,000.

### **INTRODUCTION**

Harrington Industrial Plastics, LLC supplies various parts such as pipe, fittings, couplings, valves, bushings, micron filters, etc., for maintenance and repair of the City water system. The approval of this change order will allow staff to keep the Water Treatment Plant and distribution system operating at peak efficiency.

### **DISCUSSION**

In August 2008, Water Division staff obtained written quotes from Harrington Industrial Plastics, LLP; Pollard Water; and Lab Safety Industrials to supply parts for maintenance and repair of the City water system. Harrington Industrial Plastics, LLC was the lowest responsible bidder and was issued a blanket purchase order for \$45,000.

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On March 2, 2009, a change order in the amount of \$5,000 was issued to cover additional parts for the improvement of the Water Treatment Plant.

A change order in the amount of \$25,000 is needed to cover the necessary expenditures for the remainder of the fiscal year. Staff did not solicit formal bids because additional expenses were unforeseeable at the time the purchase order was issued. Given the actual amount expended this fiscal year, staff will solicit formal bids for Fiscal Year 09-10.

The change order request for \$25,000 will bring the not-to-exceed amount of the blanket purchase order to \$75,000.

**FISCAL IMPACT**

Funds were budgeted and are available in the Water Enterprise Fund (8006002-72050) for this purpose.

  
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Noel Marquis  
Finance Approval

  
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Scott G. Miller  
Approved By