

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: September 3, 2024

Topic:

Approve annual purchases exceeding \$50,000 in accordance with the Purchasing and Bidding Policy from Uline, Inc., through a U.S. General Services Administration (GSA) Contract (Contract MAS No. 332510C) for a not-to-exceed amount of \$70,000. These expenditures are included in the Fiscal Year 2023-2024 Budget.

Background:

Uline Inc., is an authorized distributor through U.S. General Services Administration (GSA) for office supplies, furniture, safety products and equipment. Staff utilized Uline during the fiscal year to purchase office supplies and furniture for the Administrative Services Building remodel, as well as equipment and safety products for Public Works use. The table below depicts purchases completed as of July 15, 2024.

Uline Purchases – Fiscal Year 2024	
Office Furniture	\$35,623.12
Safety Equipment	\$9,211.59
Miscellaneous Supplies	\$18,288.71
FY 2024 Expenditures (as of 7/15/2024)	\$63,123.42
Estimated Additional Expenses	\$6,876.58
Total not-to-exceed purchases (FY 2024)	\$70,000.00

Based on the City’s adopted Procurement Policy for purchases in excess of \$50,000, staff is approval to authorize annual purchases in excess of \$50,000 with Uline totaling a not-to-exceed amount of \$70,000 for fiscal year 2024.

Origination: Public Works Department

Recommendation:

Staff recommends the purchases from Uline, Inc. for a not-to-exceed amount of \$70,000.

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

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

Yes: No:

#600-615-6106,
#600-613-6106,
#600-614-6106,
#100-157-6130,
#100-153-6106,
#100-157-6403,
#100-153-6207,

If yes, specify Account Number:

#100-154-6106,
#100-157-6406
#400-613-6409

If no, funds will be transferred from account: # _____ To Account: # _____

Signed: Drew Huffman **Approved by:** _____
Staff Member Date City Manager Date