

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: July 10, 2017
	Agenda Item No. 32B Roll Call No. <u>17-1173</u> Communication No. <u>17-540</u> Submitted by: Jim M. Hoff, Facilities Manager

AGENDA HEADING:

Approve City Purchasing Division’s issuance of blanket purchase order to Menards for miscellaneous, as-needed building materials 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 building, repair, hardware and operating supplies to Menards, 6000 SE 14th Street, Des Moines, IA 50320, per State of Iowa contract #4993-15A.

FISCAL IMPACT:

Amount: \$65,000

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 Menards for provision of a variety of building supplies, repair parts, small tools, and other materials as needed by the Facility, Park and Recreation Department in its maintenance programs and Americans with Disabilities Act (ADA) improvements of park properties and municipal buildings. 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 \$65,000.
- Under State of Iowa contract 4993-15A, Menards 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: [15-1053](#)

Action: Bids from the following:

- (D) [Menards](#), per State of Iowa Contract, for a blanket purchase order for miscellaneous building materials and supplies to be purchased during fiscal year 2016 as requested by the Parks and Recreation Department, \$65,000 annual estimate. ([Council Communication No. 15-319](#))
Moved by Gatto to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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