



Office of the City Manager

CONSENT CALENDAR
November 10, 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 November 10, 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 **\$625,000**

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Occupational Medicine Services	676	Worker's Compensation	\$75,000
Return to Work Consultant	011	GF - Discretionary	\$250,000
South Adeline Area Landscape	138 511	Parks Tax Measure T1	\$50,000 \$250,000
Total:			\$625,000

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.

Internal

Formal Bid Solicitations and Request for Proposals
Scheduled for Possible Issuance After Council
Approval on November 10, 2025

CONSENT CALENDAR

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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

Henry Oyekanmi, Director of Finance, 510-981-7329

Attachments:

1. Occupational Medicine Services
2. Return to Work Consultant
3. South Adeline Area Landscaping

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
26-11766-C	Occupational Medicine Services	11/5/2025	12/4/2025	Provide Citywide Occupational Medicine Services to all City departments to administer the City's occupational medicine program	\$75,000 per year	50% from 676-34-343-000-0000-000-472-612240 50% from 011-34-343-000-0000-000-412-612990	Human Resources/ Workers' Compensation	Janelle Rodrigues 510-981-6807
26-11767-C	Return to Work Consultant	11/5/2025	12/4/2025	A return to work consultant will assist the Workers' Compensation division with more complicated Workers' Compensation cases to transition injured employees back into work by coordinating with the City, medical providers and Innovative Claim Solutions, the City's third-party Workers' Compensation administrator.	\$250,000.00	011-34-343-000-0000-000-412-612990 In addition, various funds and account codes across departments utilize this service	Human Resources/ Safety	Kevin Walker 510-981-6825 Chaka Young 510-981-6821
DEPT. TOTAL					\$325,000			
26-11768-C	South Adeline Area Landscaping	11/5/2025	12/4/2025	Construction Services for Adeline Street Landscaping and other related improvements	\$300,000.00	Parks Tax \$50k 138-52-545-000-0000-000-461-663110 PRWPK26012 Measure T1 \$250k 511-52-545-000-0000-000-461-663110 PRWPK026012	Parks, Recreation & Waterfront Department/ Capital Projects	Evelyn Chan 510-981-6430 Csilla Kenny 510-981-6346
DEPT. TOTAL					\$300,000			
TOTAL					\$625,000			

