

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Motion Authorizing the City Manager to Enter Into Interlocal and Cooperative Joint Purchasing Agreements
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Robert Hartwig, Administrative Services Director
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

In accordance with Shoreline Municipal Code Section 2.60.080, the City of Shoreline may enter into interlocal and cooperative joint purchasing agreements. These agreements are authorized by RCW 39.34.030 in order to serve the best interests of the cities. These agreements allow various entities to enjoy the benefits of another entity's competitive bidding processes, saving staff time at no additional cost to the participating entities. SMC 2.60.080 requires City Council's approval prior to entering into these agreements.

**RESOURCE/FINANCIAL IMPACT:**

There is no direct impact to the City. Ultimately, the City will enjoy the lowest bid prices found by other entities, potentially saving the City money as individual items in the 2015 and future budgets are purchased. When it is possible to use the contract prices already obtained by other entities, the City would also enjoy savings in terms of staff time spent on an individual purchase.

**RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager or her designee to enter into interlocal and cooperative joint purchasing agreements with any or all of the entities listed in Attachment A.

Approved By:            City Manager **DT**    City Attorney **MK**

## **DISCUSSION**

Shoreline Municipal Code Section 2.60.080 authorizes the City of Shoreline to enter into interlocal and cooperative joint purchasing agreements. These agreements are ultimately authorized by RCW 39.34.030 in order to serve the best interests of the cities. This section of the code requires City Council's approval prior to entering into these agreements.

Individual purchases are often complex. For example, purchasing a large piece of equipment can require extensive time to develop bid specifications, determine equipment options to suit a vehicle for municipal use, solicit bids, receive and analyze bid results, negotiate the final contract, authorize the bid, etc. Many governmental entities have the need for similar equipment. In some cases another entity may have previously obtained a price for a piece of equipment the City of Shoreline needs to acquire. In these instances it can be to the City's advantage to use the other entity's results for Shoreline's purchase.

This can be accomplished, but requires a joint purchasing agreement with the other entity. These agreements can save money if the price of the equipment has gone up since the bid was awarded. An agreement can also save staff time for other projects and purchases. Having these agreements in place does not result in any additional costs to the City.

If approved, staff will attempt to enter into agreements with any or all of the entities listed in Attachment A. It is not anticipated that agreements will be attempted or entered into with all of the possible entities, but staff would like the flexibility to deal with appropriate governmental partners in King, Pierce, and Snohomish Counties.

The final portion of Attachment A lists several other national cooperatives staff would like to enter into agreements with. These entities are recommended by the City of Yakima's Purchasing Manager, Sue Ownby, who has a state-wide reputation for excellence in working with interlocal and cooperative purchasing.

In addition, it should be noted that the City participates in a "roster contract" separate from these interlocal and cooperative agreements, which is administered by the Municipal Research and Services Center of Washington (MRSC). The roster contract allows the City to participate in MRSC's small works, consultant, and vendor rosters. Essentially MRSC accepts applications from vendors, determines whether they are in compliance with State regulations, whether they are eligible to provide goods and services to governments, and maintains vendor applications. The MRSC roster is not a part of this Council action; this final paragraph is for informational purposes only.

## **RESOURCE/FINANCIAL IMPACT**

There is no direct impact to the City. Ultimately, the City will enjoy the lowest bid prices found by other entities, potentially saving the City money as individual items in the 2015 and future budgets are purchased. When it is possible to use the contract prices already obtained by other entities, the City would also enjoy savings in terms of staff time spent on an individual purchase.

## **RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager or her designee to enter into interlocal and cooperative joint purchasing agreements with any or all of the entities listed in Attachment A.

## **ATTACHMENTS**

Attachment A: Authorized Entities for Interlocal and Cooperative Joint Purchasing Agreements

**Authorized Entities for Interlocal and Cooperative Joint Purchasing Agreements**

This list includes all of the entities with which the City of Shoreline may attempt to enter into Interlocal Joint Purchasing Agreements. Any additional entities will require separate City Council approval.

**CITIES AND TOWNS**

- Any City or Town located wholly or partially within King County
- Any City or Town located wholly or partially within Pierce County
- Any City or Town located wholly or partially within Snohomish County

**COLLEGES, UNIVERSITIES, AND SCHOOL DISTRICTS**

- Any Public College, University, or School District located in King County
- Any Public College, University, or School District located in Pierce County
- Any Public College, University, or School District located in Snohomish County

**COUNTIES**

- King County
- Pierce County
- Snohomish County

**PORT AUTHORITIES**

- Port of Everett
- Port of Seattle
- Port of Tacoma

**PUBLIC TRANSIT**

- Any Public Transit Organization operating wholly or partially within King County
- Any Public Transit Organization operating wholly or partially within Pierce County
- Any Public Transit Organization operating wholly or partially within Snohomish County

**OTHER ENTITIES**

- Houston-Galveston Area Council (H-GAC) – HGACBuy
- National Joint Powers Alliance (NJPA)
- National Purchasing Partners (NPP)
- National School Boards Association (NSBA) – BuyBoard National Purchasing Cooperative
- The Cooperative Purchasing Network (TCPN)
- U S Communities Government Purchasing Alliance (U S Communities)