



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** City Council Regular Meeting **MEETING DATE:** September 20, 2022  
**FROM:** Scott Schultz, Asst. Water Utilities Director (Warehouse Manager)  
**SUBJECT:** City Council approval to continue an exemption to the existing Purchasing Policies through Fiscal Year 2023 (October 1, 2022- September 30, 2023) for warehouse management to purchase various brass, PVC, transformers and other utility appurtenances, up to \$100,000.00, with an e-mail approval process. *Scott Schultz*

### BACKGROUND

Brass components, PVC materials (conduit and water / sewer pipe), wire, transformers and other utility appurtenances continue to be extremely hard to purchase. Lead times are extending from days / weeks to months / years. Many materials are not available. Many vendor quotes are for 24 hours rather than the normal 30 days. Many metal parts such as pipe repair materials needed to restore water or sewer flow are now on 12-24 week back-order.

Warehouse staff have a long-standing relationship with several vendors. Thanks to an efficient Finance Department and accounts payable process, the City is well ahead of most companies and municipalities as to payment cycle time. For this reason, vendors will call us when materials are available, but they require immediate commitment. Warehouse staff continues to shop around and search for the best value for our citizens funds, but there are times we need to act immediately.

Staff is requesting authorization to circulate an e-mail to executive management (Finance Director, Assistant City Manager and City Manager) explaining conditions that would require immediate commitment to purchase materials up to \$100,000.00. Pending e-mail approval, staff will follow-up with a Council Staff Report for ratification of all such purchases over \$25,000.00. This exception will expire on September 30, 2023 unless extended by future Council action.

### FISCAL IMPACT

Cost will be determined by material, but up to \$100,000.00. Ability to immediately commit to certain purchases will allow staff to maintain essential services.

### RECOMMENDATION

Approve an exemption to existing Purchasing Policies through Fiscal Year 2023 (October 1, 2022- September 30, 2023) for warehouse management to purchase various brass, PVC, transformers and other utility appurtenances, up to \$100,000.00, with an e-mail approval process.