



Staff Report

TO: City Council
FROM: Elizabeth Gibbs, Community Services Director
DATE: September 15, 2020
SUBJECT: Approve a Purchase Order for Site One Landscape Supply in an Amount Not-to-Exceed \$40,000

Background and Analysis:

Recently, City staff contacted several landscape supply vendors and requested informal quotes on the sale and delivery of irrigation supplies that the Parks and Recreation Department uses on a regular basis.

Three companies responded to the request and submitted quotes based on a single quantity rate for each of the 21 most frequently purchased items by the City. After thoroughly reviewing the quotes, Site One Landscape Supply had the lowest prices for many of the items requested.

In order to streamline purchases in an efficient manner and specifically related to irrigation supplies, a purchase order is needed in an amount that correlates to the adopted Fiscal Year 2021 budget.

Fiscal Impact:

Irrigation supplies are included in the adopted Fiscal Year 2021 budget under account number 100-6050-7070-0000.

Recommended Action:

Approve a Purchase Order for Site One Landscape Supply in an amount not-to-exceed \$40,000 and allocated to General Ledger 100-6050-7070-0000.

Attachments:

A. Quotes