



DATE: June 5, 2013

TO: Honorable Mayor and City Councilmembers

FROM: Financial Services Department

SUBJECT: **ANNUAL PURCHASE ORDERS EXCEEDING \$50,000 FOR FISCAL YEAR 2013-14 FOR FINANCIAL SERVICES DEPARTMENT**

SYNOPSIS

Staff recommends that the City Council approve annual purchase orders for services in amounts over \$50,000 for the Financial Services Department and associated funds; and authorize the Financial Services Director, or designee, to execute the annual purchase orders for FY 2013-14.

BACKGROUND

The Financial Services Department determines the amount that will be needed to compensate the contractors for their services during the next fiscal year. Staff procures three written bids for service amounts exceeding \$50,000, unless it is sole-source approved through a professional services agreement. The contractor is selected on criteria of most applicable and best service for the needed purpose at the lowest cost.

ANALYSIS

The Financial Services Department solicited proposals in accordance with the City's Procurement of Goods and Services Directive AD-21. The requested purchase orders are listed in the next section below providing the vendor name and the amount requested.

FISCAL IMPACT

The table below provides information detailing the department's annual purchase orders exceeding \$50,000. Sufficient funds have been budgeted in the Financial Services Department's FY 2013-2014 budget for these purchases.

Vendor	Service	Amount FY13/14	Expense Account Number
InfoSend	Mailing & Printing Services	\$296,650	212010101.5305
Wittman Enterprises	EMS Billing Services	\$200,000	212010101.5305
Duncan Solutions	Parking Services	\$180,500	212010101.5305

Vendor	Service	Amount FY13/14	Expense Account Number
Vavrinek, Trine and Day	Accounting Services	\$307,600	220000101.5305
Lance, Soll and Lunghard	Audit Services	\$61,950	220000101.5305

COMMISSION OR COMMITTEE REPORT

Does not apply.

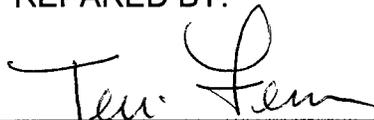
CITY ATTORNEY'S ANALYSIS

Purchases must comply with bid requirements unless a sufficient sole-source justification is provided. Professional services agreements must be reviewed by the City Attorney and approved as to form.

RECOMMENDATION

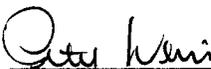
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PREPARED BY:



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SUBMITTED BY:



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 City Manager

REVIEWED BY:

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