



Office of the City Manager

CONSENT CALENDAR  
July 8, 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 July 8, 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

Total estimated cost of items included in this report is **\$1,210,000**

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Desk Audits, Classification & Compensation Studies, Investigations and Skelly Meetings	011	General Fund	\$250,000
Fire Department Administrative Surge Staffing	164	Measure FF – Public Safety	\$960, 000 (over four FYs)
<b>Total:</b>			<b>\$1,210,000</b>

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 July 8, 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: Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on July 8, 2025
  - a. Looking for a vendor that will assist the Human Resources department with Desk Audits, Classifications and Compensation Studies, Investigations and Skelly Meetings.
  - b. Fire Department Administrative Staffing Surge.

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
25-11741-C	Desk Audits, Classification & Compensation Studies, Investigations and Skelly Meetings	7/9/25	8/7/2025	The City is looking for a vendor that will assist the Human Resources department with Desk Audits, Classifications and Compensation Studies, Investigations and Skelly Meetings	\$250,000.00 for a 5 year contract	011-34-341-000-0000-000-412-612990	Human Resources	Benita Torres 510-981-6809
<b>Dept Total</b>					<b>\$250,000</b>			
25-11742-C	Fire Department Administrative Surge Staffing	7/9/25	8/7/2025	1. Fill intrerim vacancies in established classifications. 2. Provide subject matter experts for specialized initiatives. 3. Support divisions during peak workload periods. 4. Facilitate knowledge transfer in technical areas	\$960,000 (over four FYs)	164-72-742-834-0000-000-422-612990	Fire/Suppression	David Sprauge 510-981-3473
<b>Dept Total</b>					<b>\$960,000</b>			
<b>TOTAL</b>					<b>\$1,210,000</b>			

