

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: October 7, 2024

**Topic:**

Authorize annual purchases exceeding \$50,000 in accordance with the Purchasing and Bidding Policy for Fiscal Year 2023-2024.

**Background:**

Administrative Policy No. 9 – Purchasing and Bidding Policy requires City Council approval for individual or aggregate vendor purchases exceeding \$50,000. The annual spend for the vendors listed below currently exceed or are anticipated to exceed \$50,000 for Fiscal Year 2023-2024. To ensure compliance with the Purchasing and Bidding Policy, Staff is requesting approval of the purchases.

Vendor	Current Spend as of 9/27/2024	Prior Council Approval Obtained*	Projected FY 2023-2024 Spend
000007 - Silsbee Ford Inc	\$ 176,753.50	\$ 135,433.00	\$ 176,753.30
585910 - Avenu Muniservices	\$ 163,731.49	\$ 135,065.08	\$ 163,731.49
000685 - Amazon Capital Services, Inc	\$ 132,044.55		\$ 150,000.00
608736 - Northwest Communications Inc.	\$ 117,756.50	\$ 58,820.51	\$ 121,000.00
001137 - Harris County Accounts Receivables - Radio	\$ 110,516.72		\$ 117,000.00
457395 - K2Controls Inc.	\$ 72,475.99	\$ 53,820.00	\$ 72,475.99
000865 - Charles David	\$ 64,098.16		\$ 64,098.16
000695 - AT&T Mobility	\$ 57,899.05		\$ 64,000.00
000091 - Technical Programming Services, Inc.	\$ 52,666.26		\$ 57,000.00

Listed below is the reasoning behind the need for approval from the Council for purchases over \$50,000.

- Silsbee Ford, Inc** - Increase due to a vehicle purchased outside of the last ADI for vehicle purchases.
- Avenu Muniservices** – Additional consulting services for Sales Tax and Short-Term Rental compliance
- Amazon Capital Services** – Multiple Department expenditures over the course of the year.
- Northwest Communications Inc.** – Additional radios and radio equipment parts for PW, Fire, & Police
- Harris County Acct Rec – Radio** – PW, Fire, and Police Radio Airtime
- K2Controls, Inc.** – Additional water deodorant.
- Charles David** – Small maintenance projects Citywide over the course of the year. Staff is preparing a formal bid for this service moving forward as it has exceeded the \$50,000 threshold.
- AT&T Mobility** – Cell Phone / Internet service
- Technical Programming Services, Inc.** – Utility bill printing services. Staff is preparing a formal bid for this service moving forward as it has exceeded the \$50,000 threshold.

**Origination:**

Finance

**Recommendation:**

Authorize annual purchases exceeding \$50,000.

**Party(ies) responsible for placing this item on agenda:** Bragg Farmer, Finance Director

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes:  X  No:   If yes, specify Account Number:  Various

If no, funds will be transferred from account #   To account #

Signed	<u>Bragg Farmer</u>	<u>10.02.2024</u>	Approved by	<u> </u>
	Finance Director	Date	City Manager	Date