



AGENDA REPORT

Meeting Date: August 20, 2013
Item Number: G-13
To: Honorable Mayor & City Council

From: Kevin Watson, Water Operations Manager

Subject: APPROVAL OF A BLANKET PURCHASE ORDER (BPO) TO GRAINGER IN THE AMOUNT OF \$98,600.00.

Attachments: None

RECOMMENDATION

Staff recommends that the City Council move to approve a blanket purchase order (BPO) to Grainger in the amount of \$98,600.00.

INTRODUCTION

This BPO is to secure purchasing authority for various hardware supplies, small tools, and electrical supplies for the Public Works Divisions that are needed on a routine and emergency basis.

In past years these contracts were awarded through the City's sole source approval process and included in the annual Council approval packet completed on July 2, 2013. However, beginning this year, these contracts will follow the standard RFP process.

Four bids were received. Two vendors submitted qualifying bids. One vendor contract requires Council consent:

- GRAINGER

The GRAINGER BPO included in this packet is over \$50,000 and therefore must receive Council approval.

DISCUSSION

The City purchases assorted hardware products to support the maintenance, repair and installation of various support systems in the City. Although the City purchases hundreds of items from these vendors staff selected a total of 25 line items as representative of the materials and supplies to conduct the bidding process, which are listed in Bid No 13-43. The following bids were received:

GRAINGER	\$2,286.45
ONE SOURCE DISTRIBUTORS	\$2,457.05
HD SUPPLY	Incomplete
ATLAS ADHESIVE	Incomplete

Several Divisions of the Department of Public Works already use Grainger as a vendor. These include:

- Water Division
- Fleet Division
- Building Maintenance Division
- Solid Waste Division
- Parking Meters Division
- Parking Operations Division

The total requested amounts for the Fiscal Year 2013-2014 for the Blanket Purchase Orders are as follows:

WATER/SEWER DIVISION: SMALL EQUIPMENT, TOOLS, AND HARDWARE

BUDGET UNIT	ACCOUNT	DESCRIPTION	CHARGE AMOUNT
8006002	72180	GROUND WATER	\$ 17,000.00
8006003	72180	MAINTENANCE & REPAIR	32,000.00
8006004	72050	WATER QUALITY	7,000.00
		TOTAL	\$ 56,000.00

STREETS DIVISION: BUILDING AND CONSTRUCTION MATERIALS & SUPPLIES

BUDGET UNIT	ACCOUNT	DESCRIPTION	CHARGE AMOUNT
0107601	72190	INFRASTRUCTURE MAINTENANCE	\$ 2,100.00
0810004	72190	GENERAL INVENTORY	5,000.00
		TOTAL	\$ 7,100.00

FACILITIES DIVISION: PLUMBING/HVAC/ELECTRICAL MATERIALS/HAND TOOLS

BUDGET UNIT	ACCOUNT	DESCRIPTION	CHARGE AMOUNT
0810002	72130	PLUMBING/HVAC MATERIALS	\$ 1,000.00
0810002	72140	ELECTRICAL/COMMUNICATION	2,000.00
0810002	72180	SMALL EQUIPMENT /TOOLS/ HARDWARE	3,500.00
0810002	72190	INFRASTRUCTURE MAINTENANCE	2,500.00
		TOTAL	\$ 9,000.00

FLEET DIVISION: MOTOR VEHICLE PARTS AND ACCESSORIES

BUDGET UNIT	ACCOUNT	DESCRIPTION	CHARGE AMOUNT
4910000	72210	AUTOMOTIVE INVENTORY	\$ 3,000.00

PUBLIC WORKS (DMS): HEATING/VENTILLATION/ AIRCONDITIONING

BUDGET UNIT	ACCOUNT	DESCRIPTION	CHARGE AMOUNT
0805901	73030	FACILITIES MAINTENACE	\$ 12,500.00

SOLIDWASTE / STORMWATER: SMALL TOOLS/HARDWARE SUPPLIES

BUDGET UNIT	ACCOUNT	DESCRIPTION	CHARGE AMOUNT
8305201	72180	SOLIDWASTE -RESIDENTIAL	\$ 1,500.00

PARKING METERS: SMALL TOOLS/LUBRICANTS/CLEANING FLUIDS

BUDGET UNIT	ACCOUNT	DESCRIPTION	CHARGE AMOUNT
8107401	72050	PARKING METERS - GENERAL	\$ 3,000.00

PARKING OPERATIONS: SMALL TOOLS/LUBRICANTS/CLEANING FLUIDS

BUDGET UNIT	ACCOUNT	DESCRIPTION	CHARGE AMOUNT
8107202	72050	CIVIC CENTER	\$ 780.00
8107203	72050	221 N CRESCENT DR.	\$ 585.00
8107204	72050	333 N CRESCENT DR.	\$ 520.00
8107206	72050	216 S BEVERLY DR	\$ 582.00
8107207	72050	345 N BEVERLY DR	\$ 910.00
8107208	72050	438 N BEVERLY/CANON	\$ 650.00
8107209	72050	9510 BRIGHT/RODEO	\$ 455.00
8107210	72050	440 N CAMDEN DR	\$ 520.00
8107211	72050	461 N BEDFORD DR	\$ 1105.00
8107212	72050	321 S LA CIENEGA DR	\$ 390.00
		TOTAL	\$ 6,500.00

FISCAL IMPACT

Funding for this agreement is allocated in the FY 13-14 budget.

Don Rhoads
Finance Approval



Mahdi Aluzri
Approved By

