



Office of the City Manager

CONSENT CALENDAR  
July 25, 2017

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Henry Oyekanmi, Director, Finance  
 Subject: Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on July 25, 2017

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 RECOMMENDATION

Total estimated cost of items included in this report is **\$1,545,000**.

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Fiber Master Plan	620	Capital Improvement Fund	\$210,000
Solid Waste Metal Container Service & New Solid Waste Container Purchase	820	Zero Waste	\$1,150,000
Mobile Pump-Out Service	825	Marina Operations / Maintenance	\$120,000
Equipment Replacement /Maintenance Fleet Study	860 865	Equipment Replacement Equipment Maintenance	\$65,000
<b>Total:</b>			<b>\$1,545,000</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 playgrounds 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 released to the public and notices sent 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.

ENVIRONMENTAL SUSTAINABILITY

The Finance Department reviews all formal bid and proposal solicitations to ensure that they include provisions for compliance with the City's environmental policies. For each contract that is subject to City Council authorization, staff will address environmental sustainability considerations in the associated staff report to City Council.

CONTACT PERSON

Shari Hamilton, General Services Manager, Finance, 510-981-7329

Attachments:

- 1: Formal Bid Solicitations and Request for Proposals Scheduled For Possible Issuance After Council Approval on July 25, 2017
  - a) Fiber Master Plan Microsoft® Office 365 Migration
  - b) Solid Waste Metal Container Service & New Solid Waste Container Purchase
  - c) Mobile Pump-Out Service
  - d) Equipment Replacement/Maintenance Fleet Study

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

DATE SUBMITTED: July 25, 2017

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
17-11154-C	Fiber Master Plan	9/8/2017	10/5/2017	Develop Fiber Master Plan	\$210,000	610-2701-410-3038	IT	Savita Chaudhary 981-6541
<b>DEPT. TOTAL</b>					<b>\$210,000</b>			
17-11155-C	Solid Waste Metal Container Service & New Solid Waste Container Purchases	8/1/2017	8/29/2017	Combine cleaning, painting, and repair services with purchases of new solid waste metal containers	FY18 - \$ 430,000 FY19- \$ 180,000 FY2020 \$ 180,000 FY2021 \$ 180,000 FY22- \$ 180,000 Total NTE: \$1,150,000 (3 year contract with two 1-yr extensions)	820-5603-432-3038 820-5613-432-3038 820-5615-432-3038 820-5602-432-7110 820-5603-432-7110 820-5613-432-7110 820-5614-432-7110 820-5615-432-7110	Public Works/Zero Waste	Keith Morin 981-6305
17-11157-C	Equipment Replacement / Maintenance Fleet Study	7/26/2017	8/24/2017	Fleet Study	\$65,000	860-5703-410.30-38 865-5702-410.30-38	Public Works/Equipment Replacement/Maintenance	Abeni Bender 981-6311
<b>DEPT. TOTAL</b>					<b>\$1,215,000</b>			





