



City of Boynton Beach Agenda Item Request Form

Meeting Date: 01/20/2026

Proposed Resolution No. R26-008- Ratification of FY2025 Expenditures and Authorization of Revised Annual Amount with Pat's Pump & Blower, Inc., Cintas, and AT&T.

Requested Action: Staff recommends approval of Proposed Resolution No. R26-008.

Explanation of Request: Over the past year, the Procurement Services Division has taken deliberate steps to strengthen vendor oversight and improve visibility into Citywide expenditures. This effort reflects a more proactive approach to procurement management and enhances transparency for both the City Commission and the public.

Currently, the City utilizes five purchasing methods to procure goods and services: Purchase Orders, Blanket Purchase Orders, P-121 (Check Requests), Field Orders (Special Orders processed through Materials and Distribution), and P-Cards. Throughout the fiscal year, Procurement Services implemented enhanced controls and reporting mechanisms to more effectively capture and monitor total vendor spend across all purchasing methods and departments. Currently, this process is highly labor-intensive and requires consolidating multiple data sources through manual Excel exports and reconciliations.

As part of the FY25 audit review, several vendors were identified whose total annual expenditures exceeded the Commission approval threshold. These overages resulted from a combination of emergency situations, limited interdepartmental coordination, and urgent operational needs, with purchases occurring across multiple departments.

These vendors include:

Vendor Name	Original Approved Amount	Request to Ratify	Total Spend with Vendor	Amount Over Approval	Procurement Exemption
Pat's Pump & Blower, Inc.	\$41,425.74	\$36,593.00	\$78,018.74	\$3,018.74	Sole Source
Cintas (There were multiple Vendor #'s)	\$85,000.00	\$30,000.00	\$115,000.00	\$40,000.00	Piggyback
AT&T (There were multiple Vendor #'s)	\$ 75,000.00	\$175,000.00	\$250,000.00	\$175,000.00	Piggyback

While each individual transaction complied with applicable procurement requirements at the time of purchase, the cumulative annual vendor spend exceeded the approval threshold when evaluated from a Citywide perspective. Pursuant to the City's updated Procurement Policy, the City Manager's approval authority is limited to expenditures up to \$75,000, and therefore, all expenditures over \$75K require the Commission's approval.

To ensure full transparency and maintain public trust, the Procurement Services Division is presenting these items to the City Commission this evening for ratification. The City Commission can expect to see more of these ratifications until we get all the data cleaned up.

Looking ahead, as the City continues implementation of the Workday ERP system, staff anticipates significantly enhanced real-time visibility into Citywide purchasing activity. This system will allow vendor expenditures to be reviewed holistically and at a glance, further strengthening internal controls and providing increased transparency into the goods and services procured by the City.

How will this affect city programs or services? The ratification addresses prior-year expenditures for services already rendered and paid, and the revised authorized annual amount for FY2026 ensures continuity of essential maintenance and repair services necessary to support ongoing operations.

Budgeted Item: Yes

Account Line Item and Description: Various Accounts Citywide.

Fiscal Impact: All expenditures were charged to existing, budgeted accounts, and sufficient appropriations were available at the time of payment.

Attachments:

[R26-008 Agenda_Item_3906-](#)

[2025_Resolution_for_FY_2025_Expenditures_and_Revised_annual_amounts.docx](#)

[Cintas.pdf](#)