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 June 25, 2019

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 $1,601,761.

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>Fund</th>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultants for on-call graphic design services</td>
<td>Various</td>
<td>Various</td>
<td>$500,000</td>
</tr>
<tr>
<td>On-Call Electronic Traffic Calming Devices Maintenance Contract</td>
<td>127</td>
<td>State Transportation Tax</td>
<td>$250,000</td>
</tr>
<tr>
<td>Evacuation Planning</td>
<td>140</td>
<td>Measure GG – Fire Preparation Tax</td>
<td>$200,000</td>
</tr>
<tr>
<td>Citywide Print, Copy and Promotional Products</td>
<td>Various</td>
<td>Various</td>
<td>$651,761</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td><strong>$1,601,761</strong></td>
</tr>
</tbody>
</table>
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 (Invitation for Bid) or RFP (Request for Proposal) 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.

RATIONALE FOR RECOMMENDATION
Need for the services.

ALTERNATIVE ACTIONS CONSIDERED
None.

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 June 25, 2019
   a) Consultants for On-call Graphic Design Services
   b) On-Call Electronic Traffic Calming Devices Maintenance Contract
   c) Evacuation Planning
   d) Citywide Print, Copy and Promotional Products

Note: Original of this attachment with live signature of authorizing personnel is on file in General Services.
<table>
<thead>
<tr>
<th>SPECIFICATION NO.</th>
<th>DESCRIPTION OF GOODS / SERVICES BEING PURCHASED</th>
<th>APPROX. RELEASE DATE</th>
<th>APPROX. BID OPENING DATE</th>
<th>INTENDED USE</th>
<th>ESTIMATED COST</th>
<th>BUDGET CODE TO BE CHARGED</th>
<th>DEPT. / DIVISION</th>
<th>CONTACT NAME &amp; PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-11319-C</td>
<td>Consultants for On-Call Graphic Design Services</td>
<td>6/26/2019</td>
<td>7/30/2019</td>
<td>3-years (FY 2020, 2021 and 2022) Graphic design and illustration services (developing an on-call bench, open to all City departments)</td>
<td>$500,000</td>
<td>Various</td>
<td>Various</td>
<td>Melissa McDonough</td>
</tr>
<tr>
<td>19-11337-C</td>
<td>On-Call Electronic Traffic Calming Devices Maintenance Contract</td>
<td>6/26/2019</td>
<td>7/30/2019</td>
<td>Contractor to provide general on-call maintenance services to keep electronic traffic calming devices operational for locations throughout the City.</td>
<td>$250,000</td>
<td>127-54-622-668-0000-000-431-612990-</td>
<td>Public Works / Transportation</td>
<td>Jesse Peoples</td>
</tr>
<tr>
<td>19-11338-C</td>
<td>Evacuation Planning</td>
<td>7/1/2019</td>
<td>7/30/2019</td>
<td>Outside company to evaluate COB Wildfire Evacuation Plan/Create ESF #16</td>
<td>$200,000</td>
<td>Measure GG (FY 2020 budget)</td>
<td>Fire/EOC</td>
<td>Keith May</td>
</tr>
</tbody>
</table>

For reference: FUND$ budget code: 369-4950-431-3038
FUND$ project code: 14TP05

Funds will be appropriated as part of the First Amendment to the FY 2020 Annual Appropriations Ordinance.
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Projection based on analysis of historic spend in this commodity area, along with projections for future use, inflation and increases to the City of Berkeley Living Wage. | $651,761       | Various budgets as determined by departments for use of as-needed service contract(s). | Finance/General Services | Filippo de Luca 981-7234 |

| DEPT. TOTAL       |                                                  | $1,601,761           |                          |                                                                                                         |                |                          |                   |                     |
| GRAND TOTAL       |                                                  | $1,601,761           |                          |                                                                                                         |                |                          |                   |                     |