



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Scott P. Johnson

**SUBJECT:** SEE BELOW

**DATE:** March 17, 2008

Approved

*Christine J. Shippy*

Date

*3-24-08*

**SUBJECT: REPORT ON OPEN PURCHASE ORDERS FOR SUPPLIES,  
MATERIALS, EQUIPMENT AND SERVICES FOR FY 2007-2008 #7**

## RECOMMENDATION

Approval of award of open purchase orders for supplies, materials, equipment and services for FY 2007-2008 #7 and authorization for the Director of Finance to execute the purchase orders.

## OUTCOME

To provide goods and services, which support the operational objectives of City Departments, through a competitive process.

## 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 2007-2008.

Pursuant to Sections 4.12.210 of the Municipal Code, competitive quotes, bids, or proposals are obtained whenever practicable on all items or services with a payment amount exceeding Ten Thousand Dollars (\$10,000).

The attachment may also include open purchase orders for contracts subject to the Living Wage Policy adopted by the Council on November 17, 1998 and prevailing wage requirements. The Living Wage 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 a cumulative total of purchases exceeding \$250,000 for services and \$1,000,000 for material, supplies, and equipment during the term of the purchase order, 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 materials, supplies, equipment and services.

### **EVALUATION AND FOLLOW-UP**

Any follow-up scheduled will be referenced in the attachment, if applicable.

### **POLICY ALTERNATIVES**

Not applicable.

### **PUBLIC OUTREACH/INTEREST**

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater; **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

Although this item does not meet Criterion 1, it will be posted on the City's website for the April 8, 2008 Council Agenda. All purchase order requests, which require soliciting proposals or bids, are advertised on the City's Internet site.

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**Subject: Open Purchase Orders Report #7**

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### **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.

### **FISCAL/POLICY ALIGNMENT**

This section is detailed in the attached Open Purchase Orders.

### **CEQA**

See attachment for CEQA determinations.

  
SCOTT P. JOHNSON  
Director, Finance

For questions, please contact Walter C. Rossmann, Chief Purchasing Officer, at (408) 535-7051.

Attachment

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Landscape Management District 16 Department of Transportation	Flora Terra Landscape Management San Jose, CA	\$700,000	\$0	Community Facilities District #3 (Silverland-Capriana) Fund 369 2007-2008 Adopted Operating Budget, Page XI-20

Approve the award of the service order to provide all labor, materials and equipment necessary for landscape management and maintenance as required by the Department of Transportation for Special Assessment District #16 in the City's Evergreen area. Exercising the first option to renew for the period of April 1, 2008 until March 31, 2009. This requirement was competitively quoted; Flora Terra Landscape Management submitted the most advantageous quote which met or exceeded all specifications. Office of Equality Assurance: Prevailing and Living Wage apply. CEQA: PP08-021. Cost Implication: General Principles #2, "We must focus on protecting our vital core City services." Desired Outcome: To provide for the ongoing maintenance to Special Assessment District #16.

Purchase of Fire Apparatus Parts and Services for General Services	Hi Tech Emergency Vehicle Oakdale, CA	\$32,000	\$230,250	General Services Non-Personal/Equipment 2007-2008 Adopted Operating Budget, Pg VIII-62
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Approve an additional amount of \$32,000 to the existing service order, OP 40735 of \$230,250.00 for the purchase of fire apparatus parts and services as required by General Services/Fleet Department. The department is requesting the increase to accommodate the purchases of parts and repair services for fire apparatus as a result of greater than anticipated vehicle repairs and subsystem replacements in older vehicles. This solicitation was awarded in September of 2007 as the result of a competitive solicitation process. Hi Tech Emergency Vehicle submitted the only bid. OEA: N/A. CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: Ongoing maintenance and repair of city fire apparatus to meet city safety standards.