

COUNCIL COMMUNICATION

From: The City Manager

Subject: Purchase Floor Safe Treasurer's Office

Manager's Recommendation:

I recommend acceptance of the quote and issuance of a purchase order to Advantage Business Systems in the amount of \$3,068.35 for a floor safe to be used in the Treasurer's Office.

This vendor meets all requirements of §14.23, " Vendors", of "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 General Fund Treasurer's Capital Outlay – Less Than \$5,000 Account No. 101-1743-711-9705.

Justification:

On November 10, 2009, a quote was received from Advantage Business Systems for the purchase and inside delivery of the Floor Safe 1-hr Class 350, 5 security drawers keyed individually, with an outside door digital lock and non-swivel casters. The current safe can no longer be repaired and replacement parts are no longer available due to its age. The outside door is broken and does not close.

The Purchasing Division issued two previous bids for a new safe, but no responses were received. Advantage Business Systems has been the only quote received.

Council Action

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