

CONSENT CALENDAR
October 02, 2012

To: Honorable Mayor and Members of the City Council

From: Christine Daniel, City Manager

Submitted by: Robert Hicks, Director, Finance Department

Subject: Formal Bid Solicitation and Request for Proposal Scheduled For Possible

Issuance After Council Approval on October 2, 2012

## RECOMMENDATION

Approve the request for proposals or invitation for bids (attached to staff report) that will be, or are planned to be, issued upon final approval by the requesting department or division. All contracts over the City Manager's threshold will be returned to Council for final approval.

# FISCAL IMPACTS OF RECOMMENDATION

Total estimated cost of the item included in this report is \$265,000.

PROJECT	<u>Fund</u>	Source	Amount
Clinical Laboratory Services (5 year contract)	010 065	General Fund Discretionary Health (Short/Doyle)	\$250,000 \$ 15,000
TOTAL:			\$265,000

## CURRENT SITUATION AND ITS EFFECTS

On July 25, 2005, Council adopted Ordinance No. 6,875-N.S. effective August 24, 2005, which increased the City Manager's purchasing authority. In addition, on May, 6, 2008, Council adopted Ordinance No 7,035-N.S. effective June 6, 2008, which increased the City Manager's purchasing authority for services to \$50,000. As a result, this required report submitted by the City Manager to Council is now for those purchases in excess of

\$100,000 for goods; and \$200,000 for playground and construction; and \$50,000 for services. If Council does not object to these items being sent out for bid or proposal within one week of them appearing on the agenda, and upon final notice to proceed from the requesting department, the IFB or RFP may be sent out to the potential bidder/respondent list.

## **BACKGROUND**

On July 25, 2005, Council adopted Ordinance No. 6,875-N.S. amending the City Manager's purchasing authority for goods and for playground and construction expenditures and May 6, 2008, Council adopted Ordinance No. 7,035-N.S., amending the City Manager's purchasing authority for services.

## **CONTACT PERSON**

Henry Oyekanmi, General Services Manager, Finance, 510-981-7326

#### Attachments:

- 1: Formal Bid Solicitation and Request for Proposal Scheduled For Possible Issuance After Council Approval on October 2, 2012.
  - a. Clinical Laboratory Services (5-year contract) Tasha Tervalon, HH&C S/PH (010) and Gail Feldman, HH&C S/PH (065)

Note: Original of this attachment with live signature of authorizing personnel is on file in General Services.

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			\$265,000					DEPT. TOTAL
x5232								
Gail Feldman	HH&C S/PH	3k/yr. (5 yrs.) 065-4445-440-3037 HH&C S/PH Gail Feldman	3k/yr. (5 yrs.)					
x5347			,				PH and MH Divisions	
Tasha Tervalon	HH&C S/PH	50k/yr. (5 yrs.) 010-4575-440-3037 HH&C S/PH Tasha Tervalon	50k/yr. (5 yrs.)	10/25/2012   Clinical Laboratory Services	10/25/2012	10/2/2012	Laboratory Services for	13-10698C
					DATE			
PHONE					OPENING	DATE	BEING PURCHASED	
NAME &	DIVISION	BE CHARGED	COST		BID	RELEASE	GOODS / SERVICES	NO.
CONTACT	DEPT. /	BUDGET CODE TO	ESTIMATED	INTENDED USE	APPROX.	APPROX.	DESCRIPTION OF	SPECIFICATION
							Laboratory Services for PH and MH Divisions	<ul> <li>a. Laboratory Service</li> </ul>