



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jose Obregon

SUBJECT: SEE BELOW

DATE: March 26, 2004

Approved

Date

**SUBJECT: REPORT ON OPEN PURCHASE ORDERS FOR SUPPLIES,
MATERIALS, EQUIPMENT AND SERVICES FOR FY 2003-2004 #17**

REASON FOR SUPPLEMENTAL MEMO

To prepare a replacement page for page one of the attachment deleting open service order with Chrisp Company for the installation of pavement striping and marking.

REVISED RECOMMENDATION

Approval of award of open purchase orders for supplies, materials, equipment and services for FY 2003-2004 #17 and authorization for the Director of General Services to execute the purchase orders, except for the quote from Chrisp Company for the installation of pavement striping and marking which should be rejected with authorization to reissue an RFQ for the services.

BACKGROUND

Although this requirement was competitively quoted with outreach efforts that included advertising on the City's Bid Line, it has been determined that some companies - including the incumbent supplier for this service - was not made directly aware of this solicitation and therefore did not have an opportunity to submit a quotation.

In addition, only one quotation was received with pricing that is approximately 25% greater than rates the City has been paying for the past year under the existing Agreement.

Although purchasing policies and procedures were followed, staff feels that the fairest course of action is to cancel the existing Request for Quotation (RFQ), and re-issue a new RFQ. This will allow sufficient time for all interested companies to submit a quotation, thus maximizing competition and obtaining the lowest price and best overall value for the City.

JOSE OBREGON
Director of General Services