



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jose Obregon

SUBJECT: SEE BELOW

DATE: June 7, 2004

Approved

Date

**SUBJECT: REPORT ON OPEN PURCHASE ORDERS FOR SUPPLIES,
MATERIALS, EQUIPMENT AND SERVICES FOR FY 2004-2005 #2**

RECOMMENDATION

Approval of award of open purchase orders for supplies, materials, equipment and services for FY 2004-2005 #2 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 2004-2005. 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
Electronic parts for the Department of Information Technology/ Communications	Motorola CE, Inc. San Mateo, CA	\$130,000		General Fund-001 2004-2005 Proposed Operating Budget, Page VIII-82
<p>Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for the purchase of electronic parts as needed. The City has standardized on Motorola communications equipment. This is sole source procurement and is manufacturer direct. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				
Chain link fencing services for the Department of General Services	Steel Fence Systems, Inc. San Jose, CA	\$150,000		Various Funds 2003-2004 Adopted Operating Budgets
<p>Establish an open service order for period July 1, 2004 through June 30, 2005 for labor, equipment and material for miscellaneous repair and installation of chain link fence and trash enclosures. This requirement was competitively quoted; Steel Fence Systems, Inc, provided the lowest quote. OEA: #7061, Living Wage and Prevailing Wage where Prevailing Wage is Higher. CEQA: Exempt, PP04-03-080. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				
Screen printed products for the Department of Parks, Recreation and Neighborhood Services	Work Shirt San Jose, CA	\$150,000		General Fund -001 2004-2005 Proposed Operating Budget, Page VIII-100
<p>Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for the purchase of screen-printed sportswear and clothing items for sport and community center activities. This requirement was competitively quoted; Work Shirt provided the overall lowest quote. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Meals for the Department of Parks, Recreation and Neighborhood Services	Compas Group USA, Inc. Los Angeles, CA	\$175,000		General Fund –001 2004-2005 Proposed Operating Budget, Page VIII-100
Establish an open purchase order for the period July 1, 2004 through June 30, 2005 to provide and deliver meals for the Senior Nutrition Program. The pricing for this purchase was obtained through County of Santa Clara procurement. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				
Food and cooking supplies for the Department of Parks, Recreation and Neighborhood Services	Sysco Food Services of San Francisco, Inc. Union City, CA	\$200,000		General Fund – 001 2004-2005 Proposed Operating Budget, Page VIII-100
Establish an open purchase order for the period July 1, 2004 through June 30, 2005 to purchase food, freezer items and cooking supplies for the Senior Nutritional Program. This requirement is leveraging a cooperative agreement with the County of Santa Clara. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				
Food and cooking supplies for the Department of Parks, Recreation and Neighborhood Services	Major Sysco, Inc. Modesto, CA	\$150,000		General Fund – 001 2004-2005 Proposed Operating Budget, Page VIII-100
Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for groceries, products and miscellaneous kitchen supplies at wholesale prices for the San Jose family Camp. Not practicable to quote; Major Sysco, Inc. is the only known wholesaler to deliver to the camp. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Sidewalk repair for the Department of Transportation	C.B. Construction Company Los Gatos, CA	\$300,000		General Fund –001 2004-2005 Proposed Operating Budget, Page VIII-136
	Duran Hogan Construction, Inc. San Jose, CA	\$200,000		
	Valley Concrete & Redwood San Jose, CA	\$300,000		
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005 to provide all labor, material and equipment necessary for sidewalk removal and replacement of privately maintained City sidewalks. These services are provided to property owners participating in the Sidewalk Repair Program. Exercising the second of four one-year options. OEA: N/A CEQA: Exempt, PP03-04-139. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Sidewalk maintenance services for the Department of Transportation	C.B. Construction Company Los Gatos, CA	\$200,000		General Fund –001 2004-2005 Proposed Capital Budget, Page V-827
	Valley Concrete & Redwood San Jose, CA	\$200,000		
	Duran Hogan Construction, Inc. San Jose, CA.	\$150,000		
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005 to provide all labor, material and equipment necessary for sidewalk maintenance services for DOT sidewalk program. Exercising the second of four one-year options. OEA: #7229, #7227 & #7230, Living Wage with Prevailing Wage Higher. CEQA: Exempt, PP03-04-139. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Sidewalk grinding services for the Department of Transportation	Pacific Concrete Grinding Corp. San Jose, CA	\$150,000		General Fund –001 2004-2005 Proposed Capital Budget, Page V-827
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005 to provide all labor, material and equipment necessary for sidewalk grinding for DOT sidewalk repair program. Exercising the second of four one-year options. OEA: #7228, Living Wage with Prevailing Wage Higher. CEQA: Exempt, PP03-04-139. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Fuel for the Department of General Services	Valley Oil Company Mt. View, CA Coast Oil Company San Jose, CA Western States Oil Company San Jose, CA	\$1,840,000 \$600,000 \$525,000		Vehicle Maintenance and Operations Fund – 552 2004-2005 Proposed Operating Budget, Page VIII-68
<p>Establish open purchase orders for the period July 1, 2004 through June 30, 2005 for the purchase of fuel and petroleum products not stocked by fleet operations. This requirement is competitively quoted on a weekly basis pursuant to Council Resolution #67770. OEA:N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Automotive Parts for the Department of General Services/Fleet	Cooks Automotive San Jose, CA	\$173,000		Vehicle Maintenance and Operations Fund –552 2004-2005 Proposed Operating Budget, Page VIII-68
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005 for automotive parts and filters for the Fleet Division. Exercising the first of two one-year options. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Herbicides, insecticides and fertilizer for the Department of General Services	Target Specialty Products San Jose, CA	\$260,000		Stores Fund - 551 2004-2005 Proposed Operating Budget, Page VIII-68
Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for the purchase of herbicides, insecticides and fertilizer for warehouse inventory stock. Exercising the second of two one-year options. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."				
Brakes, repair parts and services for the Department of General Services/Fleet	B & A Friction Materials, Inc. San Jose, CA	\$160,000		Vehicle Maintenance and Operations Fund -552 2004-2005 Proposed Operating Budget, Page VIII-68
Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for the purchase of brakes, repair parts, friction materials, suspension parts, other related products, and services for Fleet operations. A request for quote was submitted to two suppliers and advertised on the internet. One vendor, B & A Friction Materials, Inc., responded to the solicitation. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."				
Purchase of tires and repair services for the Department of General Services/Fleet	Dapper Tire Company, Inc. Hayward, CA Wingfoot Commercial Tire Systems, LLC San Jose, CA	\$150,000 \$255,000		Vehicle Maintenance and Operations Fund -552 2004-2005 Proposed Operating Budget, Page VIII-68
Establish an open service order for the period July 1, 2004 through June 30, 2005 for the purchase of Goodyear tires. This procurement leveraged a cooperative agreement with the State GSA. Exercising the first of two one-year options. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Power sweeping services for the Department of Transportation	Clean Street Gardena, CA	\$185,000		Storm Drainage Service Use Charge Fund – 446 2004-2005 Proposed Operating Budget, Page V-136
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005 to provide all labor, material, equipment and other services necessary to power sweep the City streets in the Neighborhood Business District and the Central Business District. Exercising the second of two one-year options. OEA: #7145, Living Wage with Prevailing Wage Higher. CEQA: Exempt, PP04-03-075. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Janitorial paper products for the Department of General Services	Unisource, Inc. Pleasanton, CA	\$435,000		Stores Fund – 551 2004-2005 Proposed Operating Budget, Page VIII-68
<p>Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for janitorial paper products for stock in the warehouse. Exercising the first of two one-year options. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Earth moving equipment rental for the Department of General Services/Fleet	ECCO Equipment Corporation Visalia, CA	\$197,000		Vehicle Maintenance and Operations Fund –552 2004-2005 Proposed Operating Budget, Page VIII-68
<p>Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for the rental of earthmoving equipment and related services as needed. This requirement was competitively quoted; ECCO Equipment Corporation had overall lowest equipment rental rates. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				

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Fire apparatus repair services for the Department of General Services/Fleet	<p>FJM Bering Truck Center, Inc. San Jose, CA</p> <p>Hi Tech Emergency Vehicle Service, Inc. Oakdale, CA</p>	<p>\$318,500</p> <p>\$382,000</p>		<p>Vehicle Maintenance and Operations Fund –552 2004-2005 Proposed Operating Budget, Page VIII-68</p>
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005 for emergency repair services for fire apparatus and fleet equipment. This requirement was competitively quoted. Two service orders will be issued to the two lowest responsive bidders, FJM and Hi Tech Emergency Services. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Emergency equipment rental for the Department of General Services	<p>Hertz Corporation San Jose, CA</p>	<p>\$180,000</p>		<p>Various Funds 2004-2005 Adopted Operating Budgets</p>
<p>Establish an open service order for the period beginning July 1, 2004 through June 30 2005. This open service order provides for “as needed” emergency rental equipment (i.e. rolling stock, heavy equipment, trucks and tractors). This requirement was advertised; Hertz provided the only quote. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Purchase of vehicle and pedestrian signal heads for the Department of Transportation	<p>Jam Services, Inc. Livermore, CA</p>	<p>\$180,000</p>		<p>Building & Construction Tax Fund – 429 2004-2005 Proposed Capital Budget, Page V-848</p>
<p>Establish an open purchase order for the period July 1, 2004 through June 30, 3005 for the purchase of vehicle and pedestrian signal heads. Exercising the second of two one-year options. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Purchase of traffic signals and street light poles for the Department of Transportation	Jam Services, Inc. Livermore, CA	\$160,000		Building & Construction Tax Fund –429 2004-2005 Proposed Operating Budget, Page VIII-68
Establish an open service order for the period July 1, 2004 through June 30, 2005 for the purchase of traffic signal and streetlight poles. Exercising the second of two one-year options. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				
Purchase streetlight and traffic signal equipment for the Department of Transportation.	Electrical Distributors San Jose, CA	\$290,000		General Fund – 001 2004-2005 Proposed Operating Budget, Page V-136
Establish an open purchase order for the period July 1, 2004 through June 30, 3005 for the purchase of streetlight and traffic signal equipment. Exercising the first of four one-year options. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				
Automotive parts for the Department of General Services/Fleet	Frontier Ford Santa Clara, CA	\$150,000		General Fund – 001 2004-2005 Proposed Operating Budget, Page V-136
Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for the purchase of automotive parts. This requirement was competitively quoted; Frontier Ford provided the overall best discount on parts. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services”.				

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Purchase of traffic signal cabinets for the Department of Transportation	Jam Services, Inc. Livermore, CA	\$120,000		General Fund – 001 2004-2005 Proposed Operating Budget, Page V-136 Building & Construction Tax Fund –429 2004-2005 Proposed Operating Budget, Page VIII-68
Establish an open service order for the period July 1, 2004 through June 30, 2005 for the purchase of traffic signal cabinets. Exercising the second of two one-year options. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				
Water meters for the Department of Environmental Services	Badger Meters, Inc. Nukwayjee, WI	\$400,000		Water Utility Capital Fund - 500 2004-2005 Proposed Capital Budget, Page V-267
Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for water meters and replacement parts on an as needed basis. This is sole source procurement as the City is standardized on water meters manufactured by Badger Meters, Inc. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				
Forensic testing for the Police Department	Central Medical Lab, Inc. San Jose, CA	\$210,000		General Fund – 001 2004-2005 Proposed Operating Budget, Page VIII-114
Establish an open service order for the period July 1, 2004 through June 30, 2005. This open service order provides for forensic testing of blood, urine and breath for driving under the influence and required felony arrests. Exercising the second of two one-year options. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Cleaning and repair of firefighter turnout and EMS jackets for the Fire Department	Scott's P. P. E. Inc. Lodi, CA	\$150,000		General Fund -001 2004-2005 Proposed Operating Budget, Page VIII-62
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005. This open service order provides for the cleaning and repair of firefighter turnout and EMS jackets per National Fire Protection Agency (NFPA) Code 1851 requirements. Not practicable to quote; Scott's P.P.E. Inc, is the only vendor in this proximity that can meet the cleaning and repair volume while maintaining the mandated Union, NFPA, and OSHA standards. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				
Fire hydrants for the Department of General Services	Mueller Co. Decator, IL	\$225,000		Stores Fund - 551 2004-2005 Proposed Operating Budget, Page VIII-68
<p>Establish an open purchase order for the period July 1, 2004 through June 30, 2005. This open purchase order provides for the purchase of Mueller fire hydrants for warehouse inventory. This requirement is a sole source purchase from the manufacturer as the City is standardized on Mueller Co. fire hydrants. OEA: N/A CEQA: Environmental clearance would be given at the point of approval for the development, by the City Planning Department. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				
Aqueous ferrous chloride for the Department of Transportation	Kemiron Pacific, Inc. Fontana, CA	\$750,000		Sewer Service & Use Charge - 541 2004-2005 Proposed Operating Budget, Page VIII-136
<p>Establish an open purchase order for the period July 1, 2004 through June 30, 2005. This open purchase order provides for the purchase of ferrous chloride for sewer odor control. This requirement is exercising the first and only option at the same pricing. OEA: N/A CEQA: Exempt, PP04-04-121 Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Safety supplies for the Department of General Services/Warehouse	Industrial Safety Supply Emeryville, CA	\$195,000		Stores Fund - 551 2004-2005 Proposed Operating Budget, Page VIII-68
<p>Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for the purchase of safety supplies for warehouse inventory. Exercising the third and final option. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				
VHS video cassettes and DVDs for the Library Department	Baker and Taylor Entertainment Pittsburgh, PA Distribution Video and Audio Palm Harbor, FL	\$600,000 \$150,000		Library Benefit Assessment Fund – 412 Library Construction/Conveyance Tax Fund – 393 2004-2005 Proposed Capital Budget Page V-409
<p>Establish open purchase orders for the period July 1, 2004 through June 30, 2005 for the purchase and pre-processing of VHS videocassettes and DVDs. Exercising the second and final option with Baker and Taylor as the primary vendor and Distribution Video as the secondary vendor. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				
Video cassette and CD's for the Library Department	Baker and Taylor Entertainment Pittsburgh, PA	\$250,000		Library Benefit Assessment Fund – 412 Library Construction/Conveyance Tax Fund – 393 2004-2005 Proposed Capital Budget Page V-409
<p>Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for the purchase of compact music disks, pre-processing and as needed cataloging services. Exercising the second and final option to renew. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				

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Periodical subscription for the Library Department	Ebsco Subscription Services Los Angeles, CA	\$150,000		Benefit Assessment District Fund – 412 2004-2005 Proposed Operating Budget, Page VIII-88
Establish on open purchase order for the term beginning July 1, 2004 through June 30, 2005. This order is for the purchase of periodical subscription acquisition services, which may also include the purchase of internet access to periodical indexing, full text periodicals and other databases. Exercising the second of three options. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services”.				
Paperback books for the Library Department	Milligan News co. San Jose, CA	\$300,000		Library Benefit assessment Fund-412 Library Construction/Conveyance Tax Fund –393 2004-2005 Proposed Capital Budget, Page V-409
Establish an open purchase order for the term beginning July 1, 2004 through June 30, 2005 for the purchase of mass paperback books and processing as required. Exercising the first of two one-year options. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				
Armored car service for the Department of Finance/Treasury	Armed Courier Service Santa Clara, CA	\$110,000		Depositor Fund –133 Investment Cost & Bank Charges 2004-2005 Proposed Operating Budget, Page VIII-56
Establish an open service order for the period July 1, 2004 through June 30, 2005 for armored car services. These services are utilized for the pick-up and delivery of depository items for various City department locations. Exercising second of two one-year options to renew. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Purchase of books for the Library Department	Baker and Taylor Inc. Charlotte, GA Ingram Library Services La Vergne, TN	\$1,000,000 \$400,000		Library Benefit assessment Fund-412 Library Construction/Conveyance Tax Fund –393 2004-2005 Proposed Capital Budget, Page V-409
Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for the purchase of books which include trade editions, publishers library bindings, single binding editions, quality paperbacks, preprocessing and cataloging services as required. This requirement was competitively quoted; Baker & Taylor, Inc. provided the lowest quote and will be the primary vendor. Ingram Library Services provided the 2 nd lowest quote and will be the secondary vendor. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				
HVAC maintenance services for the Department of General Services	Therma Inc. San Jose, CA	\$180,000		Citywide various 2004-2005 Proposed Operating Budgets
Establish an open service order for the term beginning July 1, 2004 through June 30, 2005 for HVAC maintenance, repair, duct cleaning and filter media installation. This requirement was competitively quoted; Therma Inc., provided the lowest quote. OEA: #7497, Living Wage with Prevailing Wage Higher. CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				
Purchase of electronic databases for the Library Department	Silicon Valley Library System San Mateo, CA	\$150,000		Library Benefit Assessment Fund-412 Library Construction/Conveyance Tax Fund –393 2004-2005 Proposed Capital Budget, Page V-409
Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for the purchase of electronic databases through this consortium. This is a continuation of a contract with Gale Group. Silicon Valley is a subsidiary. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				

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Minor electrical work and repairs for the Airport Department	Cupertino Electric Inc., San Jose, CA	\$150,000		Airport Renewal and Replacement Fund –527 2004-20054 Proposed Capital Budget, page V-53
Establish an open service order for the period July 1, 2004 through June 30, 2005 for labor, equipment and material for miscellaneous electrical work and repair services. This requirement is exercising the third of four one-year options. OEA #7302 Living 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.”				
Electrical supplies for the Department of General Services	Electrical Distributors San Jose, CA	\$200,000		General Fund – 001 2004-2005 Proposed Operating Budget, Page VIII-68
Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for the purchase of electrical parts and supplies as required. Exercising the third of five one-year options. OEA:N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				
Service and repairs for the Department of General Services	Pro Door and Glass San Jose, CA	\$150,000		General Fund – 001 2003-2004 Proposed Operating Budget, Page VIII-68
Establish an open service order for the period July 1, 2004 through June 30, 2005 for labor, material and equipment necessary to provide service and repairs to automatic doors and gates located at various City facilities. Exercising the second of four one-year options. OEA: #7164, Living Wage Policy with Prevailing Wage is higher. CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Warrant information services for the San Jose Police Department	County of Santa Clara San Jose, CA	\$133,000		General Fund – 001 2004-2005 Proposed Operating Budget, Page VIII -114
<p>Establish an open service order to the period July 1, 2004 through June 30, 2005. This service order provides access to warrant information for Police Information Network (PIN) including SLETS, access to DMV, National Crime Information Center (NCIC) files operated by the FBI and other Federal Systems. This is not practicable to competitively quote; the access for these databases is centralized through the Santa Clara County Sheriff’s Office. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Landscape maintenance for the Department of Transportation	Valley Crest Landscape San Jose, CA	\$ 555,000		M.D. #15 Silver Creek Fund - 368 2004-2005 Proposed Operating Budget, Page VIII-136
<p>Establish an open service order to the period July 1, 2004 through June 30, 2005 to provide all labor, material, equipment and other services necessary for landscape maintenance in Maintenance District No.15-Silver Creek. This requirement was competitively quoted on 3-6-03 and Trugreen Landcare Inc., submitted the low quote. Trugreen opted not to renew the service order for the fiscal year 04-05. As a result, the service order will be awarded to the next lowest bidder, Valley Crest Landscape. OEA: #7375, Prevailing Wage. CEQA: Exempt, PP04-06-191. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				
Remanufactured laser toner cartridges for the Department of Information Technology	Computer Xtras Xpress Co. Santa Clara, CA	\$200,000		Citywide –Various Funds 2004-2005 Proposed Operating Budgets
<p>Establish an open purchase order for the period July 1, 2004 through June 30, 2005 for the purchase of remanufactured laser toner cartridges for use Citywide. This requirement was competitively quoted; Exercising the first of four one-year options. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, “We must focus on protecting our vital core city services.”</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Reprographic services for the Department of Public Works	Peninsula Digital Imaging, Mt. View, CA	\$120,000		Various Funds 2004-2005 Proposed Operating Budgets
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005. This service order provides reprographic/blueprint services, mailing/delivery services and the purchase of miscellaneous printing supplies. This requirement was competitively quoted. Supplier selection was based on vendor proximity to user department, quality of past services, price, turn-around time, capacity to execute the service and experience. OEA: #7535, Living Wage only. CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				
Installation, data cabling and maintenance of phones for the Department of Information Technology	Protec Carlsbad, CA	\$410,000		Various Funds 2004-2005 Proposed Operating Budget
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005 for the purchase, installation and maintenance of phone and data cabling equipment. Exercising the third of five one-year options. OEA: #7186 Living Wage with Prevailing Wage Higher. CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				
Installation, data cable, and maintenance of phones for the Department of Information Technology	Telecom Networking Systems Tiburon, CA	\$190,000		Various Funds and Budgets 2004-2005 Proposed Operating Budgets
<p>Establish an open service order to the period July 1, 2004 through June 30, 2005 for the purchase, installation and maintenance of phone and data cabling equipment. OEA: #7185 Living Wage with Prevailing Wage is Higher. CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Reprographic services for the Department of Public Works	San Jose Blue San Jose, CA	\$180,000		Various Funds 2004-2005 Proposed Operating Budgets
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005. This service order provides reprographic/blueprint services, mailing/delivery services and the purchase of miscellaneous printing supplies for administration operations. This requirement was competitively quoted. Supplier selection was based on vendor proximity to user department, quality of past services, price, turn-around time, capacity to execute the service and experience. OEA: #7365, Living Wage only. CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				
Reprographic services for the Department of Public Works	San Jose Blue San Jose, CA	\$250,000		Various Funds 2004-2005 Proposed Operating Budgets
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005. This service order provides reprographic/blueprint services, mailing/delivery services and the purchase of miscellaneous printing supplies for the new Civic Center projects. This requirement was competitively quoted. Supplier selection was based on vendor proximity to user department, quality of past services, price, turn-around time, capacity to execute the service and experience. OEA: #7366, Living Wage only. CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				
Reprographic services for the Airport Department	San Jose Blue San Jose, CA	\$300,000		North Concourse Bldg. Fund – 520 2004-2005 Proposed Capital Budget, Page V-64
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005. This service order provides reprographic/blueprint services, mailing/delivery services and the purchase of miscellaneous printing supplies. This requirement was competitively quoted. Supplier selection was based on vendor proximity to user department, quality of past services, price, turn-around time, capacity to execute the service and experience. OEA: #7300, Living Wage only. CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				

ITEMS/SERVICES DEPARTMENT	RECOMMENDED VENDOR/ LOCATION	REQUESTED AWARD	PRIOR BALANCE	SOURCE OF FUNDING AND BUDGET PAGE
Installation, data cabling and maintenance of phones for the Department of Information Technology	Avaya, Inc. Oklahoma City, OK	\$160,000		Citywide - Various Funds 2004-2005 Proposed Operating Budgets
<p>Establish an open service order for the period July 1, 2004 through June 30, 2005 for the purchase of phone equipment, data cable, and installation and maintenance services. Exercising third of four one-year options to renew. OEA: N/A CEQA: Not a project. Cost Implication: General Principles #2, "We must focus on protecting our vital core city services."</p>				