ROCKLIN
CALIFORNIA

# City Council Staff Report

**Subject:** Purchase of Goods and Supplies from Arrow Fence Company and Normac

**Date:** March 14, 2023

**Submitted By:** Justin, Nartker, Director of Public Services

**Department:** Public Services

**Recommendation:**
Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the City Manager to Issue Purchase Orders for the Procurement of Goods and Supplies from Arrow Fence Company and Normac.

**Background:**
Throughout the year, city departments have ongoing needs to purchase materials and supplies to perform required maintenance, repairs, and rehabilitation services for critical public infrastructure. Public Services staff conducted its annual review of purchases made in Fiscal Year (FY) 2021/22, the first half of FY 2022/23, and anticipates procuring goods and supplies from two locally situated vendors, Arrow Fence (fencing) and Normac (irrigation and landscaping supplies). These purchases are necessary to ensure the continued delivery of programs and services citywide and adequate purchasing authority is needed in accordance with the Rocklin Municipal Code (RMC).

Chapter 3.04 of the RMC requires City Council approval for the purchase of goods and supplies for an amount more than $50,000. The majority of the purchases for goods and supplies are made on an as-needed basis and on average, purchases would cost $1,300 per job; however, the cumulative need is anticipated to exceed $50,000 per vendor. Therefore, staff recommends approval and spending authority to cover the estimated expenditures for the locally situated vendors outlined in the table below:

| **Vendor Name** | **Not to Exceed Amount** |
|---|---|
| Arrow Fence | $ 75,000 |
| Normac | $250,000 |
| **Total** | **$325,000** |

Staff also recommends an exception to the competitive bidding process required in the Rocklin Municipal Code, on the basis it would be in the public's interest to procure the goods and

supplies directly from these locally situated vendors, on an as-needed basis. If approved, staff will continue to follow the purchasing requirements of the RMC related to formal and informal bidding procedures, prior to making any purchases from either locally situated vendor.

**Fiscal Impact:**
There is no additional fiscal impact to the staff recommendation, as the cost of supplies and non-professional services are included in the individual department's budget and will be charged accordingly at the time of use.

**ATTACHMENTS:**
1. Resolution