

City Council Agenda Summary Sheet (Purchases)

Agenda No: 2004-0545
Date: 06/25/2004
Prepared By: Julie Hamilton, Fiscal/Purchasing 248-841-2537
City File No:

Meeting Date: July 14, 2004

PURPOSE:

City Council is requested to authorize a Blanket Purchase Order for Water Service and Repair Parts to Etna Supply Company of Grand Rapids, Michigan, as a primary vendor and S.L.C. Service of Waterford, Michigan, as secondary vendor in the total amount of \$60,000.00 through July 15, 2005.

DISCUSSION:

Sealed bids for water service and repair parts were solicited and awarded to Etna Supply Company as the primary vendor and S.L.C. as the secondary vendor in July 2002. The bid included an option to renew for one additional year, which the City wishes to exercise through July 15, 2005. Etna Supply has agreed to hold their prices with the exception of the manufacturers price increase that is applicable to all the Ford parts.

The Department of Public Service will purchase miscellaneous items for emergency and normal daily operations consisting of total and partial, water tap and water main repairs.

Past efforts by the Department of Public Service have found that neither vendor is able to supply every specific part needed during normal and emergency repairs, and is therefore requesting to utilize either vendor to obtain materials while maintaining the best value for the City.

FISCAL INFORMATION:

Funds for the water service and repair parts are in the 2004 budget. There will be no additional staffing required.

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
Water	530.740006	Operating Supplies -Water Taps	\$100,000.00	\$60,000.00	\$40,000.00

Vendor Name and Address:

Primary Vendor:

Etna Supply Company
529 32nd Street SE
Grand Rapids, MI 49548

Secondary Vendor:

S.L.C. Meter Service
3059 Dixie Highway
Waterford, MI 48328

Reason for Selection:

Etna was the lowest responsive, responsible bidder and S.L.C. was the second lowest responsive, responsible bidder.

Method of Purchase:

Blanket Purchase Order

RECOMMENDATION:

It is recommended that City Council authorize a Blanket Purchase Order for Water Service and Repair Parts to Etna Supply Company of Grand Rapids, Michigan, as a primary vendor and S.L.C. Service of Waterford, Michigan, as secondary vendor in the total amount of \$60,000.00 through July 15, 2005.

ATTACHMENTS:

Department Authorization: Roger Rouse

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA