



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Jose Obregon

**SUBJECT:** SEE BELOW

**DATE:** March 3, 2004

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Approved

Date

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**SUBJECT: REPORT ON OPEN PURCHASE ORDERS FOR SUPPLIES,  
MATERIALS, EQUIPMENT AND SERVICES FOR FY 2003-2004 #16**

## **RECOMMENDATION**

Approval of award of open purchase orders for supplies, materials, equipment and services for FY 2003-2004 #16 and authorization for the Director of General Services to execute the purchase orders.

## **BACKGROUND**

This standard memorandum is provided as a cover sheet to an attached list of requests received by the General Services Department/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 2003-2004. 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, General Services/Purchasing does bid some items when feasible. Formal bids are noted on the attachment when applicable.

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

JOSE OBREGON  
Director of General Services Department

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Traffic signal and street light poles for the Department of Transportation	Jam Services, Inc. Livermore, CA	\$10,000	\$105,000	General Fund – 001 2003-2004 Adopted Operating Budget, Page 612 Building & Construction Tax Fund – 429 2003-2004 Adopted Capital Budget, Page 864
<p>Approve an additional amount of \$10,000 to the existing open purchase in the amount of \$105,000 for the purchase of traffic signal and streetlight poles and to include miscellaneous signal and light parts and supplies as required. The additional amount is required due to usage higher than anticipated. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.” OP#32971</p>				
Vehicle signal heads and pedestrian signal heads for the Department of Transportation	Jam Services, Inc. Livermore, CA	\$85,000	\$50,000	Building & Construction Tax Fund – 429 2003-2004 Adopted Capital Budget, Page 864
<p>Approve an additional amount of \$85,000 to the existing open purchase in the amount of \$50,000 for the purchase of vehicle signal heads and pedestrian signal heads. The additional amount is required to accommodate higher than anticipated usage due to additional work orders to upgrade and modify existing intersections. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.” OP#32990</p>				
Collection of cathode ray tubes for the Department of Environmental Services	Philip Transportation & Remediation Corp. Benicia, CA	\$2,897	\$98,894	Integrated Waste Mgmt Fund – 423 2003-2004 Adopted Operating Budget, Page 195
<p>Approve an additional amount of \$2,897 to the existing service order in the amount of \$98,894. This service order is for the collection of all materials containing cathode ray tubes (CRTs) collected through the Recycle Plus Program. Usage was higher than estimated for this program and the additional amount is required to close this service order. OEA: Per OEA-Not required for OP#31905. CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.” OP#31905</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Purchase of tires for the Department of General Services/Fleet	Dapper Tire Company, Inc. Hayward, CA	\$60,000	\$120,000	Vehicle Maintenance and Operations Fund –552 2003-2004 adopted Operating Budget, Page 281
<p>Encumber an additional amount of \$60,000 to the existing open purchase order in the amount of \$120,000. This open purchase order is used for the purchase of Goodyear tires for the Fleet Division. The additional amount is required to accommodate the estimated usage for the term of the open. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.” OP#32880</p>				
Chain link fencing services for the Department of General Services	Steel Fence Systems, Inc. San Jose, CA	\$55,000	\$100,000	Various Funds 2003-2004 Adopted Operating Budgets
<p>Approve an additional amount of \$55,000 to the existing open service order in the amount of \$100,000. This open service order provides for labor, equipment and material for repair and installation of chain link fence and trash enclosures. The additional amount is required due to higher than estimated citywide usage for this type of service. OEA: #6255, Living Wage and Prevailing Wage where Prevailing Wage is Higher. CEQA: Exempt, PP04-02-037. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.” OP#32536</p>				
Emergency rental of equipment for the Department of General Services	Hertz Corporation San Jose, CA	\$86,000	\$100,000	Various Funds 2003-2004 Adopted Operating Budgets
<p>Approve an additional amount of \$86,000 to the existing open service order in the amount of \$100,000. This agreement assist City departments in meeting their service demands by renting equipment that may not exist in the City inventory or are unavailable due to overlapping programs. The rentals also facilitate equipment needs that are seasonal or short term without purchasing the equipment outright. This requirement was competitively quoted and Hertz was the lowest quote on a broad range of equipment. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.” OP#32939</p>				