



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** October 24, 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:**

The 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 2022-2023 ("FY23"), 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 Cooperative program, the City meets all state law competitive bidding requirements for this purchase. As part of the FY23 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.

Funding for this purchase was included as part of the FY2022/2023 Adopted Operating Budget. 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 DIR contract renewal years through September 30, 2024, or for as long as DIR renews the agreement. Provided that the terms and conditions of the contracts do not change, the remaining renewals will not require additional City Council approval.

### **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.