



City of Maricopa

Legislation Text

File #: MISC 14-82, **Version:** 1

The Mayor and City Council shall discuss and possibly take action on a request by the Purchasing Manager to approve expenditures exceeding \$25,000 and previously approved limits for Fiscal Year 2015 pursuant to the City Purchasing Code, Article IV, Section 3-213(e) "Cumulative Annual Purchases in Excess of \$25,000" with: Baker & Taylor Books; L.N. Curtis & Sons; ProForce Law Enforcement. Discussion and Action.

Per the City Purchasing Code contained in Chapter 03, Article IV, Section 3-213(e) Cumulative Annual Purchases in Excess of \$25,000 of the Maricopa City Code, expenditures that exceed \$25,000 need to be approved by City Council prior to execution of purchase orders. Some of these Purchases will also comply with Chapter 03, Article IV, Section 3-223 Cooperative Purchasing of the Maricopa City Code. Since it is nearly impossible to predict the precise time certain operational expenditures will meet or exceed the \$25,000 threshold and to keep operations running smoothly, the staff requests approval of these expenditures in excess of \$25,000 and previously approved limits but not to exceed the listed dollar amount without further Council approval.

BAKER & TAYLOR BOOKS is a recognized leader in supplying books, audio/visual and DVD items for public and school libraries. The City of Maricopa Public Library buys large quantities of these items each month. Currently for FY2014/2015, the encumbrances and expenditures are \$16,185.13. However, based on staff calculations, it is anticipated that we will exceed the \$25,000 limit before the end of the fiscal year. Therefore, staff is requesting to exceed the \$25,000 expenditure limit but not to exceed \$50,000 with Baker & Taylor Books.

L.N. CURTIS & SONS is the firm utilized by the City Fire Department for Personal Protective Equipment (PPE), fire safety equipment and supplies. They are on multiple cooperative contracts that we are able to piggyback on to take advantage of cost savings. On 7/1/2014 Council approved exceeding the \$25,000 limit but not to exceed \$70,000. Currently the FY2014/2015 encumbrances and expenditures are at \$59,711.45. The Maricopa Fire Department will be utilizing L.N. Curtis & Sons for the upgrading of the two reserve fire trucks for PPE and supplies. Therefore, staff is requesting to exceed the \$70,000 limit but not to exceed \$125,000 with L.N. Curtis & Sons without further Council approval.

PROFORCE LAW ENFORCEMENT is a supplier of public safety equipment. They are on multiple Arizona State Procurement cooperative contracts for law enforcement equipment and duty gear. The City of Maricopa Police Department has been purchasing equipment and supplies by utilizing the competitive pricing from the AZ State contract. Currently the FY2014/2015 encumbrances and expenditures are at \$18,751.94. Based on staff estimations, the \$25,000 expenditure limit will be exceeded. Therefore, staff is requesting to exceed the \$25,000 limit but not to exceed \$50,000 with ProForce Law Enforcement without further Council approval.

In order to facilitate timely purchasing of goods and services that are repetitive needs of various City departments, this request is to approve the continuing use of the identified firms. All purchases are reviewed to ensure maximum practicable competition and to ensure the prices are current.

No expenditure exceeding \$25,000 or exceeding the budgetary amounts, as previously approved by Council, shall be transacted without prior Council review and approval.

This item will be presented by Brian A. Ritschel, Finance Director.

Staff recommends the Mayor and City Council approve the request by the Purchasing Manager to approve expenditures exceeding \$25,000 and previously approved limits for Fiscal Year 2015 pursuant to the City Purchasing Code, Article IV, Section 3-213(e) "Cumulative Annual Purchases in Excess of \$25,000" with: Baker & Taylor Books; L.N. Curtis & Sons; ProForce Law Enforcement.