Office of the City Manager

08

CONSENT CALENDAR
November 27, 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 November 27, 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 items included in this report is **$340,000.00.**

PROJECT	Fund	Source	Amount
Inspection and written assessment of maintenance needs for City owned buildings.	010	General Fund	$55,054.00
	055	Health (General)	3,204.00
	065	Street Improvement Fund	1,090.00
	391	Measure B Local ST & RD	1,040.00
	450	Parks Tax	1,767.00
	470	Street Lighting Assmt. Dist.	408.00
	488	Employee Training Fund	1,205.00
	820	Refuse Collection Disposal	7,123.00
	830	Sanitary Sewer Operations	6,742.00
	831	Clean Storm Water	1,840.00
	835	Off Street Parking Fund	10,332.00
	840	Parking Meter Fund	1,324.00
	850	Building Purchases & Mgmt.	707.00
	865	Equipment Maintenance	2,137.00
	866	Building Maintenance	2,931.00
	870	Central Services	113.00
	958	Health ST Aid Realig. Tru.	2,983.00

PROJECT	Fund	Source	Amount
RFP: CarShare Fleet Program for the City of Berkeley	860	Transportation/ Transportation Planning	$240,000 ($120,000 per yr.) FY 2014 & 2015 (If Appropriated)
TOTAL:			**$340,000.00**

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 November 27, 2012

a. Inspection & Assessment of City Owned Buildings
b. RFP: CarShare Fleet Program for the City of Berkeley

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

Formal Bid Solicitations to be Issued After Council Approval on November 27, 2012

Attachment 1

a. Inspection & Assessment of City Owned Buildings

SPECIFICATION NO.	DESCRIPTION OF GOODS / SERVICES BEING PURCHASED	APPROX. RELEASE DATE	APPROX. BID OPENING DATE	INTENDED USE	ESTIMATED COST	BUDGET CODE TO BE CHARGED	DEPT. / DIVISION	CONTACT NAME & PHONE
13-10706-C	Inspection and written assessment of maintenance needs for City owned buildings.	11/28/2012	12/13/2012	Inspection & Assessment of City Owned Buildings	$55,054.00	010-5404-410-3038	PW/Facilities	Phillip Harrington (981-6661)
					$3,204.00	055-5404-410-3038		
					$1,090.00	065-5404-410-3038		
					$1,040.00	391-5404-410-3038		
					$1,767.00	450-5405-410-3038		
					$408.00	470-5405-410-3038		
					$1,205.00	488-5405-410-3038		
					$7,123.00	820-5405-410-3038		
					$6,742.00	830-5405-410-3038		
					$1,840.00	831-5405-410-3038		
					$10,332.00	835-5405-410-3038		
					$1,324.00	840-5405-410-3038		
					$707.00	850-5405-410-3038		
					$2,137.00	865-5405-410-3038		
					$2,931.00	866-5405-410-3038		
					$113.00	870 5405-410-3038		
					$2,983.00	958-5405-410-3038		
DEPT. TOTAL					**$100,000.00**			

Attachment 1

b. RFP: CarShare Fleet Program for the City of Berkeley

SPECIFICATION NO.	DESCRIPTION OF GOODS / SERVICES BEING PURCHASED	APPROX. RELEASE DATE	APPROX. BID OPENING DATE	INTENDED USE	ESTIMATED COST	BUDGET CODE TO BE CHARGED	DEPT. / DIVISION	CONTACT NAME & PHONE
13-10705-C	RFP: CarShare Fleet Program for the City of Berkeley	11/28/2012	12/13/2012	The City seeks a carshare organization to operate the City's existing Fleet CarShare Program. The vendor will provide semi-dedicated carshare vehicles for use by City employees during weekdays. The vehicles will be available to employees and the public on evenings and weekends.	$120,000/yr. FY 2014 & 2015 (If Appropriated)	860-4920-431-3038	PW/ Transportation Planning	Matt Nichols (981-7068) and Amy Anton (981-5214) Tue. & Thurs.
DEPT. TOTAL					**$240,000.00**			