

COUNCIL COMMUNICATION

From: The City Manager

Subject: Small Engine and Automotive Parts Purchase Order

Manager's Recommendation:

I recommended that a blanket purchase order be issued to Larry's Auto Supply in the amount of \$5,000.00 for fiscal year 2009 for the purchase of small engine and automotive parts.

This vendor meets all requirements of the Contract Compliance Provisions, Title 1, Chapter 14 § 14.35 – 14.44 of the Saginaw Code of Ordinances.

Funds for this purchase are available in Water Parts Account No. 591-4721-861.73-30 (\$2,500.00) and in the Sewer Parts Account No. 590-4821-861.73-30 (\$2,500.00).

Justification:

The Right of Way Division, Maintenance and Service Section, utilizes a variety of small engine and automotive parts for use in various pieces of equipment needed to maintain water and sewer service. We are unable to accurately predict what parts and how many we would need in a given year, therefore it is cost effective to establish an annual purchase order, obtain quotes for the necessary parts and acquire those parts based on cost and availability.

Council Action:

Council _____ moved that the recommendation of the City Manager be accepted.