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|  <p style="text-align: center;">Council Communication Office of the City Manager</p> | Date: July 10, 2017 |
| | Agenda Item No. 32C Roll Call No. <u>17-1174</u> Communication No. <u>17-539</u> Submitted by: Jim Hoff, Facility Manager |

AGENDA HEADING:

Approve City Purchasing Division’s issuance of blanket purchase order to Graybar Electric for miscellaneous electrical parts and supplies to be purchased during Fiscal Year (FY) 2018.

SYNOPSIS:

Approval for City’s Purchasing Agent to issue a blanket purchase order for miscellaneous, as-needed electrical parts and supplies to Graybar Electric, 600 East 4th Street, Des Moines, Iowa 50309, during FY2018 per State of Iowa contract #5001-15.

FISCAL IMPACT:

Amount: \$50,000

Funding Source: Various Departmental budgets.

ADDITIONAL INFORMATION:

- This request is to authorize the Finance Department’s Procurement Division to issue a FY2018 blanket purchase order to Graybar Electric for provision of a variety of electrical supplies, repair parts, small tools, and other materials as needed by the Park and Recreation Department in its City park properties and buildings maintenance programs, bridges, decorative street lighting, and Americans with Disabilities Act (ADA) improvements as well as for continuity of critical services such as the 911 and Information Technology communication systems and the fiber optic network. Although the amount and nature of material and supply needs varies each year, based on historical need, it is anticipated that the maximum expense necessary for FY2018 will be \$50,000.
- Under State of Iowa contract #5001-15, Graybar Electric has received the competitive bid for purchase of supplies of this nature, thereby also authorizing the City to use this supplier during FY2018.

PREVIOUS COUNCIL ACTION(S):

Date: June 22, 2015

Roll Call Number: [15-1051](#)

Action: Bids from the following:

- (B) [Graybar](#) Electrical (Kathy Mazarella, President) per Western States Contracting Alliance for a blanket purchase order for miscellaneous electrical products and supplies to be purchased during fiscal year 2016 as requested by the Parks and Recreation Department, \$50,000 annual estimate. ([Council Communication No. 15-321](#)) Moved by Gatto to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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