

# COUNCIL COMMUNICATION

**From:** The City Manager

**Subject:** Blanket Purchase Order For Electric Parts

**Manager's Recommendation:**

I recommend that blanket purchase orders be approved and issued to the City's primary suppliers of electrical parts and supplies to the vendors listed below in the following amounts from July 1, 2009 through June 30, 2010.

*Marshall E Campbell Company Saginaw, MI	\$3,000.00
*Standard Electric Company Saginaw, MI	\$3,000.00
*Kendall Electric Saginaw, MI	\$3,000.00

This vendors meet all requirements of §14.23, "Vendors", Purchasing, Contracting, and Selling Procedure," of Chapter 14, "Finance and Purchasing", of Title 1, "General Provisions" of the Saginaw Code of Ordinances O-1.

Funds are budgeted in the Traffic Engineering Parts and Supplies Account, Nos. 101-4620-791-7330 (\$4,500.00) and 101-4621-791-7330 (\$4,500.00).

**Justification:**

Since June 26, 2000, City Council has approved a procedure for purchasing electrical parts for the Traffic Engineering section. The section requires the purchase of a vast array of electrical parts and supplies for maintaining the City's electrical devices such as traffic signals and streetlights. Because these are random repairs, there is no feasible means to predetermine quantities and type of parts that will be needed in any given time period. Issuing individual purchase orders for the many items purchased is

# COUNCIL COMMUNICATION

costly and administratively time consuming. Traffic section personnel will price quote items and award purchases to the lowest and best vendor for each item. The parts and supplies will be ordered from the successful bidder and billed to the respective purchase order. Therefore, it is clearly in the best interest of the City to continue this procedure from July 1, 2009 through June 30, 2010.

**Council Action:**

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