



City Council Staff Report

Subject: Local Vendor Goods and Supplies

Date: April 9, 2024

Submitted By: Justin Nartker, Director of Public Services
Richard Lawrence, Public Services Manager

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 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. Staff conducted its annual review of purchases made in Fiscal Year (FY) 2022/23, and the first half of FY 2023/24, and anticipates procuring goods and supplies from the locally situated vendor, 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 vendor, Normac, for an amount not to exceed \$250,000.

Per RMC Chapter 3.04.090 (B), staff has conducted a good faith review of available sources and determined that there is only one source for the required goods and supplies. During this review staff performed a cost comparison with multiple vendors (local retail and on-line) and found that Normac was the most competitively priced, was the only vendor that had products in stock or same day availability, and was the only vendor that had the selection of commercial grade products required.

Staff recommends that the City Council determine that Normac meets the RMC requirements

and that purchases for goods and supplies are authorized.

Supplies purchased directly from Normac, are 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.

Fiscal Impact:

There is no additional fiscal impact to the staff recommendation, as the cost of goods and supplies are included in the individual department's budget and will be charged accordingly at the time of use.

ATTACHMENTS:

[1. Resolution](#)