

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

98-315

SYNOPSIS –

AGENDA:

JULY 27, 1998

Due to time constraints and the desire to meet strict time schedules for project completion, deviation from normal purchasing procedures occurred in the procurement of materials for the Fleur Drive beautification project. Three purchases required City Council approval because each was over \$10,000. These are recommended for approval

SUBJECT:

FLEUR DRIVE
PURCHASES

TYPE:

**RESOLUTION
ORDINANCE
RECEIVE/FILE**

FISCAL IMPACT –

SUBMITTED BY:

DONALD TRIPP
PARK AND
RECREATION
DIRECTOR

The cost of all equipment and materials, \$43,732, fell within the budgeted amount of \$73,017 approved prior to the start of the project.

RECOMMENDATION –

Approve the payment of two separate crushed rock requisitions totaling \$20,944 to Glen-Gery, and one payment of \$11,059.90 to Star Equipment for the tools and to authorize the Purchasing Agent to process the remaining requisitions for payment.

BACKGROUND –

The inaugural meeting of the Steering Committee for the Fleur Drive beautification project occurred on May 15, 1998. The Committee quickly set the evening of June 10, 1998, as the official project date because participants in the Iowa Summit on Volunteerism, meeting in Des Moines June 9-11, 1998, and youth from the Federal Americorps program committed to providing a significant labor force to help complete the first phase of the project (Valley Drive north to Locust Street).

With little more than three weeks to secure the necessary equipment and materials, Park and Recreation Department staff

used phone quotes instead of written bids to obtain material listed on fourteen (14) requisitions. Eleven (11) of the requisitions, each under \$5,000, should have been approved by the Purchasing Agent after receiving written quotes. The Purchasing Agent did not receive the requisitions or written quotes, nor was given time to solicit them, before purchases were made from the phone quotes. Three (3) of the purchases, two from Glen-Gery and one (1) from Star Equipment, required sealed bids and approval from the City Council because each was over \$10,000. These also were not obtained, only phone quotes.

The time constraints to order and have the equipment and materials on hand, combined with some confusion and misunderstanding as to the source and accounting of the funding for the project, contributed to the failure of staff to follow the usual steps in the purchasing process. Delivery of the equipment and materials in the quantities needed and in the time frame required determined the vendor to whom the bids were ultimately awarded. However, in all instances, the amounts paid for the equipment and supplies were within the approved budget.