



**CITY OF WAUKESHA**

**Administration**

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<b>Common Council Item Number:</b> 18-1134	<b>Date:</b> July 31, 2018
<b>Submitted By:</b> Ron Grall, Director of Parks, Recreation & Forestry Melissa Philipps, Parks & Forestry Operations Manager	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator <b>KL</b>
<b>Finance Department Review:</b> Rich Abbott, Finance Director RA	<b>City Attorney's Office Review:</b> Brian Running, City Attorney BR
<b>Subject:</b> Review and act on a request for City use of the National Cooperative Purchasing Alliance (NCPA) cooperative purchasing program for the procurement of equipment, supplies and materials.	

**Details:**  
The NCPA national cooperative purchasing program has been Identified through our research to be a cost and time effective method to purchase/procure equipment, supplies and materials (large & small). The program solicits competitive bids and prices from vendors in a wide variety of categories, services and solutions. By utilizing the purchasing power of public agencies across the country, the highest quality products and services can be procured at the lowest prices benefitting program members. The Finance Department has reviewed the process of the indicated purchasing program and recommends use.

**Options & Alternatives:**  
WPRF would continue to seek the best prices for items purchased, whether it is through existing cooperatives, vendors, or other means. However, through adding this new program, an expanded number of vendors and procurement opportunities would become available.

**Financial Remarks:**  
The program ensures competitive pricing for a wide variety of items. There are no fees associated with the program to participate (be a member).

**Executive Action:**  
Recommend approval of the use of the National Cooperative Purchasing Alliance (NCPA) cooperative purchasing program.

**Committee Recommendation:**  
For consideration at the Finance Committee, to make a recommendation to the Common Council.

