



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Laurie Sampson, Assistant City Manager

**MEETING DATE:** February 27, 2024

**SUBJECT:** Consideration of Resolution 2024-39, Approving an Amendment to the Williams Scotsman Purchase Order (32201) in the Amount of \$20,000

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### **RECOMMENDATION:**

Staff recommends the adoption of Resolution 2024-39, approving an amendment to the Williams Scotsman Purchase Order (32201) in the amount of \$20,000 for a total purchase order of \$47,500.00.

### **BACKGROUND:**

Williams Scotsman provides the office trailers at Opportunity Village. As of July 1, 2023, the lease agreements were converted month to month. The current purchase order is a blanket purchase order. Funds are not encumbered at the issuance of the purchase order but as they are expended. This request simply requests an increase to the limit to be spent on the units.

### **JUSTIFICATION:**

The staff is in the process of purchasing office trailer(s) to replace the leased units. The requested increase of funds is intended to pay for the current leased units until a permanent unit can be sourced and delivered.

### **FISCAL IMPACT:**

The fiscal impact of this action is an increase to a blanket purchase order in the amount of \$20,000 to be paid from account 810-9700-490.90-59.

### **ALTERNATIVES:**

Without this increase to the current blanket purchase order the City will run out of funds to pay for the units already on site. The provider can then remove the units and leave staff at Opportunity Village without office space until a permanent unit can be sourced and delivered.

### **ATTACHMENTS:**

1. [Resolution 2024-39, William Scotsman.docx](#)