



City Council Staff Report

Subject: Cooperative Purchase Agreements for Fiscal Year 2023/24

Date: January 23, 2024

Submitted By: Megan Bressem, Management Analyst
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Department: Administrative Services - Finance

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Authorizing the City Manager to Purchase Goods and Services through Cooperative Purchase Agreements for Fiscal Year 2023/24.

Background:

Throughout the year, City departments have a need for ongoing purchasing of goods and services for departmental operations. These purchases are necessary to ensure the continued delivery of programs and services citywide. Staff has identified three vendors associated with cooperative purchasing programs and estimated the anticipated costs for goods and services for Fiscal Year (FY) 2023/24.

The City has arrangements/memberships with a number of cooperative purchasing programs which allow member public agencies to aggregate individual purchasing power and achieve greater volume discounts. Public agencies competitively solicit and award agreements which are then made available to other member agencies and nonprofit organizations. By using this process, local government agencies can achieve better pricing and streamline purchases by removing repetitive, resource intensive, and costly bid procedures associated with routine purchases.

Rocklin Municipal Code sections 3.04.090 (C) and (D) specifically allow for the use of cooperative purchasing programs utilizing purchasing agreements maintained by other governmental agencies. City Council approval is required for purchase amounts more than \$50,000.

The City Manager has authorized the following vendors for up to \$50,000 in FY 2023/24. Staff has now anticipated the costs for these vendors will exceed \$50,000 in FY 2023/24, reflected in Exhibit A to the Resolution (Attachment 1). The list includes the total not-to-exceed amount for FY 2023/24 by vendor, the cooperative purchase agreements to be utilized, and a description of the goods and services to be procured.

- American Office Products Distributors (AOPD)/Walker's Office Supplies: This Rocklin-based vendor supplies office supplies and furniture, print services, and general supplies through the OMNIA Partners cooperative purchase agreements program. The recommended not-to-exceed amount is \$150,000.
- PlayPower, Inc. – Miracle Recreation/Miracle PlaySystems, Inc.: This vendor provides playground equipment, and playground equipment repairs and replacement parts through the Sourcewell cooperative purchase agreements program. The recommended not-to-exceed amount is \$125,000.
- U.S. Bancorp dba U.S. Bank Corporate Payment Systems/Voyager Fleet Systems: This vendor administers the U.S. Bank Voyager Fleet Card Program for offsite fleet fueling of City police and fire vehicles through the Sourcewell cooperative purchase agreements program. The recommended not-to-exceed amount is \$150,000.

Staff recommends the City Council adopt a resolution to authorize the City Manager to make purchases of goods and services through cooperative purchasing programs as outlined in Exhibit A to the Resolution. This will allow departments to make ongoing purchases at competitively bid prices.

Fiscal Impact:

There is no direct fiscal impact to the General Fund from the staff recommendation. Purchasing through these cooperative agreements are made on an as-needed bases and charged to various departments and funds, provided sufficient funds are available in those respective departments/funds in the FY 2023/24 Annual Budget.

ATTACHMENTS:

[1. Resolution with Exhibit A](#)