



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** January 10, 2022.
SUBJECT: Authorize the City Manager to execute an annual contract with Complete Supply Inc., for custodial supplies and equipment through BuyBoard Contract Number 649-21, for an annual amount not to exceed \$125,000.
PRESENTER: Mark Mills, Director of Finance

SUMMARY:

City Council is requested to consider authorizing the City Manager to enter into an annual contract with Complete Supply, Inc., for custodial supplies and equipment through BuyBoard Contract Number 649-21 for an annual amount not to exceed \$125,000.

GENERAL DESCRIPTION:

For Fiscal Year 2021-2022 ("FY22"), the Facilities, Parks and Recreation, Neighborhood Services, Fire, and Police Departments are utilizing Complete Supply, Inc.'s BuyBoard Purchasing Cooperative Program contract 649-21 for the purchase of custodial supplies and equipment. By participating in the BuyBoard program, the city is meeting all state competitive bidding requirements for this purchase. As part of the FY22 budget process, City Council approved the funding for the purchase of custodial supplies and equipment. For purchases under this agreement, each department is quoted by the vendor for supplies and equipment depending on need. Because the annual expenditures with Complete Supply, Inc. will exceed \$50,000, staff is required to seek Council's approval for further purchases with this vendor.

RECOMMENDATION:

Authorize the City Manager to enter into an annual contract with Complete Supply, Inc., for custodial supplies and equipment through BuyBoard Contract Number 649-21 for an annual amount not to exceed \$125,000.