



## **Administrative Services Committee**

Meeting Date: May 14, 2024

### **2024 Annual Bid Award – Procurement Department**

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**Department:** Procurement

**Presenter:** Geri Sams

**Caption:** Motion to approve of the following annual bid items, as the estimated annual purchases for these items are expected to exceed \$25,000.00. This request is in accordance with Sec. 1-10-58 of the Annual Contracts provision. Phase V - for annual Bid items - Phase V for: Annual Bid #24-065 Fireworks for Independence Day Celebration and 24-066 Warehouse Supplies. The award for both items is for one (1) year with an option to extend for (1) additional year.

**Background:**

Sec. 1-10-58 stipulates that upon approval of an annual contract by the Board of Commissioners, any using agency is authorized to order supplies or services under such annual contract as needed, up to the maximum amount approved in the annual bid. An annual contract is defined as any contract entered for a period of one year or multiple one-year periods, including options to renew for additional one-year periods, with a vendor or contractor. The purpose is to provide Augusta, Georgia, with specified products or services, such as paving, concrete, or office supplies, at a predetermined rate or price. These commodities or services are let in accordance with the Augusta Procurement Code.

**The Annual Bid Items for consideration are as follows:**

**Parks and Recreation : 2024 BUDGET RECOMMENDED AWARD**

**24-065: Fireworks for Independence Day Celebration.- \$33,000**

**Utilities Department ; 2024 Budget Recommended Award**

**24-066 Warehouse Supplies - \$1,000,000.00**

The recommendation for the award for 24-065 and 24-066 are for a one-year term with the option to extend for an additional year upon mutual consent of both parties. This aligns with the definition of an annual contract, as outlined in the Augusta Procurement Code. The recommendation for the award for both items is for a one (1) year award with the option to extend for one (1) additional one (1) - year terms.

The annual bid items underwent a thorough and transparent sealed bid process, as mandated by the Augusta Procurement Code. Subsequent to this process, the respective User Departments diligently reviewed all submittals and have collaboratively formulated a comprehensive recommendation of award.

The Procurement Department has worked closely with the User Departments to ensure a meticulous evaluation of the bids received. The outcome of this collaborative effort is the attached recommendation, which reflects a balanced consideration of factors such as cost-effectiveness, quality, and compliance with our procurement guidelines.

Enclosed herewith, please find the detailed recommendation of award for your review and approval. We believe that the selected vendors not only meet but exceed the specified requirements, and their proposals align with the principles of fairness, competitiveness, and transparency upheld by the Augusta Procurement Code.

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**Analysis:**

The reason for seeking your approval is rooted in the fact that the User Department may need to submit requisitions for the purchase of items that exceed the \$25,000 authority approval of the Administrator, as specified in accordance with the Procurement Code, Section 1-10-54.

Section 1-10-54, under the "Authority of Administrator to make small purchases," clearly outlines that the Administrator is vested with the authority to make purchases, approve annual bids, and enter into professional services agreements without Commission approval for products, services, and annual bids not exceeding \$25,000.

In alignment with this provision, we seek approval for the bids, as they fall within the Administrator's purview for small purchases. The bid has undergone a meticulous review process by both the Procurement Department and the User Department, ensuring compliance with all relevant guidelines and standards.

Enclosed herewith are the comprehensive details of the bid submission, along with the User Department's recommendations. We believe that this bid not only meets but exceeds the required specifications, and its approval will facilitate the seamless acquisition of essential items for our organization.

**Financial Impact:**

User Departments within our organization are entrusted with the responsibility of procuring the items specified in the individual bids. Purchases are made on an as-needed basis, allowing for a flexible and efficient acquisition process that aligns with our operational requirements. This approach ensures that our organization can respond promptly to evolving needs while maintaining fiscal responsibility.

Importantly, the payment for requested items will be sourced from the appropriate budget line item associated with the specific department making the request.

**Alternatives:**

Deny, and have the departments utilize the Procurement Code in making purchases not to exceed \$25,000.00 with Administrative Approval.

**Recommendation:**

The Procurement Department recommendation is to approve as submitted by the User Department and award the Annual Bid(s) as recommended per the Augusta Code.

**Funds are available in the following accounts:**

User Department are responsible for the procurement of items within their approved 2024 Budget

**REVIEWED AND APPROVED BY:**

N/A