



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** July 13, 2020  
**SUBJECT:** Authorize the City Manager to execute a contract with Complete Supply Inc., for custodial supplies and equipment using a BuyBoard Cooperative Purchasing Agreement, for an annual amount not to exceed \$136,410.  
**PRESENTER:** Mark Mills, Director of Finance

### **SUMMARY:**

The City Council is requested to consider authorizing the City Manager to enter into a contract with Complete Supply, Inc., for custodial supplies and equipment through BuyBoard Contract Number 569-18. The remaining contract term is for the remainder for FY19-20 with one (1) one-year renewal for FY20-21, and would be for an annual amount not to exceed \$136,410 for each year of the contract.

### **GENERAL DESCRIPTION:**

For FY19-20, the Facilities, Parks and Recreation, Neighborhood Services, and Fire Departments have utilized Complete Supply, Inc.'s BuyBoard Purchasing Cooperative Program contract 569-18 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 FY19-20 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 year-to-date expenditures with Complete Supply, Inc. are reaching levels that exceed \$50,000, staff is required to seek Council's approval for further purchases with this vendor.

As long as funds are appropriated in the city's annual budget each year, North Richland Hills would be able to take advantage of the available pricing for the current contract year as well as the one (1) one-year renewal. As long as the terms and conditions of the contract do not change, the remaining renewals will not require additional City Council approval.

### **RECOMMENDATION:**

Authorize the City Manager to enter into a contract with Complete Supply, Inc., for custodial supplies and equipment using a BuyBoard Cooperative Purchasing Agreement for an annual amount not to exceed \$136,410.