Introduced:
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Effective:

RESOLUTION NUMBER XXXX

A RESOLUTION TO AUTHORIZE THE NEGOTIATED PURCHASE OF CERTAIN GOODS AND SERVICES FROM VARIOUS VENDORS AS ENUMERATED HEREIN WHEN TOTAL FISCAL YEAR PURCHASES FROM EACH VENDOR EXCEED TEN THOUSAND DOLLARS ($10,000)

WHEREAS, Section 40, "Purchases," of the Greenbelt City Charter, as amended, authorizes the City Council to waive bidding procedures and to authorize by resolution a negotiated purchase or contract whenever it is in the best interests of the City; and

WHEREAS, the purchases of certain goods and services from certain vendors during Fiscal Year 2013 individually may cost less than $10,000 but will in the aggregate exceed $10,000 for the year; and

WHEREAS, payment for the various vendors will be based on the best current negotiated or contract price available; and

WHEREAS, monies for these goods and services have already been approved by the City Council in the Fiscal Year 2013 budget; and

WHEREAS, the City Council has determined it to be in the best interests of the City to purchase the goods and services listed for the enumerated reasons on a negotiated basis. NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be and hereby is authorized to purchase the following goods and services listed.

– See Attachment -

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of September 24, 2012.

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Judith F. Davis, Mayor

ATTEST:

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Cindy Murray, City Clerk

DRAFT

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2013

	Vendor-Number	Commodity	Requesting Department	FY2012	FY2011	FY2010	Justification for not Bidding
1	Brennan, Sullivan,McKenna,Manzi-5859+5882	Legal services	Administration	$ 70,000	$0	$0	Replaced Knight, Manzi #488 in FY12. Bob Manzi is now with this firm. Predecessor firm selected by competitive process in 1985.
2	Maryland Municipal League-563	Membership	Administration	24,572	24,672	24,572	Association of local governments & officials
3	Metropolitan Washington Council of Governments-601	Association fees	Administration	16,779	17,779	17,239	COG membership provides access to bid prices of other agencies.
4	Miles & Stockbridge - 3801	Legal services	Administration	-	20,251	77,235	Collective bargaining & election issues
5	Aetna Middletown - 4257 Life (formerly AIG)	Employee life & dental insurance	All	132,480	129,380	43,523	Term life insurance provider with good value for mid-size organizations
6	AT&T Mobility	Cellular phone service	All	53,404	63,712	69,872	State contract for employee use.
7	Capitol Office Solutions -147	Copier Service & supplies	All	23,732	14,258	12,381	Local vendor with competitive pricing
8	Carefirst Bluecross Blueshield - 3619	Health Insurance	All	1,105,318	1,018,950	1,019,788	Last competitive bid in April 2004. 2% decrease in rates for FY 2012. Following no increases in FY 2008, 2009 & 2011
9	Chubb	Alarm & Sprinkler Monitor, Test & Repair	All	9,847	373	-	Replaced Antronix FY12
10	CIT Technology Financial Services	Copier Leases:Admin,PD,PW,YC	All	12,802	3,124	-	Admin Lease moved to CIT from GE Capital
11	Delta Dental	Employee Dental Insurance	All	New	-	-	Replaces Aetna Dental for FY13 after review of available vendors
12	Express Scripts - 4477	Employee prescription drugs	All	170,782	175,531	227,700	The City self-insures prescription drugs via this company at a considerable cost savings over conventional health insurance companies.
13	Injured Workers' Insurance Fund - 432	Workers compensation insurance	All	1,092,054	585,078	489,190	Quasi-State Agency provides insurance coverage
14	International City/County Management Association (ICMA)-420/421	Deferred compensation program	All	695,988	720,467	944,750	Has been City's provider since 1986.
15	Local Government Insurance Trust-1125	Liability & property insurance	All	103,306	136,124	191,381	Better price and services compared with commercial carriers.
16	Martin's Crosswinds - 5830	75th Anniversary Gala	All	2,000	New	-	Site for 75th Anniversary Gala
17	Maryland State Retirement System-594	Retirement and pension plans	All	1,975,596	2,109,741	1,547,860	City's retirement plan
18	Columbia Bank	Banking services	Fin & Admin Svcs	24,684	New	-	Selected by competitive process in FY 2011.
19	Paetec (US LEC Corporation) - 2996	Local phone service	All	13,120	16,867	15,501	Provider with best integration with current phone equipment
20	Pitney Bowes - 718, 719 & Purchase Power 756	Postage meter equipment, supplies and postage	All	7,314	20,522	17,951	Best source for metered postage
21	Trippe Sports & Promotions LLC - 4466	Uniform & commemorative apparel; 75th Anniversary	All	9,853	7,430	-	75th anniversary vendor to provide memorabilia
22	Verizon - 103	Local phone service	All	31,946	30,223	33,718	Sole provider for use of telephone lines
23	Wash. Suburban Sanitary Commission-964	Water and sewer suppliers	All	56,383	53,862	49,882	Sole provider
24	Lynn Animal Hospital - Hyattsville - 5713	Veterinarian services	Animal Control	12,060	3,108	-	New primary care vet for Animal Control - Best services at lowest cost
25	Butler Schein Animal Health - 5855	Veterinarian services	Animal Control	2,851	New	-	Provider of medication and treatment to shelter animals
26	Epstein, Norman-1374	Psychological services	CARES	11,440	10,890	12,650	Long-term relationship
27	Greenbelt News Review-368	Legal & help wanted ads	Fin & Admin Svcs	20,853	18,176	20,246	Greenbelt Newspaper
28	McGladry LLC	Auditing services	Fin & Admin Svcs	33,250	New	-	Vendor approved by City Council to audit City's FY 2012 financial records.
29	Occupational Medical Services - 3774	Employee Physicals	Fin & Admin Svcs	15,472	9,107	13,125	Located in Greenbelt. Provides first tier medical assistance for employees injured at work.
30	Sungard Public Sector (Pentamation) - 1721	Computer maint for financial system sofware	Fin & Admin Svcs	46,981	40,982	47,844	Sole provider for maintenance of City's financial system.

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2013

	Vendor-Number	Commodity	Requesting Department	FY2012	FY2011	FY2010	Justification for not Bidding
31	CDW-G Computer Center Inc-153	Computers	IT	36,532	13,545	16,301	Lowest price available on most items
32	GHA Technologies - 4077	Computer Equipment	IT	40,743	26,891	46,365	Vendor supplies competitive prices for servers and data retention systems, purchase of Dell PC's through GHA
33	New World Systems-5332	Computer System	IT	107,714	197,911	422,994	Selected by competitive process in FY 2010. CAD/RMS/Mob Maint
34	Charles P. Johnson & Assoc - 4802	Greenbelt Lake dam inspection & remediation	Planning	9,542	7,767	2,164	Retained by City for Greenbelt Dam and Greenbelt Lake dredging projects.
35	ESA (Environmental Systems Analysis) 281	Environmental engineeing and planning consultant	Planning	18,746	15,488	10,354	Very few firms approved by DNR to provide specific services related environmental review
36	Greenman Pedersen - 379	Engineering consultant	Planning	21,389	4,886	8,889	Long-term relationship with best local knowledge of specific projects in Greenbelt
37	GTM Architects - 3154	Theatre renovation	Planning	-	10,687	4,505	Awarded contract by City - Greenbelt Theater renovation
38	Nextel Communications - 1332	Cell phone/walkie talkie/GPS provider	PW & Police	8,114	10,023	29,527	Best cell phone service with free walkie/talkie feature
39	Acme Auto Leasing LLC - 3190	Police Undercover Leased Vehicle	Police	17,987	6,849	-	Competitive pricing; Reliabile provider of specialized products
40	American Traffic Solutions (ATS) (formerly Laser Craft)-3203	Redlight citation processing	Police	157,337	149,928	193,460	Piggyback Howard County contract
41	Brekford Intl - 4533	Laptop Computers - Purchase and installation	Police	56,734	3,510	8,392	Need this vendor to repair, replace, move Toughbooks in police vehicles.
42	Complus Data Innovations - 4299	Parking ticket collection services	Police	22,118	28,258	30,702	Vendor approved by City Council after a change in technology
43	F & F & A Jacobs & Sons-288	Uniforms	Police	20,224	22,296	20,686	Trousers and dress coats are manufactured by vendor and meet current City uniform requirements
44	Gall's Inc.-329	Uniforms and police equipment	Police	27,748	22,181	22,029	Sole vendor for specialized equipment and uniforms
45	General Sales/Major Police Supply 3502 & 4188	Emergency equipment	Police	54,304	36,711	43,414	Piggyback State and County bid
46	Glen Burnie Transmissions - 1759	Transmission repairs	Police	2,495	2,673	13,407	Competitive pricing-fast service for Ford Crown Victoria's.
47	Gun Shop, The 899	Firearms training, ammunition	Police	12,024	12,216	6,199	Tri-state bid for police ammunition
48	Kimball-Midwest- 482	Auto Supplies and Tools	Police/PW	11,390	7,298	11,675	Competitive prices, large stock, next day delivery
49	Motorola c/o Teltronics - 1781, 3346, 6028	Radios & related service	Police	9,255	1,087,816	1,805	Piggyback State and County bid
50	Silver Hill Cleaners-149	Uniform cleaning	Police	22,099	23,963	23,740	Lowest price from local vendor for high quality work. Pricing last evaluated in FY 2009
51	Suburban Signs Inc - 856	City Vehicle decals & Installation	Police, PW & Planning	6,241	11,356	6,150	Competitive pricing and convenient local location
52	Truman Arnold Companies- 5287	Unleaded Fuel	Police/PW	240,287	217,882	130,257	Current COG Bid for Unleaded Fuel
53	Howard Uniform Company-	Soft Body Armor	Police	16,598	New	-	Piggyback larger agency bids for bullet proof vests
54	Verizon Wireless 1966	Wireless communication for police laptops	Police	37,155	47,530	34,936	Piggyback State Contract - required for MDC connectivity
55	Academy Ford Sales - 2750	Auto Parts & Repairs	Public Works	4,885	10,031	9,988	Local vendor,competitive prices,large stock,delivers quickly to City.
56	Adirondack Tree Experts - 5646	Tree pruning/removal	Public Works	55,500	34,350	-	Vendor is a local business and are the best value for pricing
57	Advance Auto Parts - 3706	Auto repair parts	Public Works	36,129	39,619	52,000	Replaced Pep Boys from FY 2005 - considered a better value
58	Dwight Raines (independent contractor)	CNG pump maintenance	Public Works	-	-	11,824	Specialized service relating to compressed natural gas pump maintenance
59	Crovato Products/Svcs 4009	Auto maintenance	Public Works	12,143	9,061	9,021	Parts & additives from local vendor who delivers
60	Daycon Cleaning & Maint Supplies-236	Cleaning supplies	Public Works	7,432	10,064	12,670	Local vendor,competitive prices,large stock,delivers quickly to City.

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2013

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61	D C Materials - 225	Topsoil	Public Works	9,973	6,033	8,295	Long-term relationship with local vendor
62	Ferguson Enterprises- 299	Plumbing services	Public Works	6,975	4,666	12,383	Local vendor,competitive prices,large stock,delivers quickly to City.
63	Starfire	Fireworks	Public Works	14,000	-	-	Improved service, quality, and quantity from previous vendor
64	Flint Trading - 5330	Propane, traffic paint	Public Works	10,070	13,581	1,872	State bid
65	Gametime	Playground equipment	Public Works	65,578	109,288	45,991	Existing national bid. Kaboom vendor.
66	Greenbelt Auto & Truck Repair - 1091	Auto body repair	Public Works	42,729	38,891	32,646	Local vendor, good relationship with LGIT
67	Home Depot/GECF-1183	Miscellaneous supplies	Public Works	8,218	11,413	14,752	Reliable local vendor with large selection of products
68	Inside Out Landscape Services	Landscape services	Public Works	45,995	5,349	-	Vendor is a local business and are the best value for pricing
69	International Salt LLC - 1845	Road salt	Public Works	15,072	-	-	Current State of Maryland bid
70	Leonard Paper Company-2276	Paper towels & toilet tissue	Public Works	12,235	22,607	21,562	Responsive delivery service
71	Maintenance Unlimited-548	Carpet & floor cleaning	Public Works	59,414	56,764	50,715	Local vendor competitively priced, provides excellent service
72	Mansfield Oil Co-550	Diesel Fuel	Public Works	71,753	69,218	231,794	Current COG Bid for Diesel Fuel
73	CN Robinson Lighing	LED Lighting	Public Works	New	-	-	Local vendor - provided lighting supplies for Roos Ctr Parking Lot
74	Durance Plumbing - 5736	Plumbing services	Public Works	9,760	3,300		Local vendor - competitive fees, prompt service
75	Crowley Construction - 1221	Roof repairs	Public Works	9,174	6,616	2,080	Local vendor - competitive fees, prompt service
76	Maryland Environmental Services - 559	Leaf grinding	Public Works	4,001	23,278	25,468	Best value locally for leaf grinding, material used for composting & rubber playground surface
77	Maurice Electrical Supply (formerly Electrical Wholesalers) - 4500	Electrical supplies & services	Public Works	10,288	10,733	12,004	Local vendor,competitive prices,large stock,delivers quickly to City.
78	NZI Construction Corp.-670	Concrete & street work	Public Works	159,604	444,225	52,848	Lowest bid for street and concrete work
79	Prince George's County- 694 & 739	Landfill disposal services & I-Net	Public Works & IT	97,034	118,545	121,914	Access to County landfill ($78,927) & I-Net ($18,107)
80	Raymar Plumbing Services-767	Plumbing services	Public Works	26,213	33,572	36,071	Prices compared regularly with other local vendors
81	Rexel Inc.-125	Electrical supplies & services	Public Works	2,374	8,027	13,539	Local vendor
82	S & S Tire Services-789	Auto and truck tires	Public Works	26,178	29,883	30,644	Local vendor. Prices compared periodically. Piggyback state contract
83	Schindler Elevator 799	Elevator service and repair	Public Works	13,492	12,843	12,502	Consolidate service with one vendor for better value
84	Unifirst- 930	Uniforms & supplies	Public Works	9,191	10,061	9,904	Local vendor providing combination of uniforms, mats for building entrances, and cleaning supplies.
85	Varco/Mac Electrical 954	Electrical supplies & services	Public Works	6,147	49,282	26,784	Local vendor,competitive prices,large stock,delivers quickly to City.
86	Wattay Painting & Décor - 971	Painting Services	Public Works	2,197	13,604	6,060	Good value for an experienced painting contractor
87	Wireless Communications-985	Radios	Public Works	16,282	26,510	28,516	Competitive prices for radio service
88	Zeager Brothers Inc.-1657	Wood carpet for playground	Public Works	14,693	12,650	17,712	Best price locally
89	Climate Engineers-2210	HVAC service at Aquatic & Fitness Center	Recreation	20,399	53,625	34,505	Lowest price/best service from local vendor for highly specialized work-Pool Pak unit repair
90	Elizabeth May - 4791	Circus Camp & Performances	Recreation	9,348	6,090	-	Sole source for "Circus Camp"
91	Gregory May (aka Center Ring Circus School) - 3996	Circus Camp & Performances	Recreation	19,719	16,050	12,600	Sole source for "Circus Camp"
92	O'Brien Bus Service Inc-672	Bus service for camps- shorter trips	Recreation	15,850	18,375	18,700	Low cost based on May 2004 review for shorter trips
93	Weyers Floor Service 976	Wood floor re-surfacing and refinishing	Recreation	8,067	9,817	16,957	Vendor has competitive advantage in DC area on floor refinishing