



CITY OF DANIA BEACH FINANCE DEPARTMENT MEMORANDUM

TO: Honorable Mayor and Commissioners

FROM: Robert Baldwin, City Manager

By: Mark Bates, Finance Director

DATE: September 9, 2014

SUBJECT: Purchase Approval – H.D. Supply, Inc.

During the course of the City's fiscal year the Public Services and Finance Departments have both purchased Water meters and water supply components from H.D. Supply, Inc. These purchases have been made using planned and approved budget appropriations in the Water Fund, respective Department meters and supplies account numbers 401-xx-xx-xxx-46-70 and 46-10. All purchases have occurred on an as-needed basis with no individual or grouping of purchases exceeding the City's annual vendor limit of \$25,000.

The accumulation of these purchases from both City departments has now risen above the \$25,000 threshold that requires Commission approval. The attached schedule reflects purchases made from H.D. Supply by both the Public Service and Finance Customer Service departments.

The Administration recommends commission approval of the attached Resolution ratifying and approving the continued purchase of water meter and water supply components from H.D. Supply through the end of the current fiscal year on 9/30/14. All purchases are being made using planned and approved budget appropriations and no added funding is needed or being requested.

Bank of America Purchases 10/01/2013 - 08/27/2014

Public Services Administrative

11/30/2013	\$	350.00
11/30/2013	\$	776.50
12/31/2013	\$	1,033.09
12/31/2013	\$	1,417.12
12/31/2013	\$	1,747.00
1/9/2014	\$	1,301.33
1/31/2014	\$	1,922.20
3/31/2014	\$	1,041.46
3/31/2014	\$	1,145.28
5/30/2014	\$	335.02
6/30/2014	\$	(1,737.60)
6/30/2014	\$	(1,484.00)
6/30/2014	\$	1,484.00
6/30/2014	\$	1,737.60
6/30/2014	\$	1,868.40
7/31/2014	\$	88.26
7/31/2014	\$	250.00
7/31/2014	\$	472.56
7/31/2014	\$	753.00
7/31/2014	\$	2,250.00

Public Services Streets

1/31/2014	\$	435.00
2/28/2014	\$	1,136.52
7/31/2014	\$	2,010.00
7/31/2014	\$	191.50

Total for BOA Purchases

\$ 20,524.24

Open Purchase Order for PS \$ 10,000.00 Amount has not been spent

Purchase Orders FY 2014

Finance

\$	2,329.47
\$	1,473.75
\$	2,329.42
\$	2,329.42

Total for HD Pos

\$ 8,462.06

Remaining PO amount for Finance \$855.67

Total for HD Supply as a Vendor for FY14

\$ 28,986.30

Outstanding Invoices Public Services

7/30/2014	\$	250.00
7/31/2014	\$	972.88
8/6/2014	\$	218.88
8/7/2014	\$	1,447.50
8/8/2014	\$	290.00
8/13/2014	\$	2,500.00

Total Outstanding for PS:

\$ 5,679.26 Charged to P-Card

Outstanding Invoices Finance

8/7/2014	\$	1,304.00	Need to increase PO
----------	----	----------	---------------------

Total Outstanding for Finance:

\$ 1,304.00