

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: July 23, 2018
	Agenda Item No. 39A Roll Call No. [_____] Communication No. <u>18-392</u> Submitted by: Jim Hoff, Facility Manager

AGENDA HEADING:

Approve City Purchasing Division’s issuance of blanket purchase order to Commonwealth Electric Company for miscellaneous electrical work throughout the City during Fiscal Year (FY) 2019.

SYNOPSIS:

This action authorizes the City’s purchasing agent to issue a blanket purchase order for miscellaneous, as-needed electrical work to Commonwealth Electric Company, 1530 2nd Avenue, Des Moines, IA 50314, T. Michael Price, President, during (FY) 2019.

FISCAL IMPACT:

Amount: \$150,000

Funding Source: Various Departmental budgets.

ADDITIONAL INFORMATION:

- This request is to authorize the Finance Department’s Procurement Division to issue a FY2019 blanket purchase order to Commonwealth Electric Company for miscellaneous electrical work throughout City facilities and Parks.
- The City’s work order average is typically five (5) days from request to completion for all trades except electrical. Because most of the work orders have an electrical component and there are three (3) City electricians, electrical is averaging 23 days to completion. As service areas are added, these requests will continue to grow.
- The implementation of a new Preventative Maintenance (PM) Program through Munis will add over 260 electrical work orders to the system. This program will help head off unnecessary and expensive expenditures and help prolong the life of the City’s electrical systems. These work orders are in addition to general operations.
- This blanket will allow the City to catch up on outstanding work orders, complete the new PM work orders and address most priority and emergency work while utilizing much less overtime.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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