

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: October 14, 2014		DATE SUBMITTED: September 24, 2014	
DEPARTMENT OF ORIGIN: Fleet Services		SUBMITTED BY: Bobby Walker	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input checked="" type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
AGENDA ITEM DESCRIPTION: Consider approving a Blanket Purchase Order for Bryan Freightliner in a not to exceed amount of \$80,000.00.			
<p>SUMMARY STATEMENT: Fleet Services respectfully requests City Council approval authorizing the Purchasing Department to issue a Blanket Purchase Order (BPO) to Bryan Freightliner, the Sole Source Original Equipment Freightliner service parts provider in the Brazos Valley. In addition to Freightliner Original Equipment service parts, Fleet also purchases general Medium and Heavy Duty service parts from this supplier when it is deemed the best value for the City of Bryan.</p> <p>Historical expenditures for service parts purchased from Bryan Freightliner are as follows:</p> <ul style="list-style-type: none"> • FY2009 (10/2008-9/2009): \$41,949 • FY2010 (10/2009-9/2010): \$49,029 • FY2011 (10/2010-9/2011): \$52,726 • FY2012 (10/2011-9/2012): \$63,645 • FY2013 (10/2012-9/2013): \$59,376 • FY2014 (10/2013-to date): \$66,927 <p>The annual expenditures have trended upward over recent years. This increase is due to several factors including price increases and a growing number of Freightliner units in the Fleet as other older units are replaced.</p> <p>As the City of Bryan is not contracted with this vendor, or any vendor, staff has the ability and flexibility to properly manage all purchases and assure the City attains the best value for each individual purchase required. The best value unit price is selected by vendor on a case-by case basis to maximize savings. Based on this analysis and historical purchases, City staff anticipates spending approximately \$65,000; however, the request amount of \$80,000 provides flexibility should the City experience an atypical year in maintaining equipment. This proposed amount does not include additional service parts acquired from other local vendors that provide the best value for a given need. Such expenditures from other vendors are expected to be within the City Manager's spending authority.</p> <p>In summary, City staff requests the City Council approve a Blanket Purchase Order (BPO) with Bryan Freightliner in a not to exceed amount of \$80,000.00. Since this consideration is for a BPO and not a contract for an agreed upon amount, City staff can review costs from multiple vendors and select the option that is the best value to the City. As historical amounts demonstrate, spending \$80,000 for this BPO in one fiscal year is unlikely but does provide staff flexibility.</p>			

STAFF ANALYSIS AND RECOMMENDATION: Fleet Services respectfully recommends approving a Blanket Purchase Order in a not to exceed amount of \$80,000. As a reminder, purchases are made on an as needed basis and the exact expense amount should be closer to historical amounts.

OPTIONS (In Suggested Order of Staff Preference):

1. Approve the Blanket Purchase Order as requested.
2. Do not approve and direct staff to solicit formal bids and award a contract to a single vendor. (Note: as requested with this Council Action Form, Council's approval does not restrict purchases to a single vendor but multiple vendors are used throughout the year in an effort to obtain the best value for the City. Purchases from other vendors are expected to be within the City Manager's spending authority.)
3. Do not approve and provide direction to staff.
4. At City Council's direction, pursue another option.

ATTACHMENTS: none

FUNDING SOURCE: As budgeted in department operating budgets (General Fund and Enterprise Funds)

APPROVALS: Hugh R. Walker, 09/27/2014

APPROVED FOR SUBMITTAL: CITY MANAGER

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 09-30-2014

Revised 05/2013