



City Council Staff Report

Subject: Purchasing Goods and Services through Cooperative Purchase Agreements for Fiscal Year 2023/24

Date: June 27, 2023

Submitted By: Daniel Choe, Deputy Director of Administrative Services
Megan Bressem, Management Analyst

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 reviewed Fiscal Year (FY) 2021/22 and FY 2022/23 citywide expenditures for vendors associated with cooperative purchasing programs and estimated the anticipated costs for goods and services for 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.

Vendors with anticipated costs greater than \$50,000 in FY 2023/24 are listed in Exhibit A to the Resolution. 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. The total not-to-exceed amount for all vendors is \$1,555,000.

Staff recommends the City Council adopt a resolution (Attachment 1) to authorize the City Manager to purchase goods and services through cooperative purchasing programs to allow for ongoing purchasing for department operations at competitively bid prices with the listed vendors for FY 2023/24.

Fiscal Impact:

Purchasing through these cooperative agreements are made on an as-needed basis 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](#)