



# FISCAL YEAR 2025-26 ANNUAL PURCHASE ORDERS

## Public Utilities

**Board of Public Utilities**  
June 09, 2025

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## BACKGROUND

1. Riverside City Charter Section 1202(b) requires that the Board of Public Utilities (Board) approve all expenditures in excess of \$50,000.
2. Purchasing Resolution No. 24101 (Purchasing Resolution) Section 404 entitled "Utilities Exception" recognizes that there are certain supplies and materials which are "peculiar to the needs" of the City's Public Utilities Department (RPU) and may be acquired through an open market procurement process, so long as the expenditures have been approved by the Board.



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## DISCUSSION

1. Informal bids apply to either purchases of goods and services of \$50,000 or less and purchases of any amount falling under the Purchasing Resolution Section 404 for Utilities Exception, which have no monetary cap.
2. Informal bids mean that the City receives a minimum of three price quotes from vendors outside of the formal procurement process and may negotiate terms, conditions, and pricing with the vendors via email, phone call or eProcurement platform (PlanetBids.)



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## DISCUSSION CONT.

3. Formal bids apply to all other purchases over \$50,000 and conducted online through PlanetBids.
4. The competitive bid process for goods and services may be waived for various reasons, and including availability from a sole source, "following on" another governmental contract, when it is in the best interest of the City to do so or for other reasons as set forth in the City's purchasing rules.



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## DISCUSSION

### Purchasing overview:

1. Annual Purchase Order
2. Purchasing Process
3. Utilities Exception –  
Purchasing Resolution –  
Section 404

### Examples of Utilities Exceptions:

1. Capacitators
2. Chemicals
3. Conduit and duct
4. Meter and metering devices
5. Utility poles
6. Pumps and repairs
7. Road and backfill
8. Switches and switchgear
9. Transformers



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## ANNUAL PURCHASE ORDERS – ELECTRIC AND WATER

1. Fiscal Year 2025-26 Annual Purchase Orders for Electric and Water include an estimated expenditure of \$3,622,023.
2. The vendors listed are the current vendors for each of the goods and material and are subject to change based on procurement activity.
3. Bids are evaluated and awarded in compliance with purchasing policy and procedures. Items that require formal bidding and that are not exempt under the utilities' exception are presented to the Board for individual action throughout the fiscal year.



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## ANNUAL PURCHASE ORDERS – CENTRAL STORES

1. Fiscal Year 2025-26 Annual Purchase Orders for Central Stores include an estimated expenditure of \$23,768,660.
2. Central Stores provides warehousing and accounting control of supplies and materials on behalf of all City departments.
3. The material and supplies included on this list are primarily used by the Electric and Water operations.
4. The vendors listed are the current vendors for each of the goods and material and are subject to change based on procurement activity. Bids are evaluated and awarded in compliance with purchasing policy and procedures. Items that require formal bidding and that are not exempt under the utilities' exception are presented to the Board for individual action throughout the fiscal year.
5. Purchasing is evaluating incorporating a 30% tariff-related contingency. Further analysis is required.



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## PURCHASE ORDERS FOR EXISTING CONTRACTS

1. Fiscal Year 2025-26 Existing Contract Purchase Orders include several contracts previously approved by the Board for an estimated amount of \$18,200,801.
2. Many of the contracts were approved for multi-year terms or options for extensions. At contract approval, the budget was only available for first year of the contract. Subsequent years are budgeted through the budget process.
3. The vendors listed are continuing vendors for each material or service.



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## ANNUALLY RECURRING EXPENDITURES

1. Fiscal Year 2025-26 Annual Recurring Expenditures including the SHARE program and annual memberships and subscriptions.
2. The expenses are either greater than \$50,000 per year or could over a number of years, cumulatively exceed \$50,000 for multi-year expenses, for an estimated expenditure of \$5,402,166.



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## MULTIYEAR EXPENDITURES OVER \$50,000

1. Fiscal Year 2025-26 Multi-year Expenditures Over \$50,000 include multiple expenses for an estimated amount of \$3,157,557.
2. RPU issues purchase orders for such goods and materials that are routinely used by the department during the fiscal year for its daily utility operations.
3. The City's Purchasing Division selects vendors via a competitive bid process which can be informal or formal. When the cumulative cost for multi-year services is greater than \$50,000, the Purchasing Resolution requires Board approval for the expenses.



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# STRATEGIC PLAN ALIGNMENT



## Strategic Priority No. 5 – High Performing Government

**Goal No. 5.2** – Utilize technology, data and process improvement strategies to increase efficiencies, guide decision making and ensure services are accessible throughout the City.

**Goal No. 5.3** – Enhance communication and collaboration with community members to improve transparency, build public trust.

### Cross-Cutting Threads



Community Trust



Equity



Fiscal Responsibility



Innovation



Sustainability & Resiliency



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# RECOMMENDATIONS

That the Board of Public Utilities:

1. Approve the expenditure for 14 Fiscal Year 2025-26 Annual Purchase Orders for Electric and Water operations, with an estimated amount of \$3,622,023;
2. Approve the expenditure for 20 Fiscal Year 2025-26 Annual Purchase Orders for Central Stores for orders benefitting Electric and Water operations, with an estimated amount of \$23,768,660;
3. Approve a not to exceed 20% allowance for Producer Price Index (PPI) increases for 20 Fiscal Year 2025-26 Annual Purchase Orders for Central Stores for orders benefitting Electric and Water operations;



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## RECOMMENDATIONS CONT.

4. Approve the expenditure for 65 Fiscal Year 2025-26 Existing Contract Purchase Orders with an estimated total amount of \$18,200,801;
5. Approve the expenditure for 25 Fiscal Year 2025-26 Annually Recurring Expenditures for expenses equal to or greater than \$50,000 per year with an estimated total amount of \$5,402,166; and
6. Approve the expenditure for 84 Fiscal Year 2025-26 Purchase Orders with cumulative multiple year costs equal to or greater than \$50,000 with an estimated total amount of \$3,157,557



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## RECOMMENDATIONS CONT.

7. Approve the expenditure for the legal budget for Fiscal Year 2025-26 for the law firm of Thompson Coburn in an amount not to exceed \$792,000.
8. Approve an increase in the annual legal budget for FY 2024-2025 for the law firm of Thompson Coburn in an amount not to exceed \$72,000 for a revised total budget of \$792,000.



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