



## **Riverside Public Utilities Fiscal Year 2016-17 Annual Purchase Orders**

Board of Public Utilities  
June 6, 2016

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### **What are Annual Purchase Orders?**

- Provide for timely procurement of goods and services that are routinely used in daily operations
- Issued in July to cover one fiscal year
- Streamline purchasing process
  - Reduce repetitive requisitions
  - Reduce procurement lead time due to Board approval process

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## Purchasing Process

- Vendors are selected via competitive bid
  - Informal – \$50,000 or less and items falling under Utilities Exception
  - Formal – over \$50,000
- Competitive bid may be waived as set forth in the City's purchasing rules
  - Sole source
  - Piggybacking off another governmental contract
  - In the best interest of the City to do so

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## Utilities Exception Purchasing Resolution Section 602

- For supplies, equipment and materials that are peculiar to the needs of RPU
- Waived formal bidding requirements regardless of expenditure amounts
  - Approved by Board through Annual Purchase Order process or Work Orders over \$50,000
  - Within existing budget authorization

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## Examples of Utilities Exception

- Capacitors
- Chemicals
- Conduit and duct
- Meter and metering devices
- Utility poles
- Pumps and repairs
- Road and backfill materials
- Switches and switchgear
- Transformers

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## Purchases Requiring Individual Board Approval throughout Fiscal Year

- When formal bidding is required
- Goods and materials are not exempt under Purchasing Resolution Section 602 for Utilities Exception

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## Recommendation

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That the Board of Public Utilities approve nineteen (19) annual purchase orders for Fiscal Year 2016-17 for an estimated total amount of \$3,673,000.

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