



Office of the City Manager

CONSENT CALENDAR  
July 23, 2024

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Henry Oyekanmi, Director, Finance

Subject: Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on July 23, 2024

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 **\$4,525,000**

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Workers' Compensation Claims Administration Services	676	PROF SVCS - MGMT CONSULTING	\$2,500,000
Portable Toilet Services	138 011	PROF SVCS – MISC PROF SVCS - MISC	\$900,000
Analysis of ARPA Recovery Investment in the Berkeley Arts Sector and Economic Impact of the Arts in Berkeley	354	ARPA RCVRY	125,000
On-Call Planning and Environmental Services	621	PERMIT SVCS FUND	\$1,000,000
<b>Total:</b>			<b>\$4,525,000</b>

Formal Bid Solicitations and Request for Proposals  
Scheduled for Possible Issuance After Council  
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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 playgrounds 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 (Invitation for Bid) or RFP (Request for Proposal) may be released to the public and notices sent 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

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The Finance Department reviews all formal bid and proposal solicitations to ensure that they include provisions for compliance with the City’s environmental policies. For each contract that is subject to City Council authorization, staff will address environmental sustainability considerations in the associated staff report to City Council.

RATIONALE FOR RECOMMENDATION

Need for the goods and/or services.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Roopreet Soorma, Senior Buyer, Finance, 510-981-7311

Attachments:

- 1) Workers’ Compensation Claims Administration Services
- 2) Portable Toilet Services
- 3) Analysis of ARPA Recovery Investment in the Berkeley Arts Sector and Economic Impact of the Arts in Berkeley
- 4) On-Call Planning and Environmental Services

Note: Original of this attachment with live signature of authorizing personnel is on file in General 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
24-11669-C	Workers' Compensation Claims Administration Services	July 22, 2024	August 22, 2024	The City is looking for a third-party administrator that will reduce the cost and duration of workers' compensation claims, process claims in a timely and professional manner, actively pursue subrogation, help return injured employees back to work, assist with lost time calculations and injury reporting, and maintain strong communications with the injured worker and the City.	\$ 2,500,000.00	676-99-900-900-0000-000-472-612240	Human Resources/ Workers' Compensation	Benita Torres 510-981-6809
<b>DEPT. TOTAL</b>					<b>\$ 2,500,000</b>			
24-11670-C	Portable Toilet Services	07/24/24	08/20/24	Rental and service of portable units for three years with two optional years of extension	\$110,000/year (Parks services)  \$10,000/year (Special events)  \$60,000/year (Misc. addl services) <hr/> \$180,000/year <hr/> \$900,000/five years	138-52-542-567-0000-000-461-612990-  011-52-542-567-0000-000-461-612990-  011-52-541-598-5002-000-461-612990-	PRW / Parks	Bruce Pratt 981-6632
<b>DEPT. TOTAL</b>					<b>\$ 900,000</b>			
24-11671-C	Analysis of ARPA Recovery Investment in the Berkeley Arts Sector and Economic Impact of the Arts in Berkeley	August 1, 2024	September 16, 2024	Contract with Consultant for Analysis of ARPA Recovery Investment in the Berkeley Arts Sector and Economic Impact of the Arts in Berkeley	\$ 125,000	Fund 354	CMO/OED	Jennifer Lovvorn 981-7533
<b>DEPT. TOTAL</b>					<b>\$ 125,000</b>			
24-11672-C	ON-CALL PLANNING AND ENVIRONMENTAL SERVICES	July 30, 2024	August 30, 2024	On-call consulting services to provide planning and environmental services, development application review, environmental review pursuant to the California Environmental Quality Act (CEQA), and technical report preparation.	\$ 1,000,000	Fund 621	Planning Department	Claudia Garcia, cgarcia@berkeleyc a.gov, (510) 981.7412
<b>DEPT. TOTAL</b>					<b>\$ 1,000,000</b>			
<b>TOTAL</b>					<b>\$ 4,525,000</b>			

