




TO: Board of Contracts and Awards
FROM: Patsy Best, Procurement and Payables Manager, Finance/Purchasing 
Dawn Leischner, Purchasing Financial Manager, Finance/Purchasing
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator,
and Andrew Cherullo, Finance Director
SUBJECT: Electrical Products Citywide Contract
U.S. Communities Purchasing Alliance (U.S. Communities), Request for
Proposals No. IS-13255001, Graybar Electric Company Contract Master
Agreement No. MA-IS-1340234, May 3, 2016
DATE: April 4, 2016

SUMMARY:

Finance, Procurement and Payables Division recommend a citywide contract be awarded to **Graybar Electric Company, Industry, CA**, in the amount of \$350,000 plus sales tax for the purchase of electrical products as needed. This amount is intended to cover purchases for 2016-2017 with the option to extend one additional year.

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 pricing and 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 electrical products. This contract allows for purchases by various City departments as needed.

ALTERNATIVES: The alternative course of action would be to issue a solicitation for electrical products. 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-1340234 is a competitively solicited contract valid until March 31, 2017 with the option to renew to 2018. The County of Los Angeles, California was the lead agency issuing Request for Proposals IS-13255001 on behalf of U.S. Communities Purchasing Alliance (U.S. Communities). Three submittals were received on January 17, 2013. 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 pricing on core items and fixed discounts off the manufacturer price lists for all other items, 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 pricing or discounts off manufacturer price lists. 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 electrical product needs to city departments.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Department Funds			\$350,000
TOTAL			

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$175,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes