



Office of the City Manager

CONSENT CALENDAR
October 23, 2007

To: Honorable Mayor and Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: Robert Hicks, Director, Finance Department

Subject: Formal Bid Solicitation and Request for Proposal Scheduled For Possible Issuance in the Next 30 Days

RECOMMENDATION

Approve the attached new invitation for bid/request for proposal (RFP) that will be, or is planned to be, issued in the next 30 days upon final approval by the requesting department or division.

FISCAL IMPACTS OF RECOMMENDATION

Total estimated cost of items included in this report is **\$200,000**.

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Emergency Notification System	010	General Fund	\$ 75,000 over 5 years; approx. \$15,000 each fiscal year
Graphics Designer	010	General Fund	\$125,000 over 5 years, \$25,000 the first year
TOTAL:			\$ 200,000

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 for services; \$100,000 for goods; and \$200,000 for 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.

BACKGROUND

On July 25, 2005, Council adopted Ordinance No. 6,875–N.S. amending the City Manager’s purchasing authority.

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. Emergency Notification System – Gil Dong, Fire
 - b. Graphics Designer – Mary Kay Clunies-Ross, City Manager

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

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

a. Emergency Notification System

SPECIFICATION NO.	NAME OF RFP/RFO/FB	APPROX. RELEASE DATE	APPROX. BID OPENING DATE	DESCRIPTION OF GOODS/SERVICES BEING PURCHASED	ESTIMATED COST	BUDGET CODE TO BE CHARGED	DEPT. / DIVISION	CONTACT NAME & PHONE
08-10282-C	Emergency Notification System	Jan. 2008	Mar. 2008	Telephone notification to Berkeley residents in the event of disaster or other emergency information	\$75,000, over 5 years; approx. \$15,000 each fiscal year	010-6202-420-3038	Fire/OES	Gil Dong 981-5502
DEPT. TOTAL					\$75,000			

SUBMITTED BY: Gil Dong, Fire

DATE: September 26, 2007

b. Graphics Designer

SPECIFICATION NO.	NAME OF RFP/RFO/FB	APPROX. RELEASE DATE	APPROX. BID OPENING DATE	DESCRIPTION OF GOODS/SERVICES BEING PURCHASED	ESTIMATED COST	BUDGET CODE TO BE CHARGED	DEPT. / DIVISION	CONTACT NAME & PHONE
08-10286-C	Graphics Designer	10/24/07	11/15/07	Graphic Design services and training; 1 year contract with possibility of four 1-year extensions	\$125,000 over 5 years, \$25,000 the first year	010-0701-410-3038	CMO	Mary Kay Clunies-Ross 981-7008
DEPT. TOTAL					\$125,000			

SUBMITTED BY: Mary Kay Clunies-Ross, CMO

DATE: September 26, 2007

