

FOR BOARD MEETING OF:

November 9, 2009

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AGENDA ITEM NO.:

TO: BOARD OF THE URBAN RENEWAL AGENCY

THROUGH: *Linda Norris*
LINDA NORRIS, EXECUTIVE DIRECTOR

FROM: *Tony Mounts*
TONY MOUNTS, DIRECTOR OF ADMINISTRATIVE SERVICES

SUBJECT: PURCHASES APPROVED ADMINISTRATIVELY —
(August 26, 2009 thru October 20, 2009)

ISSUE:

None; Monthly purchasing activity report presented for Board Review.

RECOMMENDATION:

None; Information Only

BACKGROUND:

The Executive Director, or her designee, approves administrative awards, renewals and modification of contracts occurs each week through the review of the Weekly Purchasing Report presented by the Purchasing Administrator. All completed procurement transactions, recommended for award, with a value of \$25,000 and over are presented in the Weekly Purchasing Report and reviewed for compliance to URA Purchasing Rules during the review session.

The purpose of this report is to inform the Board of the specific contract awards and fund sources for all contracts which were administratively awarded, renewed or modified during the previous month. This report presents the previous month's public contracting activity in three categories: Category I Procurement Contracts are public contracting activities with current fiscal year impact; Category II Procurement Contracts are FY 09/10 Annual Requirements contracting activities; and, Category III Procurement Contracts are FY 09/10 Consultant of Record [COR] contracting activities.

The specified quantity levels stated within these contracts are merely estimates of the goods and services required to support operations for the coming fiscal year.

FACTS & FINDINGS:

The following purchases were approved administratively during the time period referenced above:

Category I: Current Fiscal Year Procurement Contracts

	Business Entity	Description	Contract Amount	Fund
1	McKinstry Essention, Inc.	Salem Conference Center Energy Project	\$100,000.00	TAI

Category II: FY 09/10 Annual Requirement Contracts

The following Category II annual requirements contracts were approved administratively during the time period referenced above. The not-to-exceed contract amounts are competitively set by applying bidder's/proposer's per unit price(s) to estimated annual requirement quantities. These contracts carry no guarantee for quantity of units purchased or services performed during any annual contract period. Both the bids and the contracts themselves state that the Agency retains the right to not award contracts and/or change contract amounts, both dollar and quantity, based on specific Board/Budget Committee actions/decisions. These are non-exclusive one-year contracts that may be renewed for up to four additional one-year renewal periods.

Business Entity	Description	Not-to Exceed Contract Amount	Fund
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None at this time.

Category III: FY 09/10 Consultant of Record [COR] Contracts

The following Category III Consultant of Record (COR) contracts were approved administratively during the time period referenced above these consultants have been selected through a competitive request for proposal (RFP) process. The not-to-exceed contract amounts awarded represent the annual limit for the sum of all assignments that may be performed under each consultant's contract and are not budget amounts. The not-to-exceed COR contract amounts represent an annual work limit authorized by the City's Public Contracting Rules and, in each instance, these work level limits are specifically reviewed and approved by the City Manager or Deputy City Manager and Purchasing Administrator. These are non-exclusive one-year contracts that may be renewed for up to four additional one-year renewal periods.

Business Entity	Description	Not-to Exceed Contract Amount/ Assignment Limit	Fund
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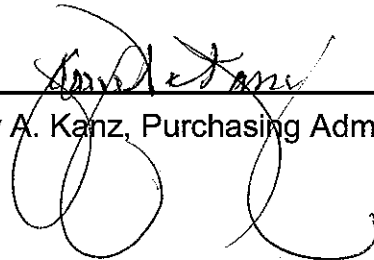
None at this time.

Prepared by:



Shawna Carter, Administrative Analyst

Approved by:



Gary A. Kanz, Purchasing Administrator