



Office of the City Manager

CONSENT CALENDAR
December 13, 2005

To: Honorable Mayor and
Members of the City Council
From: *PK* Phil Kamlarz, City Manager
Submitted by: Fran David, Director, Finance Department
Subject: Formal Bid Solicitations and Requests for Proposals Scheduled For Possible Issuance
in the Next 30 Days

RECOMMENDATION

Approve the attached list of new invitations for bids and requests for proposals (RFP) that will be, or are planned to be, issued upon final approval by the requesting department or division.

FISCAL IMPACTS OF RECOMMENDATION

Total estimated cost of items included in this report is \$750,000.

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Community Relationship Management Software and Services	010	General Fund	\$500,000
Web Content Management Software and Services	010	General Fund	\$200,000
To hire a consultant for education and assistance to businesses and apartment buildings implementing food waste and other types of recycling.	646	Alameda County Recycling Board	FY06 \$20,000
	647	State Department Conservation /Recycling	FY06 \$5,000
		Grant from Alameda County Waste Authority	FY07 \$20,000
		Grant from Department of Conservation	FY07 \$5,000
TOTAL:			\$750,000

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. As a result, this required report submitted by the City Manager to Council is now for those purchases in excess of: \$25,000 (services); \$100,000 (goods); and \$200,000 (playground and construction), for which formal bid solicitations and/or requests for proposals may be issued in the following 30-day period. 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.

As part of the implementation of Ordinance No. 6,875, Council will receive reports on bids and RFPs that have gone out in recent months, and purchases being considered for bid or RFP in coming months, that would have gone to Council under the previous purchasing authority limits. The first report will cover retrospective FY06 1st Quarter bid and RFP activity, and as many projects planned or considered prospectively for the coming Quarter, as can be identified by City departments. This initial report will be submitted to Council by December 13, 2005.

BACKGROUND

On July 25, 2005, Council adopted Ordinance No. 6,875-N.S. amending the City Manager's purchasing authority, and directing staff to provide periodic information on projects that would have gone to Council had the limits not been raised, as well as those planned for the coming months. The first report with this information will be submitted to Council in December 2005.

CONTACT PERSON

Sharon Thygesen, General Services Manager, Finance, 510.981.7329

Attachments:

1: Formal Bid Solicitations to be Issued Within the Next 30 Days

- a. Community Relationship Management Software and Services – Fran David, Finance
- b. Web Content Management Software and Services – Fran David, Finance and Chris Mead, IT
- c. To hire consultant for education and assistance to businesses and apartment buildings implementing food waste and other types of recycling – Claudette Ford, PW

Note: Originals of these attachments with live signatures of authorizing personnel are on file in General Services.

Attachment: 1. Formal Bid Solicitations to be Issued Within the Next 30 Days
 a. Community Relationship Management Software and Services

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
06-10103-C	Community Relationship Management Software and Services	1/19/2006	2/28/2006	For all City wide call centers and customer service contract centers	\$500,000	010-3301-410-3038	Finance / Customer Service	Susie Monary-Wilson 981-7229
DEPT. TOTAL					\$500,000			

SUBMITTED BY: Fran David, Director, Finance DATE: November 15, 2005

b. Web Content Management Software and Services

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
06-10104-C	Web Content Management Software and Services	1/19/2006	2/28/2006	Citywide Web Site Upgrades and Improvements	\$200,000	010-3301-410-3038	Finance / Customer Service Information Technology	Susie Monary-Wilson 981-7229 Donna La Sala 981-6541
DEPT. TOTAL					\$200,000			

SUBMITTED BY: Chris Mead, Director, IT

DATE: November 15, 2005

c. To hire consultant for education and assistance to businesses and apartment buildings implementing food waste and other types of recycling.

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
06-10105-C	To hire a consultant for education and assistance to businesses and apartment buildings implementing food waste and other types of recycling.	12/20/2005	1/11/2006	Increase recycling in commercial and multi-family sectors	\$25,000 year for 2 year contract = total \$50,000	646-5608-432-3038: \$20,000 647-5608-432-3038: \$5,000 (Grant money to be available next year from Alameda County Waste Authority and \$5,000 from Dept. of Conservation)	PW / Solid Waste	Peter Holtzclaw 981-6357
DEPT. TOTAL					\$50,000			

SUBMITTED BY: Claudette Ford, Director, PW

DATE: November 16, 2005