Office of the City Manager

CONSENT CALENDAR
December 3, 2013

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 December 3, 2013

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 **$80,000.**

PROJECT	Fund	Source	Amount
Labor Relations Consulting Services	010	General Fund Discretionary	$80,000
TOTAL:			**$80,000**

CURRENT SITUATION AND ITS EFFECTS

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 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 December 03, 2013.

   a. Labor Relations Consulting Services

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

Formal Bid Solicitation and Request for Proposal Scheduled for Possible Issuance After Council Approval on December 03, 2013

Attachment 1

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
a. Labor Relations Consulting Services								
14-10817-C	Labor Relations Consulting Services	12/4/2013	1/14/2014	Labor Relations Consultant to participate in bargaining, perform research and support to City staff, prepare reports and contract language, and make presentations to Council.	$80,000	010-9701-410-3038	Human Resources	David Abel (510) 981-6807
DEPT. TOTAL					**$80,000**			