



Office of the City Manager

CONSENT CALENDAR
February 11, 2025

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 February 11, 2025

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

The total estimated cost of items included in this report is **\$848,000**

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Marina Mobile Pump Out Services	608	MARINA OPE.	\$198,000
PCI Compliance Review	011	PROF SVCS – MISC.	\$250,000
Financial Services and Staff Augmentation	011	PROF SVCS – MISC.	\$400,000
Total:			\$848,000

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.

Formal Bid Solicitations and Request for Proposals
Scheduled for Possible Issuance After Council
Approval on February 11, 2025
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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 Walia-Soorma, Senior Buyer, Finance, 510-981-7311

Attachments:

1. Marina Mobile Pump Out Services
2. PCI Compliance Review
3. Financial Services and Staff Augmentation

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
25-11709-C	Marina Mobile Pump Out Services	2/15/2025	3/1/2025	Mobile pump-out service of sanitary holding tanks for up to 120 recreational Marina customers per month.	\$66,000/ year, for 3 years. Total \$198,000	608-52-544-592-0000-000-472-612990-	PRW/Waterfront	Robert Chan, P.E. Assistant Engineer 1-510-981-6392
Dept Total					\$198,000			
25-11710-C	PCI Compliance Review	2/15/2025	3/15/2025	Annual PCI Compliance Certification	\$50,000 annually for 5 years for a total of \$250,000	011-33-321-326-0000-000-412-612220-	Finance – Admin	Greg Segraves
25-11711-C	Financial Services and Staff Augmentation	February 15, 2025	3/15/2025	Financial Services and Staff Augmentation for the Finance department. General Services Manager, Contract Administrator, Accounting manager	\$400,000	011-33-325-345-0000-000-412-612250	Finance – Gen Svcs	Henry Oyekanmi
Dept Total					\$650,000			
TOTAL					\$848,000			

