



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Scott P. Johnson

SUBJECT: QUARTERLY REPORT ON
CONTRACT ACTIVITY FOR GOODS
AND SERVICES

DATE: October 19, 2007

Approved

Date

10/20/07

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Accept the quarterly report on contract activity for goods and services having a value between \$100,000 and Council Appointees' contract approval authority that were entered into and executed by Council Appointees between April 12, 2007 and June 30, 2007.

OUTCOME

To comply with Municipal Code Section 4.04.080.A by reporting on contract activity for goods and services having a value between \$100,000 and Council Appointees' contract approval authority that were entered and executed by Council Appointees.

BACKGROUND

On February 27, 2007 (Item 3.4), Council approved amendments to Municipal Code Sections 4.04 titled Contract Authority and 4.12 titled Procurements of Goods and Services. Section 4.04.80 of the Municipal Code prescribes that the City Manager file a quarterly report with the City Council which describes all contracts having a value of \$100,000 or more that were entered into and executed by the City Manager, City Attorney, City Clerk, and City Auditor. The section stipulates that the report shall identify the subject matter of the contract, the contractor, and the amount. Additionally, the section directs the City Attorney, the City Clerk, and the City Auditor to provide the information necessary for preparation of the report to the City Manager.

Since the amendments to the ordinances became effective on April 12, 2007, the first quarterly reporting period starts on April 12 and ends on June 30, 2007. Subsequent reporting periods will be every quarter of the year.

ANALYSIS

In preparation for the report, Finance requested the information regarding contracts entered into and executed by Council Appointees for the period of April 12 to June 30, 2007, from the Offices of the City Manager, City Attorney, City Clerk, and City Auditor and extracted the appropriate data from the City's Financial Management System for contracts executed by the Finance Department's Purchasing Division. This report includes only contracts for services which have a value of \$100,000 up to the Council Appointee's contract approval authority of \$250,000 and contracts for equipment, supplies, and material, which have a value of \$100,000 up to the Director of Finance's contract approval authority of \$1 million. This report does not include contract awards, which are executed based on specific Council direction. The table below summarizes the contract activity for the reporting period. The details are attached to this memorandum.

Office of Council Appointee/Department	Contract Activity
Office of the City Manager	4 Contracts
Office of the City Attorney	4 Contracts
Office of the City Clerk	No Contract Activity to Report
Office of the City Auditor	No Contract Activity to Report
Finance Department/Purchasing Division	33 Contracts

Since this report is provided to the Council for the first time, staff had to develop the appropriate reporting structure. With the development of this reporting structure, staff expects to report contracts entered into and executed by Council Appointees within six to eight weeks after the end of a calendar quarter.

To streamline the reporting mechanism, staff will provide the quarterly contract activity of Council Appointees by adding to the *Order of Business for Council Meetings* the section titled "Notice of Contracts Executed by Council Appointees." This reporting mechanism is currently utilized by the Public Works Department to notice contract awards for construction bids with a value between \$100,000 and \$1 million and will ensure a consistent reporting structure for all contracts executed by Council Appointees between \$100,000 and \$250,000 for services and \$100,000 and \$1 Million for equipment, materials, supplies, and construction.

EVALUATION AND FOLLOW-UP

Staff will report Council Appointee contracting activity on a quarterly basis to ensure compliance with section 4.04.080 of the Municipal Code.

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)**

This item does not meet any of the Criteria listed above. However, the memorandum will be posted on the City's website for the November 6, 2007 Council agenda.

COORDINATION

This memorandum was coordinated with the City Manager's Office, the City Attorney's Office, the City Auditor's Office, and the City Clerk's Office.

FISCAL/POLICY ALIGNMENT

This Council item is consistent with Council approved Budget Strategy Memo General Principle #2, "We must focus on protecting our vital core City services."

COST SUMMARY/IMPLICATIONS

Not applicable.

BUDGET REFERENCE

Not applicable.

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CEQA

Not a project.

A handwritten signature in blue ink, reading "Scott P. Johnson", is written over a circular stamp. The signature is fluid and cursive.

SCOTT P. JOHNSON
Director, Finance

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

Attachment

As directed by Municipal Code section 4.04.080, by Council Appointee and the Director of Finance, the attachment identifies the contractor, the subject matter of the contract, and the amount for contracts.

City Manager's Contract Activity

Contractor	Description of Contract	Amount
URL Integration Incorporated	Consultant to develop Business Requirements for Records Management System for the Police Department	\$232,354
The Wilfred Jarvis Institute	Consultant services to provide leadership training and consulting for multiple departments; First Amendment to add \$100,000 and extend term	\$200,000
County of Santa Clara	Agreement to ensure a connection to Criminal Justice Information System (CJIC)	\$145,000
County of Santa Clara	Agreement for Joint Operation of the Children's Interview Center	\$137,712

City Attorney's Contract Activity

Contractor	Description of Contract	Amount
Bartel Associates, LLP	Actuarial Services for Police & Fire Mediation/Arbitration; Fourth Amendment to add \$100,000 and extend term	\$180,000
Anderson & Kreiger LLP	Airport Legal Services - Airline Lease Negotiations; Second Amendment to add \$20,000 and extend term	\$200,000
Howard Varinsky Associates	Jury Consultant Expert; Second Amendment to add \$50,000 and extend term	\$150,000
McPharlin, Sprinkles & Thomas LLP	Legal Services – Bankruptcy; Second Amendment to add \$50,000 and extend term	\$150,000

City Clerk's Contract Activity

The City Clerk's Office has no contract activity to report.

City Auditor's Contract Activity

The City Auditor's Office has no contract activity to report.

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Director of Finance Contract Activity

Services

Contractor	Description of Contract	Amount
Bt Mancini Co. Inc.	Replace Carpeting at San Jose Int'l. Airport	\$155,021.00
Ackerman & Sons Company	Paint Removal for San Jose Int'l. Airport	\$198,000.00
Chrisp Company	Install Stripings and Markings for Streets	\$100,000.00
GSI Corp.	Software for License Plate Recognition System	\$118,999.67
BFI Int'l Disposal Corp.	Collection & Disposal of Grease for WPCP	\$150,000.00

Equipment, Materials, and Supplies

Contractor	Description of Contract	Amount
Hoblit Motors	Marked Police Pursuit Sedans	\$256,667.25
Toyota Material Handling	Equipment for Various Forklifts	\$522,177.44
Pioneer Americas, LLC	Bulk Liquid Chlorine	\$600,000.00
Motorola Inc.	Communication Replacement Project for Police & Fire Dispatch Network Radio/Equipment	\$219,753.82
Remote Satellite Sys. Int'l	Satellite Phones	\$102,357.55
ABB Inc.	Interconnecting Devices (Drives) for Sewage Treatment Connection	\$202,755.58
Applied Computer Solutions	Hardware for IT Backup Functions	\$125,243.53
J.E.I.	Laptops for Battalion Chiefs' Vehicles	\$102,607.17
Nortel Networks Inc.	Hardware/Software/License for VOIP Network	\$175,475.46
Honeywell Inc.	Services & Testing for Smoke Control Sys. and Technical Support & Maintenance/Repair at City Hall	\$212,468.00
Contract Office Group	Delivery and Installation of Furniture	\$160,705.78
One Workplace L Ferrari	Delivery & Installation of Furniture at Edenvale Library	\$124,279.55
Turf Star Inc.	16' Diesel Powered Mower	\$329,458.98
Taser International, Inc.	Taser Warranty Coverage	\$142,037.53
Liquid Waste Technology	Large Booster Pumps	\$259,410.30
Granite Rock - Aromas	Seal Coat Road & Highway Aggregate; First Amendment to add \$10,000	\$281,750.00
Granite Rock Co.	Asphalt Concrete	\$100,000.00
Reed & Graham	Asphalt Road Oils	\$100,000.00
Applied Industrial	5' 304 Stainless Steel Chain w/Connecting Links	\$194,934.44
Peterson Tractor Co.	Caterpillar, Mower & Forks with Radiator, Hoses, Bucket, and Material Handling Arm	\$195,070.83
BRG Supply	Led In-Ground Uplight Relume Technologies	\$161,400.75
Altec Hiline	Step Van with Aerial Lift	\$199,235.21
Mission Valley Ford	Ford F350	\$134,848.40
	Ford F350rlc 9500LB Trucks	\$134,446.88
Terex Utilites West	Cab and Chassis with Crane	\$227,675.73
Oshkosh Truck Corp	Airport Rescue and Fire Fighting Vehicle	\$974,856.20
Westates Truck Equip	2,000 Gallon Water Tenders	\$996,655.87