



Office of the City Manager

CONSENT CALENDAR
May 1, 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 May 1, 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 \$3,323,457.

| <u>PROJECT</u> | <u>Fund</u> | <u>Source</u> | <u>Amount</u> |
|---|-------------|------------------------|--------------------|
| Library Server Room: Structured Cabling and Rack Upgrades | 301 | Library- Discretionary | \$70,000 |
| Medical, Health & Wellness Program | 010 | General Fund | \$90,000 |
| Security Guard Services | Various | Various | \$3,163,457 |
| Total: | | | \$3,323,457 |

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 May 1, 2018.
 - a) Library Server Room: Structured Cabling and Rack Upgrades
 - b) Medical, Health & Wellness Program
 - c) Security Guard Services

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

DATE SUBMITTED: May 1, 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 |
|--------------------|---|----------------------|--------------------------|---|---|---------------------------|------------------|---------------------------|
| 18-11220-C | Medical, Health & Wellness Program | 5/2/2018 | 6/5/2018 | Provide to sworn staff health and wellness services including but not limited to; preventive education and coaching on nutrition, sleep and exercise, physical examinations (required annually), chest x-rays, electrocardiograms (EKG), body composition, blood analysis, pulmonary and musculoskeletal screening, and screening for cancers and communicable diseases. May also include proposing a solution for maintenance of medical records, working with or referring patients to other practitioners including but not limited to nutritionists, physical therapists, and acupuncturists. | \$90,000/yr for 3 years, with an option to extend for another 2 years for a total contract NTE amount of \$450,000. | 010-6402-420-3037 | Fire/Suppression | David Sprague 981-5590 |
| DEPT. TOTAL | | | | | \$90,000 | | | |

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|--------------------|--|----------------------|--------------------------|--|--|--|-----------------------|-----------------------------|
| 18-11221-C | Library Server Room: Structured Cabling and Rack Upgrades | 5/2/2018 | 6/5/2018 | Pursuant to BOLT Resolution No.: R17-062 – Central Library Data Room Infrastructure Upgrades | \$ 70,000 | 301-9102-450.70-41 | Library/Admin | Alicia Abramson 981-6131 |
| DEPT. TOTAL | | | | | \$70,000 | | | |
| 18-11222-C | Security Guard Services | 5/2/2018 | 6/5/2018 | Provide Citywide Security Guard Services at multiple locations around the City on a scheduled and ad hoc basis | \$27,930 \$36,000 \$52,142. \$123,549 \$100,924 \$23,959 \$27,933 \$4,624 \$246,000 \$220,810 \$167,823 \$237,076 \$109,829 \$537,000 NTE: \$1,863,457 for 3 years plus estimated \$650,000 each option year total \$3,163,457 | 010-5408-410-3038 470-5408-410-3038 820-5408-432-3038 830-5408-432-3038 865-5408-410-3038 840-5408-410-3038 010-5408-410-3038 830-5408-410-3038 820-5607-432-3038 850-5412-410-3038 866-5412-410-3038 825-5901-450-3038 450-5408-450-3038 301-9201-450-3038 | Fin/ General Services | Ken Mullen 981-7324 |
| DEPT. TOTAL | | | | | \$3,163,457 | | | |
| GRAND TOTAL | | | | | \$3,323,457 | | | |