



Office of the City Manager

CONSENT CALENDAR  
January 15, 2008

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 **\$3,211,813**.

| <u>PROJECT</u>                                                                                                    | <u>Fund</u> | <u>Source</u>                        | <u>Amount</u>                                    |
|-------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------|--------------------------------------------------|
| Street Rehabilitation FY2008<br>Phase 2                                                                           | 366         | State Prop. 111                      | \$20,000                                         |
|                                                                                                                   | 391         | Measure B Local Street & Road        | \$500,000                                        |
|                                                                                                                   | 610         | Capital Improvement Fund             | \$1,800,000                                      |
| Janitorial Services for City<br>Building: 1947 Center St., Senior<br>Centers and Public Safety Building<br>FY2009 | 850         | Building Purchases and<br>Management | \$100,000                                        |
|                                                                                                                   | 866         | Building Maintenance                 | \$190,000                                        |
| Plan Check Services                                                                                               | 833         | Permit Service Center                | \$240,000<br>(Paid by<br>applicant as<br>needed) |
| Outside Audit Services                                                                                            | 010         | General Fund                         | \$157,000                                        |
|                                                                                                                   | 370         | CDBG Fund                            | \$16,000                                         |
|                                                                                                                   | 480         | Business Economic Development        | \$4,775                                          |
|                                                                                                                   | 661         | West Berkeley Improvement Fund       | \$13,000                                         |

| <u>PROJECT</u>                                     | <u>Fund</u> | <u>Source</u> | <u>Amount</u>                                 |
|----------------------------------------------------|-------------|---------------|-----------------------------------------------|
| Janitorial Services for 5<br>Recreation Centers FY | 010         | General Fund  | \$171,038<br>3 years at<br>\$57,012 a<br>year |
| <b>TOTAL:</b>                                      |             |               | <b>\$3,211,813</b>                            |

### 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. Street Rehabilitation FY 2008 Phase 2; Janitorial Services FY2009 – Claudette Ford, Public Works
  - b. Plan Check Services – Dan Marks, Planning
  - c. Outside Audit Services – Robert Hicks, Finance
  - d. Janitorial Services – William Rogers, Parks Recreation and Waterfront

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

| a. Street Rehabilitation FY2008 Phase 2 and Janitorial Services FY2009 |                                       |                      |                          |                                                                                               |                    |                                                                                                                        |                         |                            |
|------------------------------------------------------------------------|---------------------------------------|----------------------|--------------------------|-----------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------|
| SPECIFICATION NO.                                                      | Name of RFP/RFQ/IFB                   | 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       |
| 08-10297-C                                                             | Street Rehabilitation FY 2008 Phase 2 | 11/20/07             | 2/5/08                   | Overlay/reconstruction of various streets in Berkeley                                         | \$2,320,000        | 366-5302-431-6520-08ST02<br>\$20,000<br>391-5302-431-6520-08ST02<br>\$500,000<br>610-532-431-6520-08ST02<br>\$1,800,00 | PW / Engineering        | Wendy Wong<br>981-6428     |
| 08-10299-C                                                             | Janitorial Services FY2009            | 1/22/08              | 2/21/08                  | Janitorial Services for City Buildings: 1947 Center St., Senior Centers & Public Safety Bldg. | \$290,000          | 850-5412-410-6020-03CB71<br>\$100,000<br>866-5411-410-6020<br>\$190,000                                                | PW/Building Maintenance | Elaine Magalit<br>981-6466 |
| <b>DEPT. TOTAL</b>                                                     |                                       |                      |                          |                                                                                               | <b>\$2,610,000</b> |                                                                                                                        |                         |                            |

## b. Plan Check Services

| SPECIFICATION NO.  | Name of RFP/RFQ/IFB | 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        |
|--------------------|---------------------|----------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------|--------------------------------|-----------------------------|
| 08-10303-C         | Plan Check Services | 2/1/08               | 3/4/08                   | The City of Berkeley is soliciting proposals from qualified plan checkers and examiners or firms with employees who are able to perform plan checks & examinations of building plans based on the City requirements, codes and ordinances. From time to time the City may need assistance with the development and review of building standards as well as temporary personnel for field review of building & fire code requirements and in-house plan check services on a fee for service basis. | \$240,000 Annually<br>Two existing contracts. No additional funding. Paid by applicant as needed | 833-8602-463-3038         | Planning / Building and Safety | Joan MacQuarrie<br>981-7441 |
| <b>DEPT. TOTAL</b> |                     |                      |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>\$240,000</b>                                                                                 |                           |                                |                             |

c. Outside Audit Services

| SPECIFICATION NO.  | Name of RFP/RFQ/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  |
|--------------------|------------------------|----------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------|
| 08-10301-C         | Outside Audit Services | 1/17/08              | 2/14/8=08                | Obtaining two proposals for qualifications and the other for price. The one for price will be a separate sealed envelope. | \$190,775        | 010-9701-410-3033<br>\$157,000<br>370-9701-410-3033<br>\$16,000<br>480-8705-465-3033<br>\$4,775<br>661-8303-463-3033<br>\$13,000 | Finance Admin.   | Bob Hicks<br>981-7339 |
| <b>DEPT. TOTAL</b> |                        |                      |                          |                                                                                                                           | <b>\$190,775</b> |                                                                                                                                  |                  |                       |

d. Janitorial Services

| SPECIFICATION NO.  | Name of RFP/RFQ/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       |
|--------------------|---------------------|----------------------|--------------------------|----------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------|
| 08-10302-C         | Janitorial Services | 2/19/08              | 3/4/08                   | Janitorial Services for 5 Recreation Centers. FY 2009, 2010 and 2011 | \$171,038 for 3 years at \$57,012 a year | 010-5980-450-6020<br>\$54,000<br>010-5982-450-6020<br>\$39,000<br>010-5990-450-6020<br>\$32,436<br>010-5981-450-6020<br>\$38,400<br>010-5983-450-6020<br>\$7,200 | Parks Recreation and Waterfront | Ethel Leonares<br>981-6712 |
| <b>DEPT. TOTAL</b> |                     |                      |                          |                                                                      | <b>\$171,038</b>                         |                                                                                                                                                                  |                                 |                            |