



Office of the City Manager

CONSENT CALENDAR
June 25, 2019

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.

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Consultants for on-call graphic design services	Various	Various	\$500,000
On-Call Electronic Traffic Calming Devices Maintenance Contract	127	State Transportation Tax	\$250,000
Evacuation Planning	140	Measure GG – Fire Preparation Tax	\$200,000
Citywide Print, Copy and Promotional Products	Various	Various	\$651,761
Total:			\$1,601,761

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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.

DATE SUBMITTED: June 25, 2019

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
19-11319-C	Consultants for On-Call Graphic Design Services	6/26/2019	7/30/2019	3-years (FY 2020, 2021 and 2022) Graphic design and illustration services (developing an on-call bench, open to all City departments)	\$500,000	Various	Various	Melissa McDonough 981-7402
19-11337-C	On-Call Electronic Traffic Calming Devices Maintenance Contract	6/26/2019	7/30/2019	Contractor to provide general on-call maintenance services to keep electronic traffic calming devices operational for locations throughout the City.	\$250,000	127-54-622-668-0000-000-431-612990- For reference: FUND\$ budget code: 369-4950-431-3038 FUND\$ project code: 14TP05	Public Works / Transportation	Jesse Peoples 981-6416
19-11338-C	Evacuation Planning	7/1/2019	7/30/2019	Outside company to evaluate COB Wildfire Evacuation Plan/Create ESF #16	\$200,000	Measure GG (FY 2020 budget) 140-72-744-000-0000-000-427-612990- Funds will be appropriated as part of the First Amendment to the FY 2020 Annual Appropriations Ordinance.	Fire/EOC	Keith May 981-5508

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19-11339-C	Citywide Print, Copy and Promotional Products	6/27/2019	1/10/2020	3 years (FY 2020, 2021 and 2022) Citywide Print, Copy and Promotional Products: \$ 651,761 for 3 years/ \$217,253 yearly 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			