



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jose Obregon

SUBJECT: SEE BELOW

DATE: March 10, 2004

Approved

Date

**SUBJECT: REPORT ON OPEN PURCHASE ORDERS FOR SUPPLIES,
MATERIALS, EQUIPMENT AND SERVICES FOR FY 2003-2004 #17**

RECOMMENDATION

Approval of award of open purchase orders for supplies, materials, equipment and services for FY 2003-2004 #17 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
Asphalt grinding services for the Department of Transportation	ABSL Construction, Inc. Hayward, CA	\$282,300		General Fund – 001 2003-2004 Adopted Operating Budget, Page 612
<p>Establish an open service order in the amount of \$282,300 for the term beginning April 1, 2004 through March 31, 2005. This open service order provides for the rental of an asphalt grinder and labor for an operator if the City is unable to provide one. This requirement was competitively quoted, with ABSL and Anrak providing quotes. The recommended award is divided between these suppliers to maximize capacity and lower cost. Street maintenance operations for DOT. OEA: #7036, Living Wage/Prevailing Wage with Prevailing Wage Higher. CEQA: PP04-02-039. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services”.</p>				
Asphalt grinding services for the Department of Transportation	Anrak Corporation Sacramento, CA	\$285,150		General Fund – 001 2003-2004 Adopted Operating Budget, Page 612
<p>Establish an open service order in the amount of \$285,150 for the term beginning April 1, 2004 through March 31, 2005. This open service order provides for the rental of an asphalt grinder and labor for an operator if the City is unable to provide one. This requirement was competitively quoted, with ABSL and Anrak providing quotes. The recommended award is divided between these suppliers to maximize capacity and lower cost. Street maintenance operations for DOT. OEA: #7036, Living Wage/Prevailing Wage with Prevailing Wage Higher. CEQA: PP04-02-039. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services”.</p>				
Street marking services for the Department of Transportation	Chrisp Company Fremont, CA 94538	\$196,400		General Fund – 001 2003-2004 Adopted Operating Budget, Page 612
<p>Establish an open service order in the amount of \$196,400 for the term beginning April 1, 2004 through March 31, 2005. This contract is to provide all labor, materials and equipment necessary for the installation of striping and marking, and the removal and installation of pavement markers for the Residential Street Maintenance Program. This requirement was competitively quoted; Chrisp Company provided the low quote. OEA: # 7028, Living Wage /Prevailing Wage with Prevailing Wage higher. CEQA: PP04-02-041. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Transportation of aggregate for the Department of Transportation	Alviso Rock, Inc. Alviso, CA	\$139,000		General Fund – 001 2003-2004 Adopted Operating Budget, Page 612
<p>Establish an open service order in the amount of \$139,000 for the term beginning April 1, 2004 through March 31, 2005. This order provides for the transportation of aggregate for DOT’s Street Maintenance Program. This requirement was competitively quoted; Alviso Rock, Inc., provided the low quote. OEA: #7038, Prevailing Wage / Living Wage with Prevailing Wage Higher. CEQA: PP04-02-041. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Purchase of aggregate for the Department of Transportation	Granite Rock Co. San Jose, CA	\$301,500		General Fund – 001 2003-2004 Adopted Operating Budget, Page 612
<p>Establish an open purchase order in the amount of \$301,500 for the term beginning April 1, 2004 through March 31, 2005. This contract is for the purchase of aggregate material for the Residential Street Maintenance Program. This requirement was competitively quoted; Granite Rock Co. provided the only quote. OEA: N/A CEQA: PP04-02-04. Cost Implication: General Principles #2, “ We must focus on protecting our vital core city services.”</p>				
Maintenance paving services for the Department of Transportation	O’Grady Paving, Inc. Mountain View, CA	\$136,100		General Fund – 001 2003-2004 Adopted Operating Budget, Page 612
<p>Establish an open service order for the term beginning April 1, 2004 through March 31, 2005 in the amount of \$136,100. This service order provides for labor and rental of a self- propelled asphalt-paving machine for street maintenance operations. This requirement was competitively quoted; O’Grady Paving, Inc., provided the low quote. OEA: #7027, Living Wage/Prevailing Wage with Prevailing Wage Higher. CEQA: PP04-02-039. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Trucking services For the Department of Transportation	San Jose Transport Gilroy, CA	\$339,125		General Fund – 001 2003-2004 Adopted Operating Budget, Page 612
<p>Establish an open service order for the term beginning April 1, 2004 through March 31, 2005 in the amount of \$339,125. This service order provides for trucking services for the delivery of asphalt for street maintenance operations. This requirement was competitively quoted; San Jose Transport provided the low quote. OEA: #7032, Living Wage/Prevailing Wage with Prevailing Wage Higher. CEQA: PP04-02-039. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Debris removal For the Department of Transportation	San Jose Transport Gilroy, CA	\$245,900		General Fund – 001 2003-2004 Adopted Operating Budget, Page 612
<p>Establish an open service order for the term beginning April 1, 2004 through March 31, 2005 in the amount of \$245,900. This service order provides for trucking services to remove street debris for street maintenance operations. The requirement was competitively quoted; San Jose Transport provided the low quote. OEA: #7035, Living Wage/Prevailing Wage with Prevailing Wage Higher. CEQA: PP04-02-040. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Spreading of emulsified asphalt for the Department of Transportation	Telfer Oil Company Martinez, CA	\$253,328		General Fund – 001 2003-2004 Adopted Operating Budget, Page 612
<p>Establish an open service order for the term beginning April 1, 2004 through March 31, 2005 in the amount of \$256,328. This service order provides for purchase, delivery and spreading of emulsified asphalt for DOT’s residential street maintenance operations. This requirement was competitively quoted; Telfer Oil Company provided the low quote. OEA: #7031, Living Wage/Prevailing Wage with Prevailing Wage Higher. CEQA: PP 04-02-041. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Power street sweeping for the Department of Transportation	Universal Sweeping Service, Inc. San Jose, CA	\$267,650		General Fund –001 2003-2004 Adopted Operating Budget, Page 612
<p>Establish an open service order for the term beginning April 1, 2004 through March 31, 2005 in the amount of \$267,650. This service order provides for labor, material, and equipment necessary for power street sweeping for DOT’s residential sealing program street maintenance operations. This requirement was competitively quoted; Universal Sweeping, Inc. provided the low quote. OEA: #7037, Living Wage/Prevailing Wage with Prevailing Wage Higher. CEQA: PP 04-02-041. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Landscape maintenance services for the Department of Transportation	Coast Landscape Management, Inc. San Jose, CA	\$520,400		M. D. #16 Fund – 369 2003-2004 Adopted Operating Budget, Page 612
<p>Establish an open service order for the period beginning March 31, 2004 through March 4, 2005 in the amount of \$520,400. This service order is to provide all labor, material, equipment and other necessary services for on-going maintenance of landscape projects within maintenance district #16. OEA: #6923, Living Wage Policy, CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				