


COUNCIL COMMUNICATION

 CITY OF DES MOINES OFFICE OF THE CITY MANAGER	Number:	22-291	Meeting:	June 27, 2022
	Agenda Item:	45K	Roll Call:	22-1032
	Submitted by:	James M. Hoff, Facilities Manager		

AGENDA HEADING:

Approve the purchase of electrical parts and supplies from Graybar Electric and approving use of State of Iowa Master Agreement No. 18182, and authorize negotiation and execution of supplemental Agreement with Graybar Electric Company, Inc.

SYNOPSIS:

Approve the City's Finance Department, Procurement Division to issue a blanket purchase order to procure miscellaneous electrical parts and supplies during fiscal year 2023 from Graybar Electric Company, Inc. (Kathy Mazzarella, CEO, 600 East 4th Street, Des Moines, Iowa 50309) at a total estimated annual cost of \$75,000, and per the general terms and pricing of State of Iowa Master Agreement No.18182.

Also, to the extent determined necessary by the Legal Department and the Finance Department, authorize and direct the Finance Department and Facilities Division to proceed with negotiation of a Short Form Agreement or similar agreement between the City and Graybar Electric Company, Inc., supplementing State of Iowa Master Agreement No. 18182, and authorize and direct the Finance Director to execute said Agreement on behalf of the City following approval as to form by the Legal Department.

FISCAL IMPACT:

Amount: \$75,000

Funding Sources: Various budgets from City Manager's Office Department-Facilities Division and Parks and Recreation Department.

ADDITIONAL INFORMATION:

- This request is to authorize the Finance Department's Procurement Division to issue a FY2023 blanket purchase order to Graybar Electric for provision of a variety of electrical supplies, repair parts, small tools, and other materials as needed by the Facilities Division in its City park properties and buildings maintenance programs, bridges, decorative street lighting, and Americans with Disabilities Act (ADA) improvements as well as for continuity of critical services such as the 911 and Information Technology communication systems and the fiber optic network.

- Although the amount and nature of material and supply needs varies each year, based on historical need, it is anticipated that the maximum expense necessary for FY2022 will be \$75,000.
- Graybar Electric has received the competitive bid for purchase of supplies of this nature through the State of Iowa Master Agreement No. 18182. Municipal Code section 2-726 (k) provides for the procurement of goods and/or services from contracts established by the State of Iowa Department of Administrative Services, the Iowa Department of Transportation, or the Iowa Communications Network pursuant to procedures established by Iowa Code Chapter 8A and rules and regulations promulgated thereunder, without conforming to the competitive bidding requirements of the Procurement Ordinance.
- An annual blanket purchase order with Graybar Electric for the same purpose was approved in FY2022, and the City received satisfactory service. Graybar is a supplier of many standard products used in City facilities.

PREVIOUS COUNCIL ACTION(S):

Date: July 19, 2021

Roll Call Number: [21-1143](#)

Action: Purchases from the following:

- (F) [Graybar](#) Electric (Kathy Mazzarella, CEO) for an annual purchase order for fiscal year 2022 for miscellaneous electrical parts and supplies per State of Iowa Contract for use by the Facilities Operations Division, \$75,000. ([Council Communication No. 21-312](#)) Moved by Gatto to adopt. Motion Approved 7-0.

BOARD/COMMISSION ACTION(S): NONE**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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