



Office of the City Manager

CONSENT CALENDAR
March 27, 2018

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 March 27, 2018

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 \$5,460,000.

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
On-Call Civil Engineering Services	607	Measure T1 Infrastructure & Facility	\$5,000,000
Purchasing Card Program	010	General Fund	\$300,000
Cazadero Jensen Dorm Design	330	Playground Camp Fund	\$160,000
Total:			\$5,460,000

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.

Formal Bid Solicitations and Request for Proposals
Scheduled For Possible Issuance After Council
Approval On March 27, 2018

CONSENT CALENDAR
March 27, 2018

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 March 27, 2018
 - a) On-Call Civil Engineering Services
 - b) Purchasing Card Program
 - c) Cazadero Jensen Dorm Design

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

DATE SUBMITTED: March 27, 2018

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
18-11200-C	On-Call Civil Engineering Services	3/28/2018	4/17/2018	On-call civil engineering design and construction management services for various infrastructure programs/projects including pavement rehabilitation, storm drain and green infrastructure	\$5 million over 3 years	Funding is project based and subject to available funding. Initial funding will be from: 607-5212-431-3035: \$50,000 607-5218-432-3035: \$110,000 Additional funding in FY 2019 will come from projects such as 19ST01 - over \$5M Street Rehab project (adding SB1 to planned CIP use of Gas Tax, B, BB, 610) FY 2019 Storm/GI project (\$1.3M in Measure M)	Public Works / Engineering	Joe Enke 981-6411
DEPT. TOTAL					\$5,000,000			
18-11208-C	Purchasing Card Program	3/28/2018	5/1/2018	Purchasing Card Program	\$100,000/year for 3 years with 2 1-year options to renew Total of \$300,000	010-3102-410-3032	Treasury/Finance	Rosario Riche 981-7334
DEPT. TOTAL					\$300,000			
18-11209-C	Cazadero Jensen Dorm Design	4/1/2018	4/23/2018	Design of Jensen Dormitory at Cazadero Camp	\$160,000	330-5995-450.30-35 16EM04. The funds will be appropriated as part of the Second Amendment to the FY 2018 Annual Appropriations Ordinance.	PRW/ Capital	Liza McNulty 981-6437

DATE SUBMITTED: March 27, 2018

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
DEPT. TOTAL					\$160,000			
GRAND TOTAL					\$5,460,000			