



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Scott P. Johnson

**SUBJECT:** SEE BELOW

**DATE:** March 27, 2006

Approved

*Debra A. Sarno*

Date

*4/3/06*

**SUBJECT: REPORT ON OPEN PURCHASE ORDERS FOR SUPPLIES,  
MATERIALS, EQUIPMENT AND SERVICES FOR FY 2005-2006 #14**

## RECOMMENDATION

Approval of award of open purchase orders for supplies, materials, equipment and services for FY 2005-2006 #14 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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**Subject: Open Purchase Orders Report #14**

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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**

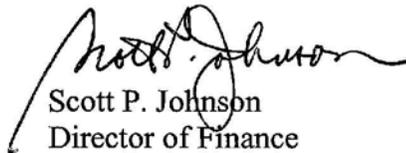
Each purchase order request on the attached list has been coordinated with the City Attorney's Office; City Manager's Budget Office and the requesting City department.

### **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
Door and Glass Repairs and Replacement for General Services/Facilities	Pro Door & Glass San Jose, CA	\$50,000	\$95,000	Various Funds 2005-2006 Adopted Operating Budget

Approve an encumbrance adjustment for the General Service/Facilities Department for door and glass repairs and replacement. Due to the increasing age of facilities, the quantities of door repairs and replacement have increased significantly. In addition, acts of vandalism have increased, thus adding to the workload. Currently, there are no City of San Jose personnel that perform this type of work. The original requirement was competitively quoted and awarded to Pro Door & Glass., as the lowest quote. Office of Equality Assurance: Prevailing Wage. CEQA: N/A. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: Continue door and glass repair services.