



OFFICE OF PROCUREMENT AND CONTRACT COMPLIANCE

DATE: May 21, 2024 **FILE:** PR-24-131

TO: George R. Keller, Jr. CPPT DS
GK
City Manager

VIA: Adam Reichbach DS
AR
Assistant City Manager for Finance and Administration

VIA: Gus Zambrano DS
GZ
Assistant City Manager for Sustainable Development

THRU: Otis Thomas DS
OT DS
Otis Thomas
83A2D5C0D289438... DS
WV
Interim Director, Procurement and Contract Compliance

FROM: Joseph S. Kroll DS
JSK
Director, Public Works

SUBJECT: Recommendation to Approve the 1st Renewal Period; September 1, 2024-August 31, 2026, to City Fire Inc., for Fire Extinguisher and System Services in an amount up to \$95,317.88

ISSUE:

A Blanket Purchase Agreement PA600563 was approved by City Manager Memo number PR-22-138 on August 23, 2022, for Fire Extinguisher and System Services. The Department of Public Works has a continued need for fire extinguisher and system services and recommends approval for the 1st renewal period from September 1, 2024 - August 31, 2026. Blanket Purchase Agreement PA600563 was approved for an initial period of September 29, 2022- August 31, 2024, with two, two-year renewal options. The fire extinguisher and system services provided by City Fire Inc. continue to be satisfactory.

AUTHORITY:

§ 38.49 TERMINATION, EXTENSION AND RENEWAL OF CONTRACTS.

(C) Renewals:

When a contract entered by the City pursuant to City Commission approval provides for one or more renewals by affirmative action of the City and the estimated annual cost of

a renewal exceeds \$250,000, only the City Commission is authorized to approve such renewals. When a contract entered into by the City pursuant to City Commission approval provides for one or more renewals by affirmative action of the City and the estimated annual cost of a renewal of the contract does not exceed \$250,000, the CPO shall have the authority to recommend to the City Manager approval or rejection of the renewal if it is the first, second, or third renewal of the contract, but only the City Commission is authorized to approve any subsequent renewal. When a contract entered into by the City pursuant to City Commission approval provides for one or more renewals by affirmative action of the City and the estimated annual cost of a renewal of the contract does not exceed \$25,000, the CPO shall have the authority to approve or reject the renewal if it is the first, second or third renewal of the contract, but only the City Commission is authorized to approve any subsequent renewal.

Funding has been provided in the fiscal year 2024 budget for the Department of Public Works in Account Number 557.510101.51900.564530.000000.000.000., Maintenance 001.500303.51900.546310.000000.000.000, and Trades 001.500301.51900.546350.000000.000.000.

RECOMMENDATION:

Approval of 1st Renewal Period from September 1, 2024 - August 31, 2026, to City Fire Inc. for fire extinguisher and system services in an amount up to \$95,317.88

DocuSigned by:
George Keller
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APPROVED BY: George R. Keller, Jr. CPPT
City Manager

6/6/2024
Date:

Attachments: Approved Blanket Purchase Agreement

- Renewal Agreement Letter
- Approved Certificate of Insurance
- Contract Renewal Form