



City of Apopka

CITY COUNCIL STAFF REPORT

Type of Form: Consent

Meeting Date: May 3, 2023

Department: Finance

Subject:

Purchase of Commodities/Services

Request:

Approve the issuance of evaluated memos for fiscal year (FY) 2023

Summary:

The departments purchase large amounts of various commodities in its daily operations including equipment, tooling, and services throughout the year. This purchasing may be accomplished via evaluated source memo when a vendor is in the best interest of the City. In accordance with Section 107.3, of the City's Purchasing Policy:

107.3.9.8.4. EVALUATED SOURCE

Only after conducting a comprehensive review of all available competitive sources and all other applicable competitive considerations, may products or services be purchased from a vendor without obtaining competitive prices (when it has been determined that it is in the best interest of the City to use that vendor). Documentation must be attached clearly defining why it is in the best interest of the City not to obtain quotes with each purchase and/or why this vendor is to be used when other vendors may supply their products at a lesser price. Proven quality differences and proximity of supplier are some examples of the reasons why a vendor may be declared an Evaluated Source. The City Administrator must give approval for the Evaluated Source designation. The Evaluated Source designation will expire each fiscal year after approval and may be renewed upon submission of a new request with documentation.

Contingent to any purchase order being issued, the listed pricing sources are reviewed by the appropriate departments and legal review where applicable. City Council staff report approvals, source memos and contractual information are kept on record with each purchase order issued. In accordance with Section 107.3.9.8.3 & 107.3.9.8.4. of the City's Purchasing Policy, staff requests blanket purchase order approval of the attached vendors for the purchase of the referenced commodities. The amounts shown will remain within the approved budget as designated.

Department	Vendor	Description	Amount	Pricing Source
Citywide	Lowe's	Parts, Supplies, Maintenance, Materials	\$65,000	Evaluated Source
Citywide	Home Depot	Parts, Supplies, Maintenance, Materials	\$55,000	Evaluated Source

Vendor: Lowe's

Department: Citywide (within FY23 budget appropriations)

Description: Parts, Supplies, Maintenance, Materials

Amount requested for FY 2023: \$65,000

Pricing Source: Evaluated Source

Policy Requirements:

- Comprehensive review of all available competitive sources and all other applicable competitive considerations:
 - Evaluated Source approval is being sought for a period terminating on September 30, 2023, during which competitive quotations and/or service agreement will be investigated.
- Documentation clearly defining why it is in the best interest of the City not to obtain quotes with each purchase and/or why this vendor:
 - Vendor has responded quickly to the City's needs while providing quality service.
- Proven quality differences and proximity of supplier:
 - Lowes is located within the City-limits and offers a wide selection of parts and supplies utilized by multiple departments.

Justification: Small items required throughout the city for various operational purposes. Examples include small hand tools, plant supplies, facilities repair and maintenance supplies, roadway cold patch, small appliances, safety supplies. This vendor being selected is for a wide selection of parts and supplies utilized throughout the city with quick response provided. This will be the last evaluated source memo amount request for Lowe's, a piggyback contract is being presented on the consent agenda for May 3, 2023.

History: Evaluated Source Memo awarded FY2022 on March 16, 2022: \$65,000 for Parts and Supplies.

Vendor: Home Depot

Department: Citywide (within FY23 budget appropriations)

Description: Parts, Supplies, Maintenance, Materials

Amount requested for FY 2023: \$55,000

Pricing Source: Evaluated Source

Policy Requirements:

- Comprehensive review of all available competitive sources and all other applicable competitive considerations:
 - Evaluated Source approval is being sought for a period terminating on September 30, 2023, during which competitive quotations and/or service agreement will be investigated.
- Documentation clearly defining why it is in the best interest of the City not to obtain quotes with

each purchase and/or why this vendor:

- Vendor has responded quickly to the City's needs while providing quality service.
- Proven quality differences and proximity of supplier:
 - Home Depot is located within the City-limits and offers a wide selection of parts and supplies utilized by multiple departments.

Justification: Small items required throughout the city for various operational purposes. Examples include facilities repair and maintenance supplies, tools and hardware, underground hardware supplies, code enforcement supplies, non-inventory supplies. This vendor being selected for a wide selection of parts and supplies utilized throughout the city and quick response provided. This will be the last evaluated source memo amount request for Home Depot, a piggyback contract is being presented on the consent agenda for May 3, 2023.

History: Evaluated Source Memo awarded FY 2021 on September 8, 2021: \$60,000 for Parts and Supplies.

Funding Source:

Approved FY23 budget

Recommended Motion:

Approve the issuance of blanket purchase orders to the referenced vendors, not to exceed budgetary appropriations.

Attachments:

- Not Applicable