

October 26, 2005

TO: John Szerlag, City Manager

FROM: Brian P. Murphy, Assistant City Manager/Services
Jeanette Bennett, Purchasing Director
Carol K. Anderson, Director of Parks and Recreation

SUBJECT: **Agenda Item:** Sole Source- Lifeguard and CPR Supplies for the Troy Family Aquatic Center and Troy Community Center

RECOMMENDATION

City management requests approval to purchase supplies from the American Red Cross, the sole provider of American Red Cross lifeguard and CPR training supplies, for Parks and Recreation programs and classes for the Troy Family Aquatic Center and Troy Community Center for an estimated total cost of \$18,000.00.

BACKGROUND

American Red Cross acts as a resource for all training supplies needed for staff and classes to the outside public. The City does not require any actual service from the Red Cross as our staff run the classes and programs for our facilities.

The American Red Cross is the only agency that offers American Red Cross training supplies such as books, certifications, and training packets. These supplies will be used for training of Community Center, Troy Family Aquatic Center, and Parks and Recreation staff, as well as American Red Cross programs offered to the public.

Contracts to provide comprehensive lifeguard services and supplies were originally established with Jeff Ellis and Associates. However, the contract expired December 31, 2004, and the City aquatics staff now provides the services for the lifeguard program. Without a contract, staff materials from Jeff Ellis and Associates are not available for purchase through their program.

The prices received through the Red Cross are cheaper than Jeff Ellis for certifications and supplies; books are about the same. The City does not have to be under contract for training services in order to purchase Red Cross supplies.

BUDGET

Funds for the purchase of supplies are available in the following accounts: #787.7740.010, #755.7740.010, #753.7740.130, and #754.7740.130.