



## CITY OF GRAND PRAIRIE COMMUNICATION

**MEETING DATE:** 02/18/2025

**PRESENTER:** Thao Vo, Director of Management Services

**TITLE:** Annual contract with Pollock Investments, Inc. for the purchase of custodial supplies through a cooperative with BuyBoard. The initial contract term is for nine months with an expenditure of \$125,000.00, with the option to renew for two additional one-year terms, each estimated at \$125,000.00 annually, totaling \$375,000.00 if all renewal options are exercised

**REVIEWING COMMITTEE:** (Reviewed by the Finance & Government Committee on 02/04/2025)

### **SUMMARY:**

<i><u>Vendor Name</u></i>	<i><u>Annual Cost</u></i>	<i><u>Total Cost</u></i>
Pollock Investments, Inc.	Initial Term	\$125,000.00
	Renewal #1 (if exercised)	\$125,000.00
	Renewal #2 (if exercised)	\$125,000.00
	<b>Total</b>	<b>\$375,000.00</b>

### **PURPOSE OF REQUEST:**

The City intends to enter into a contract with Pollock Investments, Inc. to supply custodial supplies for various City departments. Utilizing a cooperative agreement through BuyBoard, the City will secure these items at a discount ranging of 35% off catalog prices. The initial term of the BuyBoard contract is set to expire on September 30, 2025, with options to renew for two additional one-year periods.

### **EXPENDITURE HISTORY:**

	<i><u>Contract Amount</u></i>	<i><u>Contract Spend</u></i>	<i><u>Contract Period</u></i>
Original Contract	\$100,000.00	\$21,274.17	10/1/2021 – 9/30/2022
Renewal #1	\$100,000.00	\$97,639.71	10/1/2022 – 9/30/2023
Renewal #2	\$100,000.00	\$95,104.93	10/1/2023 – 9/30/2024
<b>Total</b>	<b>\$300,000.00</b>	<b>\$214,018.81</b>	

In November 2021, the City Council approved an annual contract for the purchase of custodial supplies from Pollock Investments, Inc., facilitated through a cooperative agreement with Buyboard. The initial contract was set at \$100,000.00, with two one-year renewal options of \$100,000.00 annually.

**PROCUREMENT DETAILS:**

Procurement Method: ☒ Cooperative/Interlocal ☐ RFB/RFP ☐ Sole Source ☐ Professional Services ☐ Exempt

☒ Local Vendor ☐ HUB Vendor

Chapter 271.102 of the Local Government Code authorizes local governments to participate in a cooperative purchasing program with another local government or local cooperative organization. In lieu of competitive bidding, items and services may be purchased through such agreements as the sponsoring entity or agency has already bid on them.

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Various Operating Funds
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