



AGENDA SECTION	CONSENT
MEETING DATE	JANUARY 11, 2021

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	PUBLIC WORKS BLANKET ORDERS FOR 2021 PURCHASES		
DEPARTMENT:	Public Works	CITY MANAGER'S APPROVAL:	
BY/DATE:	Kevin Hansen / January 4, 2021	BY/DATE:	<i>Kell Bongel</i> 1/8/21
CITY STRATEGY:	#3: Affordability		
Additional Strategy?	Choose an item.		
SHORT TERM GOAL (IF APPLICABLE):	N/A		
Additional Goal?	N/A		

BACKGROUND: Public Works has several purchases that are routine in nature and repetitive each year but require council approval because they exceed the charter limitation of \$15,000. Staff is requesting authorization to process blanket purchase orders for 2021 to cover the items described below.

ANALYSIS/CONCLUSIONS: The adopted 2021 Public Works budget has the following amounts established for:

- De-icing salt for sanding operations \$ 32,600
- Fuel for City vehicles \$130,000
- Bituminous asphalt for patching and paving \$ 53,650
- Water service stop box repairs \$ 50,000

The Public Works Department purchases de-icing salt off the State of Minnesota Contract, which is bid for the 2020-2021 winter season for multiple municipalities. The 2020-2021 contract for salt is in effect from June 8, 2020 until June 7, 2021, so the vendor and unit price may change. The current contract supplier is Compass Materials. In the past, the City has purchased its unleaded and diesel fuel from two sources: the State of Minnesota Fuel Purchasing Contract and the Anoka County Cooperative Purchasing Contract. The City will purchase 50% of its fuel off the state contract and the remainder off the lowest available purchasing contract, which in recent years has been Anoka County. For street patching and repairs, staff obtains unit price bids for asphalt materials annually, and in 2020, the primary source was Commercial Asphalt, but is subject to mix (type) availability on high demand days. For delinquent accounts and foreclosed properties, the City makes water stop box repairs in accordance with City ordinance. Pricing for curb stop repairs is provided on a unit price basis for a one-year term through 2021.

RECOMMENDED MOTION: Move for approval to authorize staff to process blanket purchase orders in an amount not to exceed the 2021 budget amounts for:

- De-icing salt for salt/sanding operations purchased off the State of Minnesota Purchasing Contract.
- Fuel (unleaded and diesel) for City vehicles from the State of Minnesota Purchasing Contract and the Anoka County Cooperative Agreement.
- Bituminous asphalt for patching/paving city streets and alleys from Commercial Asphalt, or City of St. Paul, or T.A. Schifsky & Son's.
- Curb stop and service repairs for delinquent accounts and foreclosed properties.