



Office of the City Manager

CONSENT CALENDAR
April 3, 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 April 3, 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 \$2,380,000.

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Business Services & Support	010	General Services	\$150,000
San Pablo Restroom Building Renovation	450	Parks Tax	\$400,000
Citywide Janitorial Services	Various		\$1,830,000
Total:			\$2,380,000

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 April 3, 2018

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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 April 3, 2018
 - a) Business Services and Support
 - b) San Pablo Restroom Building Renovation
 - c) Citywide Janitorial Service

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

DATE SUBMITTED: April 3, 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
18-11211-C	Business services & support	4/4/2018	5/1/2018	The City of Berkeley is soliciting written proposals from qualified firms or individuals to provide business services to current and prospective business in the City of Berkeley	\$150,000	010-8703-465-3038	CMO/OED	Kieron Slaughter 981-2490
DEPT. TOTAL					\$150,000			
18-11210-C	San Pablo Park Restroom Building Renovation	6/4/2018	6/26/2018	This project will improve usability and extend the service life of the building by replacing the deteriorated roof and skylights, reconfiguring the existing storage area floorplan, remodeling the restrooms with energy and water efficient fixtures, lighting, and ventilation while meeting the current ADA accessibility requirements.	\$400,000	450-5850-450.65-70 15PB02	PRW/ Capital Project	Taylor Lancelot 981-6421
DEPT. TOTAL					\$400,000			
18-11213-C	Citywide Janitorial Services	4/4/2018	5/10/2018	Janitorial Services at select City of Berkeley facilities not currently serviced by City of Berkeley employees.	1,830,000	Various	Fin/Purchasin	Ken Mullen 981-7324
DEPT. TOTAL					\$1,830,000			
GRAND TOTAL					\$2,380,000			

