


## COUNCIL COMMUNICATION

	Number:	<b>21-312</b>	Meeting:	<b>July 19, 2021</b>
	Agenda Item:	<b>54F</b>	Roll Call:	<b>21-1143</b>
	Submitted by:	<b>James M. Hoff, Facilities Manager</b>		

### 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) 2022.

### 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 FY2022 per U.S. Communities Contract #EV-2370 and State of Iowa Contract #18182.

### FISCAL IMPACT:

Amount: \$75,000

Funding Source: Various facility and Parks and Recreation Department budgets.

### ADDITIONAL INFORMATION:

- This request is to authorize the Finance Department's Procurement Division to issue a FY2022 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 Facilities Division. These parts and supplies will be used to maintain municipal buildings and park properties, as well as other critical services such as the 911 call center, Information Technology communication systems, and Fire Stations. 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 FY2022 will be \$75,000. Graybar Electric has received the competitive bid for purchase of supplies of this nature through the U.S. Communities Contract #EV-2370 and State of Iowa Contract #18182, thereby also authorizing the City to use this supplier during FY2022.

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

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

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Hall, 400 Robert D Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to [cityclerk@dmgov.org](mailto:cityclerk@dmgov.org).