

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To:	Matthew J. Fertal	From:	Keith G. Jones
Dept:	City Manager	Dept:	Public Works
Subject:	PURCHASE ORDERS FOR ELECTRICAL PARTS	Date:	March 24, 2009

OBJECTIVE

To request City Council to approve the award of a purchase order to each of the three (3) bidders: Consolidated Electrical Distributors, Walters Wholesale Electric Company and Grainger for electrical parts.

BACKGROUND

The Building Maintenance Division of Public Works is responsible for maintaining the City's facilities. The buildings routinely require electrical parts. Prior to the preparation of the City's new purchasing manual in 2005, this type of purchase was made through the open purchase order process. The new manual implemented stronger fiscal policies and as a result, this now requires any open purchase order over \$24,999 to be approved by Council.

In order to avoid delays in the purchase and delivery of needed parts, it is essential that Public Works have the ability to order these items from more than one vendor. Having this capability will greatly add to the Department's ability to meet our customers needs in a timely manner.

ANALYSIS

Specifications were prepared and sent to prospective bidders. The variety and quantity of electrical parts quoted was limited to simplify the bidding process. Specifications included electrical parts that are used on a regular basis, such as, light bulbs, wire, switches and conduit. Pursuant to Garden Grove Municipal Code Section 2.50.110, and based on the Public Works Department's recommendations, the Finance Director has determined that the following bids were responsive and were received as follows:

Consolidated Electrical Distributors	\$3,508.25
Walters Wholesale Electric Company	\$3,550.07
Grainger	\$3,778.01

PURCHASE ORDERS FOR  
ELECTRICAL PARTS  
March 24, 2009  
Page 2

FINANCIAL IMPACT

The financial impact is \$150,000.00 to the General Fund, and funds are available as part of the 2008/2009 fiscal budget.


COMMUNITY VISION IMPLEMENTATION

Our vision is to provide safe and comfortable facilities to assist in providing excellent service for a high quality of life, as outlined in the City of Garden Grove's Strategic Plan.

RECOMMENDATION

It is recommended that City Council:

- Authorize the Finance Director to approve the award of three (3) purchase orders for electrical parts in the fixed amount collectively not to exceed \$150,000 per year for five years and to be divided between Consolidated Electrical Distributors, Walters Wholesale Electric Company, and Grainger, with a renewal to be reviewed annually by the City Manager.

  
KEITH G. JONES  
Public Works Director

By: Ron Meislahn  
Facilities Manager

**Recommended for Approval**

  
Matthew Ferial  
City Manager