



Office of the City Manager

## **REVISED AGENDA MATERIAL for Supplemental Packet 1**

**Meeting Date:** December 10, 2024

**Item Number:** 05

**Item Description:** Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on December 10, 2024

**Submitted by:** Henry Oyekanmi, Director, Finance

Item is revised to include the project entitled "Information Technology Support Services".



Office of the City Manager

CONSENT CALENDAR  
December 10, 2024

To: Honorable Mayor and Members of the City Council  
 From: Paul Buddenhagen, City Manager  
 Submitted by: Henry Oyekanmi, Director, Finance  
 Subject: Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on December 10, 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 **\$14,500,000**

<b><u>PROJECT</u></b>	<b><u>Fund</u></b>	<b><u>Source</u></b>	<b><u>Amount</u></b>
<b>Sanitary Sewer Rehabilitation Project:</b> Urgent Project at various locations	611	CAP-INFR-SANITARY SEWER	\$850,000
After Hours Answering Service	601 636 673 142 616 611 631 138 611 622 680	PROF SVCS MISC.	\$350,000
Martin Luther King Jr. Youth Services Center / Y.A.P. Seismic Retrofit and Renovation	138 340 501 511	PARKS TAX FUND FEMA CIP FUND MEASURE T PHASE 2	\$10,600,000
On Demand Curbside Chipping Service	164	FF-PUBSAFE	\$1,700,000
Information Technology Support Services	680	PROF SVCS - MISC	\$1,000,000

<b>Total:</b>			<b>\$14,500,000</b>
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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

Clayton Stilwell, General Services Manager, Finance, 510-981-7329

Attachments:

1. **Sanitary Sewer Rehabilitation Project:** Urgent Project at various location
2. After Hours Answering Service
3. Martin Luther King Jr. Youth Services Center / Y.A.P. Seismic Retrofit and Renovation
4. On Demand Curbside Chipping Service
5. Information Technology Support Services

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

Formal Bid Solicitations and Request for Proposals  
Scheduled for Possible Issuance After Council  
Approval on December 10, 2024  
December 10, 2024

CONSENT CALENDAR

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
25-11693-C	Sanitary Sewer Rehabilitation Project: Urgent Project at various locations	12/11/2024	1/14/2025	Fulfill Sewer Consent Decree requirement. Sewer rehabilitation and replacement project to repair and replace old and deteriorated sewer lines.	\$850,000	611-54-623-676-0000-000-473-665130	Public Works - Engineering	Francisco Alonso 981-6405  Daniel Akagi 981-6394
25-11694-C	After Hours Answering Service	8/1/2024	9/1/2024	Answering services for multiple departments and divisions for the City. Provide professional telephone answering services after hours, weekend, holiday, emergency, as well as back-up services during normal business hours, and as needed. Services include but are not limited to answering a dedicated after-hours phone line, dispatching on-call staff appropriately beyond normal business hours. Taking messages and information, logging calls. Provide customer information and transferring information to the appropriate departments in a timely manner.	\$350,000.00 over three years, with option to extend by two years	601-54-621-654-0000-000-472-612990-\$7000 636-54-624-692-0000-000-472-612990-\$2500 673-54-624-692-0000-000-472-612990-\$3000 142-54-621-654-0000-000-426-612990-\$3500 616-54-621-654-0000-000-472-612990-\$1000 611-54-621-654-0000-000-472-612990-\$16000 631-54-621-654-0000-000-472-612990-\$3000 138-52-541-598-0000-000-461-612990-\$5500 611-51-502-511-2004-000-472-612990-\$1000 622-53-582-601-0000-000-474-632110-\$750 680-35-364-000-0000-000-	Public Works Operations Support  Parks, Recreation, and Waterfront  Information Technology  HHCS  Planning - Toxics	Tucker Brofft 510-981-5375  Erika Barros 510-981-6462
<b>Dept Total</b>					\$ 1,200,000.00			

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
25-11695-C	Martin Luther King Jr. Youth Services Center  / Y.A.P. Seismic Retrofit and Renovation	January-25	March-25	This project provides renovation to the existing Martin Luther King Jr. Youth Services Center/Y.A.P. building. As part of the City's Local Hazard Mitigation Plan and Resiliency Plans, the building will serve as a care and shelter program, providing resources, information, and shelter for those displaced by disasters. The renovation includes a seismic retrofit, accessibility upgrades, all-new MEP systems, and the addition of fire alarms and sprinklers. Additionally, the project aims to reconfigure program spaces and provide new finishes to create a more inviting environment for teen programming.	\$10,600,000	PRWT122001  Parks Tax Fund  138-52-545-000-0000-000-461-662110-  FEMA  340-52-545-000-0000-000-461-662110-  CIP Fund  501-52-545-000-0000-000-461-662110-  Measure T1 Phase 2  511-52-545-000-0000-000-461-662110-	Park, Recreation, and Waterfront Department/CIP Division	Evelyn Chan T#: 510-981-6430  Canhui Li T#: 510-981-6432
<b>Dept Total</b>					\$10,600,000			
25-11696-C	On Demand Curbside Chipping Service	January-25	February-25	Vendor to provide curbside, on-demand [vegetation] chipping as part of the city's wildfire fuel reduction program	\$1,700,000	164-72-745-000-0000-000-422-612990-	Fire/WUI	David Sprague 847-8435
<b>Dept Total</b>					\$1,700,000			
25-11691-C	Information Technology support services	11/4/2024	12/4/2024	Adjunct support staff (Temporary) for improved Helpdesk and Desktop services.	\$500,000 per year (2 years) Total: \$1,000,000	680-35-363-380-0000-000-472-612990-	IT	Jeff Glover (510)-225-8476
<b>Dept Total</b>								
<b>TOTAL</b>					<b>\$14,500,000</b>			