

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Increase Purchase Order to Grainger Inc.

**Manager's Recommendation:**

I recommend that purchase order #37184 to Grainger, Inc. be increased by \$5,100.00 for a total of \$7,000.00 for fiscal year 2009 for the purchase of tools and materials for the Right of Way Division, Maintenance and Service Section.

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 are budgeted in the Water Operation Parts & Supplies Account No.591-4721-861.73-30 (\$2,550.00) and in the Sewer Operation Parts & Supplies Account No. 590-4821-861.73-30 (\$2,550.00).

**Justification:**

The Right of Way Division, Maintenance and Service Section, utilizes a wide variety of tools and materials. A yearly contract proposal is not feasible because there is no easy way to determine the quantities and parts that will be required in any given time period. Issuing individual purchase orders is costly and administratively time consuming. Therefore, we are requesting authorization to increase the blanket purchase order to Grainger, Inc. for a variety of items, some of which are listed below.

Following the City of Saginaw Purchasing Ordinance, comparisons as to cost, availability and quality will be made with vendors with established blanket purchase orders, prior to purchasing the various items listed below:

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1. Hand Tools
2. Power Tools
3. Lighting Repair Parts and Fixtures
4. Lamps
5. Hydraulic Hoses and Repair Parts
6. Safety Equipment
7. Cleaning Supplies and Equipment
8. Metalworking and Welding Equipment and Supplies
9. Painting Supplies
10. Locks and Security Equipment

**Council Action:**

Council \_\_\_\_\_ moved that the recommendation  
of the City Manager be accepted.