



**TO:** Board of Contracts and Awards  
**FROM:** Patsy Best, Procurement and Payables Manager, Finance/Purchasing *PB*  
Dawn Leischner, Purchasing Financial Manager, Finance/Purchasing  
**COPY:** City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and  
Andrew Cherullo, Finance Director  
**SUBJECT:** Telecommunication Supplies and Accessories Citywide Contract  
U.S. Communities Purchasing Alliance (U.S. Communities), Request for  
Proposals No. IS-1525500, Graybar Electric Company Contract Master  
Agreement No. MA-IS-1540125 - May 3, 2016  
**DATE:** April 4, 2016

**SUMMARY:**

Finance, Procurement and Payables Division recommend a citywide contract be awarded to **Graybar Electric Company, Diamond Bar, CA**, in the amount of \$400,000 plus sales tax for the purchase of telecommunication supplies as needed. This amount is intended to cover purchases for 2016-2017 with the option to extend two (2) additional one (1) year periods.

**STRATEGIC POLICY PRIORITY:**

- Encourage and promote an open, effective, results-oriented organization.

This contract has aggressive fixed discounts and is widely used by many departments within the City.

**BACKGROUND:**

Past purchases have been made utilizing informal solicitations for bids and departmental purchasing under their own delegated authority (\$5,000 and under). The Procurement and Payables Division is moving toward making more strategic purchases to have contracts with fixed discounts readily available for all City departments. Graybar Electric Company can service the City through their local warehouse.

**ISSUE:** The City does not currently have a citywide contract for telecommunication supplies. This contract allows for purchases by various City departments as needed.

**ALTERNATIVES:** The alternative course of action would be to issue a solicitation for telecommunication supplies. The County of Los Angeles, California already conducted a competitive solicitation and established a contract that the City may utilize. Graybar Electric Company provides large punch out catalogs that make supplies readily available for departments across the City to purchase.

**COMPETITIVE SOLICITATION:** U.S. Communities Purchasing Alliance (U.S. Communities) Master Agreement Contract No. MA-IS-1540125 is a competitively solicited contract valid until December 31, 2017 with the option to renew two (2) additional one year periods. The County of Los Angeles, California was the lead agency issuing Request for Proposals IS-1525500 on behalf of U.S. Communities Purchasing Alliance (U.S. Communities). Two submittals were received on October 2, 2014. This contract meets Tacoma's competitive solicitation requirements by means of an interlocal cooperative purchasing agreement with U.S. Communities Purchasing Alliance (U.S. Communities).



**COMPETITIVE ANALYSIS:** The contract offers fixed discounts off the manufacturer current price book, rebate options, free delivery, no minimum purchase requirement, and no cost to use the contract. The City does not currently have a citywide contract in place with fixed discounts off a manufacturer price book. Purchasing historical data reflects informal bids and departmental purchasing under their own delegated authority.

**CONTRACT HISTORY:** New contract.

**SUSTAINABILITY:** Graybar Electric Company has established environmental practices. Some examples include green products, off-peak deliveries hours to reduce vehicle trips and vehicle emissions, and recycling efforts in packaging when possible.

**SBE/LEAP COMPLIANCE:** Not applicable.

**RECOMMENDATION:**

Finance, Procurement and Payables Division recommends a contract be awarded to Graybar Electric Company to support telecommunication supply needs to city departments.

**FISCAL IMPACT:**

**EXPENDITURES:**

| FUND NUMBER & FUND NAME * | COST OBJECT (CC/WBS/ORDER) | COST ELEMENT | TOTAL AMOUNT |
|---------------------------|----------------------------|--------------|--------------|
| Various Department Funds  |                            |              | \$400,000    |
|                           |                            |              |              |
| <b>TOTAL</b>              |                            |              |              |

\* General Fund: Include Department

**REVENUES:**

| FUNDING SOURCE | COST OBJECT (CC/WBS/ORDER) | COST ELEMENT | TOTAL AMOUNT |
|----------------|----------------------------|--------------|--------------|
|                |                            |              |              |
|                |                            |              |              |
| <b>TOTAL</b>   |                            |              |              |

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** \$200,000

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Yes