



# Council Communication

Office of the City Manager

Date July 27, 2009

Agenda Item No. 44D  
Roll Call No. 09-  
Communication No. 09-521  
Submitted by: Jeb E. Brewer, P.E.  
City Engineer

## AGENDA HEADING:

Approval for the City's Purchasing Division to issue blanket purchase orders for traffic sign material to be purchased during Fiscal Year 2010 (FY10) by the Traffic and Transportation Division.

## SYNOPSIS:

Recommend approval for the City's Purchasing Agent to issue blanket purchase orders for traffic sign material to 3M, George W. Buckley, Chairman, President and Chief Executive Officer, 3M Corporate Headquarters, 3M Center, St. Paul, MN 55144-1000.

## FISCAL IMPACT:

Amount: \$40,000

Funding Source: \$25,000 from 2009-2010 Operating Budget, Engineering Department, Fund SP360, ENG100413, Sign Installation and Maintenance, page 93, with the remaining \$15,000 from various other City departments.

## ADDITIONAL INFORMATION:

The Traffic and Transportation Division uses 3M signing material and inks to make all City traffic signs, as well as various signs for other City departments. Materials for signs for other departments are purchased through the Traffic and Transportation blanket purchase order. Reimbursement for the cost is completed through journal transfer.

3M is the sole manufacturer of the type of sign material and inks used by the City of Des Moines. The City has used 3M material for a number of years based on the quality, visibility and warranty of the materials. The annual purchase amount for the Traffic and Transportation Division has not exceeded \$25,000, so it has been approved by the Purchasing Agent. However, the combined sign material needs for the Traffic and Transportation Division and other departments will exceed \$25,000, so Council approval is requested. Continued use of 3M material will provide the City the greatest flexibility in repairing signs without compromising visibility, aesthetics or material warranties, and will also allow for consistency between new and stocked materials.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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