COUNCIL AGENDA: 9/22/09
ITEM: 2.6

CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Scott P. Johnson

SUBJECT: **SEE BELOW**

DATE: August 31, 2009

Approved

Date 9/4/09

SUBJECT: REPORT ON OPEN PURCHASE ORDERS FOR SUPPLIES, MATERIALS, EQUIPMENT AND SERVICES FOR FY 2009-2010 #2

RECOMMENDATION

Approve the award of open purchase orders for supplies, materials, equipment and services for FY 2009-2010 #2 and authorize 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 2009-2010.

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 September 22, 2009 Council Agenda. All purchase order requests, which require soliciting proposals or bids, are advertised on the City's Internet site.

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 Mark Giovannetti, Division Manager, Purchasing at (408) 535-7052.

Attachment

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Landscape Management Services for Community Facility Districts 2 and 3 for the Department of Transportation	Flora Terra landscape Management San Jose, CA	$170,000	$240,000	Non-Personal/Equipment – Department of Transportation Appropriation 0512 Community Facilities District No.2 (Aborn-Murillo) and Community Facilities District No.3 (Silverland-Capriana) 09-10 Proposed Operating Budget, Page XI-20
Encumber an additional $170,000 to the existing open service order of $240,000. Additional funds are required because there are new developments within Facilities Districts 2 and 3 that require additional landscape services. Office of Equality Assurance: Living Wage and Prevailing Wage where Prevailing Wage is higher. CEQA: PP08-021. Cost Implication: General Principles #2, "We must focus on protecting our vital core City services." Desired Outcome: To provide the highest quality landscape services.				
Fire Apparatus Repair Services for the Department of General Services	Hi Tech Emergency Vehicle Service, Inc. Oakdale, CA	$450,000	$0	Vehicle Maintenance and Operations Fund (552)Non-Personal/Equipment appropriation 0592 2009-2010 Proposed Operating Budget, Page XI-90.
Establish an open service order for the period September 23, 2009 through August 31, 2010 for emergency repair services for fire apparatus and fleet equipment. Exercising the second of three one-year options, Hi Tech Emergency Vehicle Service, Inc. This service was competitively solicited and awarded in September of 2007. Office of Equality Assurance: Prevailing and Living Wage do not apply. CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core City services." Desired Outcome: Safe and functional public infrastructure, facilities, materials and equipment.				