



Pinellas County

Staff Report

File #: 17-1881A, **Version:** 1

Subject:

Increase to the purchase authorization with Fastenal Corporation for requirements of Facilities Maintenance, Repair and Operation Supplies.

Recommended Action:

Approval of an increase to the purchase authorization with Fastenal Corporation (Fastenal) for requirements of facilities maintenance, repair and operation supplies (MRO).

As this is a basic operating expense purchase authorization, recommend the County Administrator be delegated future authority to extend this purchase authorization, pending extension of the contract by the State of Nevada, in an amount exceeding the current delegated authority of \$250,000 annually.

Contract 167-0428-PB(RF), increase in the amount of \$266,500.00 for a revised annual total of \$516,500.00.

Strategic Plan:

Deliver First Class Services to the Public and Our Customers
5.2 Be responsible stewards of the public's resources

Summary:

This purchase authorization provides a cost-effective mechanism for the Utilities, Public Works and Real Estate Management Departments to secure expendable MRO supplies, including but not limited to, wipes, gloves, chemicals, safety glasses/goggles, and batteries at percentage discounts ranging from 25% to 57% off list price. MRO supplies are dispensed from vending machines located in the departments listed above and ordered online via catalog.

Pricing terms and conditions are per Western States Contracting Alliance (WSCA)/State of Nevada Contract No. 1862, effective through June 30, 2018.

Background Information:

On June 6, 2017, a purchase authorization was approved by the County Administrator for a twelve (12) month term with an estimated annual expenditure of \$250,000.00.

A total of nine (9) vending machines have been installed by various County departments and additional machines are scheduled to be installed in the Survey and Mosquito Control Divisions of the Public Works Department. The vending machines provide a new inventory control tool that tracks job costing and material usage, as well as an efficient and effective method for workers to obtain supplies. Departments utilizing the vending machines have established controls recording employee badge information as supplies are dispensed from the machines.

Fiscal Impact:

Twelve (12) month approved purchase authorization:	\$250,000.00
Requested increase:	<u>\$266,500.00</u>
Revised estimated twelve (12) month expenditure:	\$516,500.00

Funding is derived from departmental operating budgets.

Staff Member Responsible:

Randi Kim, Director, Utilities
Rahim Harji, Director, Public Works
Andrew W. Pupke, Director, Real Estate Management
Joe Lauro, Director, Purchasing

Partners:

N/A

Attachments:

N/A