



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: MARCH 31, 2020**

**FROM: CITY MANAGER'S OFFICE      WARDS: ALL**

**SUBJECT: EMERGENCY PURCHASE OF MEDICAL AND SANITATION SUPPLIES WITH GRAINGER INC. IN THE AMOUNT OF \$351,859.97 TO ADDRESS THE COVID-19 PANDEMIC IN ACCORDANCE WITH PURCHASING RESOLUTION NO. 23256 SECTIONS 301 (D) AND 602 (E)**

## **ISSUES:**

Approve the emergency purchase of medical and sanitation supplies with Grainger Inc. in the amount of \$351,859.97 to address the COVID-19 pandemic, in accordance with Purchasing Resolution 23256 Sections 301 (d) and 602 (e).

## **RECOMMENDATIONS:**

That the City Council approve the emergency purchase of medical and sanitation supplies with Grainger Inc. in the amount of \$351,859.97 to address the COVID-19 pandemic, in accordance with Purchasing Resolution 23256 Sections 301 (d) and 602 (e).

## **BACKGROUND:**

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. According to the World Health Organization (WHO), COVID-19 is now a pandemic, meaning a global outbreak of disease. On March 13, 2020, the President Trump declared the COVID-19 outbreak a national emergency. The virus that causes COVID-19 is spreading in the community and many types of workers have similar exposure risks as other members of the general public. Exposure may be elevated for workers who interact with potentially infected individuals, including first responders, refuse and wastewater workers. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze

The Occupational Safety and Health Administration (OSHA) developed COVID-19 planning guidelines based on traditional infection prevention and industrial hygiene practices. Their guidelines focus on the need for employers to implement work practice controls and provide personal protective equipment (PPE) to minimize employee's exposure to hazards associated with COVID-19.

## **DISCUSSION:**

As the COVID-19 pandemic continues to spread throughout the United States and the rest of the world, consumers are buying up sanitation and emergency medical supplies in bulk, creating a severe shortage of these supplies for first responders and others in need.

In order to ensure staff have access to the proper equipment needed to protect them from potential exposure to COVID-19, the City placed an emergency bulk order of medical and sanitation supplies from Grainger Inc., including rubber gloves, surgical masks, goggles, disposable respirators, digital thermometers, hand sanitizer, and sanitation wipes. This equipment will be made available to first responders and other essential staff members authorized by the Emergency Operations Center.

Purchasing Resolution 23256 Section 301 (d) allows for emergency procurement to occur under certain conditions, including when operations “directly affecting the public health, welfare or safety...is so severely impacted by any cause that personal injury or property destruction appears to be imminent and probable unless Goods, Services or Construction designed or intended to mitigate the risks thereof are Procured immediately.”

The pricing for this purchase was based on Grainger Inc.’s Omnia Partners Cooperative Purchasing Contract #192163. Purchasing Resolution 23256 Section 602 states that “Competitive Procurement through the Informal and Formal Procurement process shall not be required in any of the following circumstances...(e) When Cooperative Purchasing is available and undertaken or when Goods can be obtained through Federal, State and/or other public entity pricing contracts or price agreements.” Grainger has confirmed that they will do partial shipments as the items are available and invoice us accordingly once the products are received.

The Purchasing Manager concurs that the recommended action is in accordance with Purchasing Resolution 23256 Sections 301 (d) and 602 (e).

## **FISCAL IMPACT:**

The fiscal impact of this action is \$351,859.97. Sufficient funding is available in COVID-19 Supplies Account 9915400885-42680000.

Prepared by: Carlie Myers, Deputy City Manager  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
Approved by: Al Zelinka, City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Grainger P.O. #204722