



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Scott P. Johnson

SUBJECT: SEE BELOW

DATE: March 1, 2006

Approved

Deanna Santana

Date

3/6/06

**SUBJECT: REPORT ON OPEN PURCHASE ORDERS FOR SUPPLIES,
MATERIALS, EQUIPMENT AND SERVICES FOR FY 2005-2006 #11**

RECOMMENDATION

Approval of award of open purchase orders for supplies, materials, equipment and services for FY 2005-2006 #11 and authorization for the Director of Finance to execute the purchase orders.

BACKGROUND

This standard memorandum is provided as a cover sheet to an attached list of requests received by the Purchasing Division for open purchase orders. This list indicates the most current requests submitted by various City departments for the establishment of open purchase orders or an increase in the amount of an existing open purchase order for supplies, materials, equipment and services for Fiscal Year 2005-2006. Open purchase orders are used when the amount or nature of the items or services cannot be predicted before they are needed, or when it is necessary that the place from which the items or services are purchased is strategically located.

Pursuant to Sections 4.12.135, 4.12.146 and 4.13.040 of the Municipal Code, competitive quotes or proposals are obtained whenever practicable on all items or services with a payment amount exceeding Five Thousand Dollars (\$5,000). Unless otherwise noted, most advantageous price quotations were used to establish all open purchase orders on the attached list. Formal bidding is not required to establish open purchase orders regardless of the total dollar amount; however, Purchasing does bid some items when feasible. Formal bids are noted on the attachment when applicable.

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The attachment may also include open purchase orders for contracts subject to the Living Wage Policy adopted by the Council on November 17, 1998. The policy pertains to contracts exceeding \$20,000 and for designated service categories. The Policy also requires a review of the employee work environment (Third Tier Review). The attachment will indicate each purchase that is subject to the Living Wage and any additional information used by staff in making the recommendation.

ANALYSIS

All open purchase orders, which are expected to have an accumulative total of purchases exceeding \$100,000 during the fiscal year, are presented for Council approval. A list of the new or increased open purchase orders is attached. The attached list includes brief explanatory comments on the items and services.

COORDINATION

Each purchase order request on the attached list has been coordinated with the City Attorney's Office; City Manager's Budget Office and the requesting City department.

PUBLIC OUTREACH

All purchase order requests, which require solicitation of quotations or bids, are advertised on the City's Internet site.

CEQA

See attachment for CEQA determinations.


Scott P. Johnson
Director of Finance

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Warning Panels for the Department of Transportation	United Diamond and Stone Inc. Meadow Vista, CA	\$50,000.00	\$99,000.00	Fund, 2005-2006 Adopted Operating Budget, Page
<p>Approve the additional encumbrance of \$50,000.00 to the existing purchase order of \$99,000.00 that is required to install at additional wheelchair ramps the Department will be building this year to complete the 2005-2006 Wheelchair Ramp Project. The program was accelerated due to high demand. The Warning panels are installed at the entrance of wheelchair ramps. Office of Equality Assurance: N/A . CEQA: Not a Project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: To continue provide the warning panels needed for the Wheelchair Ramp Project.</p>				
Sidewalk Repair Services Department of Transportation	Duran Hogan Construction Inc. San Jose, CA	\$50,000.00	\$100,000.00	Fund, 001, Appn 5938 2005-2006 Adopted Operating Budget, Page IX- 22
<p>Approve the additional encumbrance of \$50,000.00 to the existing purchase order of \$100,000.00 due to the unanticipated requests for additional sidewalk repairs required by various City Departments. Office of Equality Assurance: Prevailing Wage. CEQA: Exempt PP 03-04-139. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: To continue to do Sidewalk repair maintenance on public sidewalks.</p>				
Sidewalk Repair Services General Services	Duran Hogan Construction Inc. San Jose, CA	\$30,000.00	\$95,000.00	Fund, 2005-2006 Adopted Operating Budget, Page
<p>Approve the additional encumbrance of \$30,000.00 to the existing purchase order of \$95,000.00 due to the unanticipated requests for additional sidewalk repairs. OEA: Prevailing Wage. CEQA: Exempt PP 03-04-139.. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: To continue to do Sidewalk repair maintenance on public sidewalks.</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Automotive Parts and Services	Coast Counties San Jose, CA	\$6,000.00	\$94, 608.05	Various Funds 2005-2006 Adopted Operating Budget
<p>Approve an additional amount of \$6,000.00 to the existing purchase order of \$94, 608.05 for the purchase of automotive parts and services as required by General Services/Fleet Division. The department is requesting the increase of \$6,000.00 to accommodate multi-year maintenance and repairs on heavy equipment. Office of Equality Assurance: Not required. CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: Acquire automotive parts, maintenance, and services to ensure city vehicles are in operation and meet safety standards.</p>				
Lateral Files for City Hall	One Workplace L. Ferrari	\$60,000.00	\$90,000.00	Fund-001 2005-2006 General Operating Fund, Page VIII-68
<p>Approve an additional amount of \$60,000.00 to the existing purchase order of \$90,000.00. As staff has adjusted to the space in the new City Hall, various needs for additional file space have been realized. The additional lateral files will enhance service delivery by providing filing options in proximity to the workgroup that requires the filing space. This pricing for this Purchase Order is based on the bid process from the freestanding furniture bid to take advantage of volume discount pricing. Office of Equality Assurance: N.A. CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: To purchase additional file cabinets to maximize floor space.</p>				
Purchase of Chain Link Fences and Repairs for General Services	Steel Fence Systems, Inc. San Jose, CA	\$40,000.00	\$94, 000.00	Various Funds 2005-2006 Adopted Operating Budget
<p>Approve an additional amount of \$40,000.00 to the existing purchase order of \$94, 000.00 for the purchase of chain link fences and services as required by General Services. The department is requesting the increase of \$40,000.00 to accommodate the purchases and repairs of chain link fences. The original award is the result of a competitive solicitation process. Office of Equality Assurance: required. CEQA: #PP04-03-080 Exempt. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: To continue to purchase and repair fences to meet city safety standards.</p>				