



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Jose Obregon

**SUBJECT:** SEE BELOW

**DATE:** June 7, 2004

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Approved

Date

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**SUBJECT: REPORT ON OPEN PURCHASE ORDERS FOR SUPPLIES,  
MATERIALS, EQUIPMENT AND SERVICES FOR FY 2003-2004 #25**

## **RECOMMENDATION**

Approval of award of open purchase orders for supplies, materials, equipment and services for FY 2003-2004 #25 and authorization for the Director of General Services to execute the purchase orders.

## **BACKGROUND**

This standard memorandum is provided as a cover sheet to an attached list of requests received by the General Services Department/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 2003-2004. 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, General Services/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.

### **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

JOSE OBREGON  
Director of General Services

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Maintenance of landscape areas for the Department of Transportation	Flora Terra Landscape Management San Jose, CA	\$60,000	\$61,940	General Fund – 001 2003-2004 Adopted Operating Budget, Page 612
<p>Approve an additional amount of \$60,000 to the existing service order for labor, material and equipment necessary for maintenance of landscape areas of Guadalupe corridor light rail. This requirement was competitively quoted; Flora Terra was the lowest responsive quote. The additional amount is required to accommodate higher than anticipated use due to clean up and maintenance of new areas of the light rail, including Tasman from Zanker to Milpitas city limit and part of the Capitol Avenue Light Rail Project. OEA: #6940, 1. Living Wage and Prevailing Wage where Living Wage is higher. 2. Living Wage and Prevailing Wage where Prevailing Wage is Higher. CEQA: Exempt, File No. PP04-06-191. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”OP#33843</p>				
Reprographic and printing services for the Department of Public Works	Peninsula Digital Imaging Mt. View, CA	\$25,000	\$80,000	General Fund – 001 2003-2004 Adopted Operating Budget, Page 547
<p>Approve an additional amount of \$25,000 to the existing service order for reprographic, blueprint services and printing supplies. This requirement was competitively quoted and open service orders were issued to two vendors for best price and service. The additional amount is required to accommodate higher than anticipated usage due to an increase in new City projects. OEA: #6613 Living Wage only. CEQA: not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”OP#33305</p>				