



Office of the City Manager

CONSENT CALENDAR
September 9, 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 September 9, 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 **\$1,250,000**

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Specialized Recruitment Services for the City of Berkeley	N/A	Various	\$250,000 for a three-year contract
Mobile Fueling	672	Equipment Maintenance	\$500,000
Digital Experience Platform	102	Library	\$250,000
Total:			\$1,250,000

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.

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 September 9, 2025
 - a. Specialized Recruitment Services for the City of Berkeley.
 - b. Mobile Fueling
 - c. Digital Experience Platform

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

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
26-11750-C	Specialized Recruitment Services for the City of Berkeley	9/10/25	10/10/2025	The City is looking for a vendor that will assist the Human Resources department with specialized recruitments.	\$250,000 for a three-year contract.	TBD	Human Resources/ Recruitment	Benita Torres 510-981-6809
Dept Total					\$250,000			
26-11752-C	Mobile Fueling	9/10/25	10/10/2025	Direct fuel delivery of renewable diesel to City of Berkeley fleet vehicles primarily garbage trucks and long haul 18 wheelers at the Zero Waste Transfer Station (1201 2 nd Street). This is needed until the Above Ground Storage Tank is installed.	\$500,000 over six months	672-54-626-722-0000-000-473-642130-	Public Works / Equipment Maintenance	Don Colbert 510-981-6468 Sarita Rubio 510-981-5372
Dept Total					\$500,000			
26-11754-C	Digital Experience Platform	9/10/25	10/10/2025	A Digital Experience Platform consisting of a Website Redesign with a Content Management System, and a Discovery Layer for the Berkeley Public Library's online catalog. Expected to be a 3 year contract.	\$100,000 (year 1/FY26) \$75,000 (year 2) \$75,000 (year 3) Total = \$250,000	102-22-247-271-0000-000-463-613130	Library	Alicia Abramson a Abramson@berkeleyca.gov 510-981-6131
Dept Total					\$250,000			
TOTAL					\$1,250,000			

