




Office of the City Manager

CONSENT CALENDAR  
February 11, 2014

To: Honorable Mayor and Members of the City Council

From:  Christine Daniel, City Manager

Submitted by: Robert Hicks, Director, Finance Department

Subject: Formal Bid Solicitation and Request for Proposal Scheduled for Possible Issuance After Council Approval on February 11, 2014

RECOMMENDATION

Approve the request for proposals or invitation for bids (attached to staff report) that will be, or are planned to be, issued upon final approval by the requesting department or division. All contracts over the City Manager's threshold will be returned to Council for final approval.

FISCAL IMPACTS OF RECOMMENDATIONTotal estimated cost of items included in this report is **\$1,769,600.**

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Occupational Health Services	010 450 470  820 830 866	General Fund Parks Tax Street Light Assessment District Zero Waste Refuse Fund Sanitary Sewer Operation Building Maintenance	<b>\$910,000</b> <b>(for 5 years)</b>
Real-Time Closed Captioning Stenography Services	010	General Fund	<b>\$259,600 (for 5.3 Years)</b>
On-Call Project Management and Construction Management Services.	TBD	Public Works/Engineering	<b>\$600,000</b> <b>(for 3 Years)</b>
<b>Total:</b>			<b>\$1,769,600</b>

### CURRENT SITUATION AND ITS EFFECTS

On May, 6, 2008, Council adopted Ordinance No 7,035-N.S. effective June 6, 2008, which increased the City Manager's purchasing authority for services to \$50,000. As a result, this required report submitted by the City Manager to Council is now for those

purchases in excess of \$100,000 for goods; and \$200,000 for playground and construction; and \$50,000 for services. If Council does not object to these items being sent out for bid or proposal within one week of them appearing on the agenda, and upon final notice to proceed from the requesting department, the IFB or RFP may be sent out to the potential bidder/respondent list.

### BACKGROUND

On May 6, 2008, Council adopted Ordinance No. 7,035-N.S., amending the City Manager's purchasing authority for services.

### CONTACT PERSON

Henry Oyekanmi, General Services Manager, Finance, 510-981-7326

### Attachments:

- 1: Formal Bid Solicitation and Request for Proposal Scheduled For Possible Issuance After Council Approval on February 11, 2014.
  - a. Occupational Health Services
  - b. Real-Time Closed Captioning Stenography Services
  - c. On-Call Project Management and Construction Management Services

Note: Original of this attachment with live signature of authorizing personnel is on file in General Services.

SPECIFICATION NO.	DESCRIPTION OF GOODS / SERVICES BEING PURCHASED	APPROX. RELEASE DATE	APPROX. BID OPENING DATE	INTENDED USE	ESTIMATED COST	BUDGET CODE TO BE CHARGED	DEPT./ DIVISION	CONTACT NAME & PHONE
14-10832-C	Comprehensive occupational health services.	2/12/2014	3/6/2014	To obtain comprehensive occupational health services. The services will include pre-placement physical exams, drug screens, breath alcohol testing, medical surveillance, audiometric, respiratory evaluations and other medical services for City of Berkeley's Police, Fire, Public Works, Parks, Recreation, Waterfront and Health and Human Services departments.  (\$182,000 FY2015 - FY2019)  (5 yr contract)	\$182,000  Per Year for FY2015-2019 5/yr contract  Total: \$910,000	010-4620-440-3037 450-5802-450-3037 450-5803-450-3037 830-5201-410-3038 866-5402-410-3037 470-5406-431-3037 866-5411-410-3037 820-5502-431-3037 830-5503-431-3037 820-5602-432-3037 820-5607-432-3037 010-6402-420-3037 010-7003-420-3037	HHS PRW PRW PW PW PW PW PW PW PW Fire Police	Kevin Walker 981-6825
<b>DEPT. TOTAL</b> \$910,000								
14-10833-C	Provide Real-Time Closed Captioning Stenography Services	2/12/2014	2/25/2014	Provide Real-Time Closed Captioning Stenography Services  (\$9,600 FY2014 and \$250,000 FY2015 - FY2019)  (5.3 yr contract)	Balance of FY2014 \$9,600  \$50,000/yr 5/yr contract FY2015-2019  Total: \$259,600	010-2002-410-3038	City Clerk	Mark Numainville 981-6909  Sheila Soo 981-6916
<b>DEPT. TOTAL</b> \$259,600								
14-10834-C	Project Management and Construction Management Services for Public Building and Facility type projects for a three (3) year term.	2/12/2014	2/25/2014	Provide Project Management and Construction Management Services for Public Building and Facility type projects  (\$600,000 FY2014 - FY2016)  (3 yr contract)	\$600,000  3/yr contract  Total: \$600,000	TBD (on-call contract)	PW/ Eng	Lorin Jensen 981-6411
<b>DEPT. TOTAL</b> \$600,000								

