



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** October 28, 2024

SUBJECT: Authorize the City Manager to execute an annual contract with Complete Supply, Inc. with an option for two (2) renewal periods for twelve (12) months for custodial supplies and equipment through BuyBoard Contract Number 747-24, for an annual amount not to exceed \$125,000 per year and a cumulative total of \$375,000.

PRESENTER: Jay Patel, 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 747-24 for an annual amount not to exceed \$125,000.

GENERAL DESCRIPTION:

For Fiscal Year 2024-2025 ("FY25"), the Facilities, Parks and Recreation, Neighborhood Services, Fire, and Police Departments are utilizing Complete Supply, Inc.'s BuyBoard Purchasing Cooperative Program contract 747-24 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 FY25 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.

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 BuyBoard contract renewal years through September 30, 2027, or for as long as BuyBoard 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 execute an annual contract with Complete Supply, Inc. with an option for two (2) renewal periods for twelve (12) months for custodial supplies and



equipment through BuyBoard Contract Number 747-24, for an annual amount not to exceed \$125,000 per year and a cumulative total of \$375,000.