



# RATIFICATION OF PURCHASE ORDERS AND APPROVAL OF PAYMENTS TO PUBLIC RESTROOM COMPANY

City Council Meeting  
October 24, 2017

Gloria Hurtado, Deputy City Manager  
Deborah Lauchner, Chief Financial Officer

# Background

In January 2016, the staff issued a Purchase Order to Public Restroom Company for purchase and installation of a turn-key public restroom and storage room to be located at 171 Santa Rosa Avenue. The work was completed to the satisfaction of the City in 2016 and the contractor received payment from the City for that work in 2016.

Under applicable City policies, the purchase and installation of a building should not have been processed through a purchase order. Rather, an approved cooperative purchase, public works contract or a design build contract, with appropriate approvals, competitive process, insurance, guarantee and bonding, should have been used.

# Recommendation

It is recommended by the Finance Department and City Manager that the Council, by resolution, ratify the Purchase Order and approve the associated payments made to Public Restroom Company for the purchase and installation of a turn-key public restroom and storage room, and waive any defects in that purchasing process.

# Further Analysis

The City Manager is working to ensure that the types of contracting and purchasing errors that occurred in connection with this project do not occur in the future. The City has retained Management Partners to help create clearer and improved contracting and purchasing processes, and key City personnel involved in those processes will receive training regarding these processes.

QUESTIONS?