



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Scott P. Johnson

SUBJECT: SEE BELOW

DATE: May 18, 2006

Approved

Deanna Jafra

Date

5/18/06

**SUBJECT: REPORT ON OPEN PURCHASE ORDERS FOR SUPPLIES,
MATERIALS, EQUIPMENT AND SERVICES FOR FY 2005-2006 #15**

REASON FOR REPLACEMENT

One Open Purchase Order for Building Maintenance Service and one for Window Washing were removed from the original memorandum to allow for sufficient review of these Purchase Orders by the Contracting-In committee.

OUTCOME

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

RECOMMENDATION

Approval of award of open purchase orders for supplies, materials, equipment and services for FY 2005-2006 #15 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.

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.

ALTERNATIVE

Not applicable.

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.

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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.

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Janitorial plastic liners for stock for the Department of Finance CSY Warehouse	Clean Source San Jose, CA	\$167,000	\$0	Stores Fund - 551 2005-2006 Proposed Operating Budget, Page XI-74
<p>Establish and open service order for the term April 26, 2006 through April 25, 2007 in the amount of \$167,000 for the purchase of plastic liners for stock at the Central Warehouse. The open purchase order has the option to renew for two additional 6 months periods. This requirement was competitively quoted: Clean Source provided the lowest, responsive and responsible quote. The City's Local Preference Ordinance decided the award decision. Office of Equality Assurance: N/A. CEQA: N/A. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: The ongoing purchase of plastic liners for stock at the Central Warehouse.</p>				
Seal Coat Aggregate Trucking Services for the Department of Transportation's Street Repair Program	E. J. Pires Trucking, Inc. Gilroy, CA	\$144,000	\$0	Fund 465 , Appn 6123 2005-2006 Adopted Operating Budget, PageV-1060
<p>Establish an open service order for the term of May 9, 2006 through May 8, 2007 in the amount of \$144,000 for seal coat aggregate trucking services. Exercising the first of two one-year options to renew. The original award was the result of a competitive solicitation process. E. J. Pires Trucking submitted the lowest quote. OEA: Prevailing Wage. CEQA: Exempt, File No.PP04-041. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: The ongoing maintenance of City Streets.</p>				

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Structural Tree Trimming in Neighborhood Parks for Parks, Recreation and Neighborhood Services Department	Tru Green Landcare Santa Clara, CA	\$350,000	\$0	2005-2006 Adopted Operating <table border="1" data-bbox="1596 516 2074 915"> <thead> <tr> <th>Fund</th> <th>Appn</th> <th>Amount</th> <th>Budget</th> </tr> </thead> <tbody> <tr><td>377</td><td>4956</td><td>\$35,000</td><td>V-529</td></tr> <tr><td>378</td><td>4956</td><td>\$35,000</td><td>V-545</td></tr> <tr><td>380</td><td>4956</td><td>\$35,000</td><td>V-566</td></tr> <tr><td>381</td><td>4956</td><td>\$35,000</td><td>V-590</td></tr> <tr><td>382</td><td>4956</td><td>\$35,000</td><td>V-605</td></tr> <tr><td>384</td><td>4956</td><td>\$35,000</td><td>V-624</td></tr> <tr><td>385</td><td>4956</td><td>\$35,000</td><td>V-644</td></tr> <tr><td>386</td><td>4956</td><td>\$35,000</td><td>V-657</td></tr> <tr><td>388</td><td>4956</td><td>\$35,000</td><td>V-674</td></tr> <tr><td>389</td><td>4956</td><td>\$35,000</td><td>V-685</td></tr> </tbody> </table>	Fund	Appn	Amount	Budget	377	4956	\$35,000	V-529	378	4956	\$35,000	V-545	380	4956	\$35,000	V-566	381	4956	\$35,000	V-590	382	4956	\$35,000	V-605	384	4956	\$35,000	V-624	385	4956	\$35,000	V-644	386	4956	\$35,000	V-657	388	4956	\$35,000	V-674	389	4956	\$35,000	V-685
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Establish an open service order for the term of May 9, 2006 through May 8, 2007 in the amount of \$350,000 for structural trimming in Neighborhoods Parks. This award was the result of a competitive solicitation process. Tru Green Landcare submitted the lowest quote of the three bidders who submitted bids. OEA: Prevailing Wage. CEQA Exempt, File No. PP04-130. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: The ongoing maintenance of City Streets.																																																
Miscellaneous Drayage, Moving and Storage Services for all City Departments (as needed)	Graebel Companies, Inc.	\$30,000	\$90,000	2005-2006 Adopted Operating Budget Page VIII - 64																																												
To approve an adjustment to the city wide open purchase order for moving services. The number of departments needing drayage, moving and storage services has resulted in the amount originally set up at the beginning of fiscal year 2005/2006 being exceeded. This increase is projected to cover these services until the end of the current fiscal year. OEA: Prevailing Wage. CEQA: Not Required. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: Continue moving services with Graebel Companies, Inc.																																																

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Electrical services for the Department of General Services	Lopes Electric, Inc. San Jose, CA	\$60,000.00	\$90,000.00	Fund, 2005-2006 Adopted Operating Budget
<p>Approve the additional encumbrance of \$60,000.00 to the existing service order of \$90,000.00, due to the disparity between the number of requests Citywide for electrical maintenance and repair work and the amount of work that can be performed in-house by the Dept. of General Services (GS) Electrical Shop staff. The workload increase this year is partially attributed to all of the moves associated with the New City Hall and the need to reconfigure the electrical set ups in cubicles. This is one of four open service orders utilized by the GS for overflow electrical work. Office of Equality Assurance: Living Wage and Prevailing Wage, where Prevailing Wage is higher. CEQA: Not a Project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: To continue to provide necessary electrical services at various City facilities.</p>				
Electrical services for the Department of General Services	Cupertino Electric, Inc. San Jose, CA	\$60,000.00	\$90,000.00	Fund, 2005-2006 Adopted Operating Budget
<p>Approve the additional encumbrance of \$60,000.00 to the existing service order of \$90,000.00, due to the disparity between the number of requests Citywide for electrical maintenance and repair work and the amount of work that can be performed in-house by the Dept. of General Services (GS) Electrical Shop staff. The workload increase this year is partially attributed to all of the moves associated with the New City Hall, and the need to reconfigure the electrical set ups in cubicles. This is one of four open service orders utilized by the GS for overflow electrical work. Office of Equality Assurance: Living Wage and Prevailing Wage, where Prevailing Wage is higher. CEQA: Not a Project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: To continue to provide necessary electrical services at various City facilities.</p>				
Electrical services for the Department of General Services	Ray Scheidts Electric, Inc. San Jose, CA	\$60,000.00	\$90,000.00	Fund, 2005-2006 Adopted Operating Budget
<p>Approve the additional encumbrance of \$60,000.00 to the existing service order of \$90,000.00, due to the disparity between the number of requests Citywide for electrical maintenance and repair work and the amount of work that can be performed in-house by the Dept. of General Services (GS) Electrical Shop staff. The workload increase this year is partially attributed to all of the moves associated with the New City Hall, and the need to reconfigure the electrical set ups in cubicles. This is one of four open service orders utilized by the GS for overflow electrical work. Office of Equality Assurance: Living Wage and Prevailing Wage, where Prevailing Wage is higher. CEQA: Not a Project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: To continue to provide necessary electrical services at various City facilities.</p>				

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Electrical services for the Department of General Services	Rosendin Electric, Inc. San Jose, CA	\$150,000.00	\$90,000.00	Various Funds 2005-2006 Adopted Operating Budget

Approve the additional encumbrance of \$150,000.00 to the existing service order of \$90,000.00, due to the disparity between the number of requests Citywide for electrical maintenance and repair work and the amount of work that can be performed in-house by the Dept. of General Services (GS) Electrical Shop staff. The workload increase this year is partially attributed to all of the moves associated with the New City Hall, and the need to reconfigure the electrical set ups in cubicles. This is one of four open service orders utilized by the GS for overflow electrical work. Office of Equality Assurance: Living Wage and Prevailing Wage, where Prevailing Wage is higher. CEQA: Not a Project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services." Desired Outcome: To continue to provide necessary electrical services at various City facilities.

APPROVED
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