



# City of Galveston

## FINANCE DEPARTMENT STAFF REPORT

January 2, 2020

To: Brian Maxwell, City Manager  
Hon. Mayor and City Council

From: Michael W. Loftin, Assistant City Manager – Finance

**RE: Consider approval of an award for a one-year contract, with four optional one-year renewals for Bid 20-001 Maintenance, Repair, and Operational Supplies. Authorizing the City Manager to execute the contracts upon final approval by the City Attorney.**

### **Background:**

Previously, the City of Galveston advertised solicitations for maintenance, repair, and operational supplies. The contract expired and City departments have been utilizing vendors on purchasing cooperatives for supplies.

In order to obtain the best value and have a larger selection of vendors, the City advertised for bids for Maintenance, Repair, and Operational Supplies on November 4, 2019, Bid #20-001. Three vendors responded and met the specifications.

Staff recommends that City Council award contracts to all of the vendors that responded and met the specifications; as each vendor offers a variety of different supplies. Those vendors are MSC Industrial, Bassett Brothers Investments (Chalmers and Village Hardware), and Southwestern Paint and Wallpaper. Bassett Brothers Investments and Southwestern Paint and Wallpaper both have store fronts in Galveston. MSC Industrial offers the convenience of online shopping, a dedicated sales representative, and delivery within 24 hours of most of its products.

### **Currently:**

The City of Galveston is currently purchasing maintenance, repair, and operational supplies through several different cooperative contracts. The U.S. Communities Cooperative (Contract Numbers 170009, R-TC-17006), TCPN/National IPA (Contract Numbers 2018.000208, R142101, 2018.000207, R192163, and R142102), and Buy Board Cooperative Purchasing (Contract #577-18).

The City uses Home Depot, Amazon for Business, Fastenal, Grainger, and McCoy's Building Supply.

Building materials are a dynamic commodity. The City's needs for operational supplies and vendor stock can vary daily. It is beneficial to the City's daily operations to increase the selection of contracted vendors.





# City of Galveston

## FINANCE DEPARTMENT STAFF REPORT

Maintenance, operational, and repair supplies are a commodity purchased daily by City staff. The City's needs for operational supplies and vendor stock can vary daily. It is beneficial to the City's daily operations to increase the selection of contracted vendors.

MSC Industrial, Bassett Brothers Investments (Chalmers and Village Hardware), and Southwestern Paint and Wallpaper will serve as additional resources for staff members to utilize. Staff will continue to have the opportunity to purchase from the cooperative vendors. Prices are similar across the board; all of the recommended vendors carry a variety of products with only some overlap.

This contract can be utilized pre and post disaster as it fully complies with Federal procurement policies.

### **Alternatives:**

Approve a one-year contract with four optional one-year renewals with MSC Industrial, Bassett Brothers Investments (Chalmers and Village Hardware), and Southwestern Paint and Wallpaper.

Do not approve and continue using U.S Communities Cooperative, TCPN/National IPA, and Buy Board Cooperative Purchasing contracts.

### **Issues:**

Cost – estimated annual spend city-wide is \$250,000

Timing – as soon as possible

Term – one-year with four optional one-year renewals

### **Recommendation:**

Approve authorizing the City Manager to execute contracts with MSC Industrial, Bassett Brothers Investments (Chalmers and Village Hardware), and Southwestern Paint and Wallpaper for Bid 20-001 Maintenance, Repair, and Operational Supplies.

### **Fiscal Impact Report:**

Requested by:

Michael W. Loftin

Assistant City Manager Finance

Funding Source:

Various City Accounts

