



**PURCHASING ITEM
FOR
PUBLIC HOUSING AUTHORITY COMMISSION**

1. Agenda Item Number:

PHAC # 2

2. PHAC Meeting Date:

October 24, 2011

TO: CHAIRMAN & COMMISSIONERS

3. Date Prepared: October 3, 2011

THROUGH: CITY MANAGER

4. Requesting Department:

City Manager – Neighborhood Resources - Housing

5. SUBJECT: Approve use of U.S. Communities contract No. 11019-RFP with Home Depot and HD Supply Maintenance Solutions for the purchase of maintenance and hardware supplies in an amount not to exceed \$90,000.

6. RECOMMENDATION: Recommend approving use of U.S. Communities contract No. 11019-RFP with Home Depot and HD Supply Maintenance Solutions for the purchase of maintenance and hardware supplies in an amount not to exceed \$90,000.

7. HISTORICAL BACKGROUND/DISCUSSION: City departments use Home Depot and HD Maintenance Solutions to purchase miscellaneous lumber and building materials for unforeseen items needed for the day-to-day operation of the City. Some of these items are not needed on a regular basis and therefore it is not advisable to stock these items in the City's Central Supply warehouse. An example of items being purchased includes lumber, nails, paint brushes, paints, nuts & bolts, cement, bathroom fixtures, hinges, closet doors, cabinets, wall board, garden supplies, etc. This amount is based on a 12-month contract period beginning December 1, 2011. This memo represents the Housing Division's request to utilize a portion (\$90,000) of the \$275,000 contract for which Council approval is being requested on October 27, 2011.

8. EVALUATION PROCESS: Maintenance and hardware supplies have been bid by U.S. Communities, with Maricopa County being the lead agency. U.S. Communities is a purchasing cooperative previously approved for use by Council. The use of the U.S. Communities contract eliminates the cost of issuing a bid, reduces the lead-time in obtaining the products, and offers an annual rebate back to the City (from Home Depot). The current contract with U.S Communities was just rebid by Maricopa County and is good for three (3) years with the option to renew for three (3) additional years. This request is to utilize the existing U.S. Communities contract for a one year period beginning December 1, 2011.

9. FINANCIAL IMPLICATIONS: Funding for costs associated with this action will be derived from various budgets within the Housing and Redevelopment Division. The United States Department of Housing and Urban Development's (HUD) is the funding source for these budgets.

10. PROPOSED MOTION: Move to approve use of U.S. Communities contract No. 11019-RFP with Home Depot and HD Supply Maintenance Solutions for the purchase of maintenance and hardware supplies in an amount not to exceed \$90,000.

APPROVALS

11. Requesting Department

Kurt Knutson
Kurt Knutson, Housing & Redevelopment Manager

12. Department Head

Jennifer Morrison
Jennifer Morrison, Neighborhood Resources Director

13. Procurement Officer

Sharon Brause
Sharon Brause, CPPB, CPCP

14. City Manager

Rich Dlugas
Rich Dlugas