



City of Palo Alto

City Council Informational Report

(ID # 2653)

Report Type: Informational Report

Meeting Date: 4/9/2012

Title: Contracts Awarded by the City Manager

Subject: Contracts Awarded by the City Manager from July 1, 2011 through December 31, 2011

From: City Manager

Lead Department: Administrative Services

DISCUSSION

The Palo Alto Municipal Code (PAMC) Section 2.30.710 requires the City Manager to provide a biannual report to Council consisting of contracts awarded by the City Manager or the Purchasing Manager for: 1) general and professional services in excess of \$25,000; and 2) public works and goods in excess of \$65,000. The following attachments fulfill this PAMC reporting requirement.

Attachment A lists the service contracts awarded by the City Manager or Purchasing Manager from July 1, 2011 through December 31, 2011. Attachment B lists the construction and goods contracts awarded by the City Manager or Purchasing Manager from July 1, 2011 through December 31, 2011. Attachment C lists the blanket order contracts awarded by the City Manager or Purchasing Manager from July 1, 2011 through December 31, 2011. Blanket orders allow for multiple purchases of goods or services from a specific vendor for a specific length of time and dollar amount.

Attachments:

- Attachment A: Services 070111-123111 (PDF)
- Attachment B: Purchase Orders 7.01.11 - 12.31.11 (PDF)
- Attachment C: BPO for Goods and Services Awarded from 011 (PDF)
- Attachment D: Exemptions from Competitive Solicitation (PDF)

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City Manager Approval: James Keene, City Manager

ATTACHMENT A

Service Contracts Awarded from 07/01/11-12/31/11
(\$25,000-\$85,000)

Contract Awarded To	Award Date	Award Amount	Bidding Exemption* or No. of Bids Sent/Received	Description
Renne Sloan Holtzman Sakai LLP	09/14/11	85,000.00	*PAMC2.30.360(g)	Legal services
Raftelis Financial Consulting	12/07/11	85,000.00	8 5	Service Study for Water Utility
Priority Roofing Solutions Inc.	10/17/11	81,180.00	24 8	Cubberley Theater Roof
Roto-Rooter Services Company	08/26/11	80,000.00	7 1	Sewer Lateral Cleaning
Stanford University	10/24/11	80,000.00	*PAMC2.30.360(n)	Participation in Stanford Research
Val Security Inc	07/01/11	75,000.00	13 6	Railroad "Track Watch" Security
Thomas Dee Engineering Co. Inc	09/09/11	67,876.20	*PAMC2.30.360(b)	Repairs to Refractory Incinerator
IEDA	11/28/11	67,000.00	*PAMC2.30.360(d)	EDA Labor Relations Services
Ferma Corporation	11/16/11	66,750.00	3 3	Concrete debris crushing
Riezebos Holzbaur Group LLC	09/21/11	65,763.91	4 2	Graphic Design
Cybertary.com	07/01/11	55,000.00	5 13	Transcription Services
Pitney Bowes Software, Inc.	10/20/11	54,335.55	*PAMC2.30.200(e)	Software License Maintenance
Kennedy Jenks Consultants	10/12/11	50,000.00	*PAMC2.30.360(d)	On-Call Engineering Services
GEODESY	09/23/11	45,000.00	*2.30.360(d)	Encompass Software Maintenance
Chrisp Company	07/28/11	41,481.00	16 1	Thermo striping
Mcguire and Hester	12/19/11	40,150.00	*PAMC2.30.360(c)	Service/Maintain Pipeline System
Garda CL West, Inc.	08/17/11	40,000.00	4 1	Armed courier service
Employee Benefit Specialists	11/09/11	38,305.00	4 2	Retiree Reimbursement Administrator
Transformer Technologies LLC	11/28/11	38,000.00	3 3	Removal of transformers and switchgear
Palo Alto Weekly	07/01/11	35,600.00	6 4	Legal Advertising
Equinix, Inc.	08/15/11	35,100.00	*PAMC2.30.360(b)1	Renewal of Lease/ Internet Exch Center
US Healthworks Medical Group	10/26/11	35,000.00	*PAMC2.30.360(d)	Occupational Medicine Services
Zillowatt (Non-Profit)	11/19/11	35,000.00	*PAMC2.30.360(b)3	DEED Grant contract for school program
Sheldrake & Mumford Inc	10/26/11	34,226.00	10 2	Cubberley Tennis Court Resurfacing
Downtown Streets, Inc.	10/06/11	33,666.00	*PAMC2.30.360(d)	Downtown Streets Team
Golden Bay Fence Plus Iron Works	07/01/11	32,562.00	18 2	Fence and Guardrail Installation
IDEO	07/26/11	30,000.00	*PAMC2.30.360(d)	IDEO Design Consulting
Communiquest	08/25/11	30,000.00	*PAMC2.30.360(i)	Airport Consultant
Downtown Streets, Inc	09/26/11	29,124.00	*PAMC2.30.360(d)	Services for fiscal year 2011-2012
Martha Miller	12/28/11	28,080.00	*PAMC2.30.360(d)	Real Estate Project Coordination Services
Republic Electric	8/23/11	27,608.00	18 2	250W HPS – Installation

* See attachment D for description of bidding exemptions

ATTACHMENT A

Service Contracts Awarded from 07/01/11-12/31/11
(\$25,000-\$85,000)

Contract Awarded To	Award Date	Award Amount	Bidder Exemption* or No. of Bids Sent/Received	Description
Communication Academy	07/01/11	26,004.30	*PAMC2.30.360(i)	Training services/ Education enrichment classes
Sherry L Lund Associates	10/12/11	25,000.00	*PAMC2.30.250	CAO Evaluator
Tracy Rae Atwater-Gomez	09/06/11	25,000.00	*PAMC2.30.360(i)	MSA Officials
Origins Design Network	09/01/11	25,000.00	*PAMC2.30.360(i)	IR Consultant
4Leaf Inc	07/21.11	25,000.00	*PAMC2.30.360(j)	On-call building services
Riezebos Holzbaur Group LLC	11/08/11	25,000.00	*PAMC2.30.360(i)	Graphic design
Metropolitan Planning Group	10/21/11	25,000.00	*PAMC2.30.360(i)	Consulting Services
Morrison & Foerster LLP	09/15/11	25,000.00	*PAMC2.30.220	Legal Services
Metropolitan Planning	10/27/11	25,000.00	*PAMC2.30.360(i)	Consultant Services / SB375 Sustainable Communities Project
Riezebos Holzbaur Group LLC	11/15/11	25,000.00	*PAMC2.30.360(i)	Advertising and communications
Utility Financial Solutions LLC	11/22/11	25,000.00	*PAMC2.30.360(i)	Gas Cost of Service Study

* See attachment D for description of bidding exemptions

ATTACHMENT B

Goods Contracts Awarded from 07/01/11-12/31/11
(\$65,000-\$250,000)

Contract Awarded To	Award Date	Award Amount	Bidding Exemption* or No. of Bids Sent/Received		Description
ABB	08/23/11	162,207.22	2	2	Transformer
DC Frost Associate	12/21/11	131,766.78	*PAMC2.30.900(f)		Repair two Sedimentation Collector System
CDCE Inc	09/23/11	103,076.88	6	4	Panasonic CF-31
The Okonite Company	11/16/11	86,490.04	6	3	Cable, AL 600 MCM 25 kV EPR 260 Mil
Towne Ford Sales	11/22/11	65,478.75	8	5	Animal Control Truck w. cab chasis

* See attachment D for a description of bidding exemptions to competitive solicitation requirements

ATTACHMENT C

Blanket Orders for Goods and Services Awarded from 07/01/11 to 12/31/11

Contract Awarded To	Award Date	Award Amount	Bidding Exemption* or No. of Bids Sent/Received	Description
Cooper Power Systems	07/18/11	225,000.00	9 1	Pad mounted Vacuum Switches with Vacuum F
Oldcastle Precast Inc	08/01/11	205,000.00	7 4	Electrical equipment
G & W Electric Company	09/15/11	160,000.00	5 2	Submersible Switches
Granite Rock Company	08/10/11	154,000.00	*PAMC2.30.360(d)	Asphalt Concrete Products
Exhaust Emission Reduction	11/09/11	132,139.16	5 6	Diesel Particulate Filters
TMT Enterprises Inc.	11/21/11	122,500.00	14 5	Sand & Rock Cutback
R & B Company	07/01/11	100,000.00	*PAMC2.30.360(d)	Pipe & Fittings
Olin Chlor Alkali Products	07/05/11	97,505.63	5 3	Sodium Hypochlorite
Milpitas Materials Company	07/26/11	90,000.00	6 4	Concrete truck load
Bound Tree Medical LLC	08/10/11	85,000.00	9 7	Medical supplies
PG & E	07/01/11	75,000.00	*PAMC2.30.360(d)	PG & E Training
Milpitas Materials Company	07/20/11	75,000.00	6 2	Concrete Road & Hwy Bld.
Peterson Tractor Inc.	07/26/11	65,000.00	*PAMC2.30.360(b)	Auto part & service
Emissions Retrofit Group	11/09/11	60,550.72	4 3	Truck & Bus maintenance
Ditch Witch Bay Area Sales	07/01/11	60,000.00	*PAMC2.30.360(b)	Drill, hand /portable
Summit Uniforms	08/02/11	60,000.00	3 1	Police uniform & related equipment
North State Truck Equipment, Inc.	11/09/11	50,937.03	5 6	Truck & Bus maintenance
Milpitas Materials Company	07/26/11	50,000.00	6 2	Concrete Road & Hwy Bld.
TMT Enterprises Inc.	09/20/11	45,000.00	5 6	Diesel particulate filters
G & K Services, Inc.	07/01/11	40,000.00	8 3	Uniform rentals
G & K Services, Inc.	07/01/11	40,000.00	8 3	Uniform rentals
Summit Uniforms	09/26/11	40,000.00	3 1	Police uniform & related equipment
Golden Bear Detailing	07/13/11	37,500.00	2 1	Automobile cleaning
Palo Alto Electric Motor Corp	07/14/11	36,000.00	3 3	Repair electric motors
Granite Rock Company	07/26/11	35,179.85	*PAMC2.30.360(b)	Asphalt
Lincoln Equipment Inc.	07/01/11	35,000.00	10 2	Pool Chlorine
Stanley Convergent Security So	07/18/11	34,000.00	*PAMC2.30.360(d)	Fire systems services

* See attachment D for a description of bidding exemptions to competitive solicitation requirements

ATTACHMENT C

Blanket Orders for Goods and Services Awarded from 07/01/11 to 12/31/11

Contract Awarded To	Award Date	Award Amount	Bidding Exemption* or No. of Bids Sent/Received	Description
EFACEC ACS Inc	10/21/11	30,000.00	3 1	Substation replacement
A-Total Fire Protection, LLC	07/05/11	29,650.00	5 7	Fire sprinkler inspection
Granite Construction	07/26/11	27,000.00	*PAMC2.30.360(b)	Asphalt
Sierra Pacific Turf Supply	08/11/11	25,217.00	11 5	Fertilizer & soil
Caltest Analytical Laboratory	07/19/11	25,000.00	*PAMC2.30.360(d)	Wastewater testing
B & M Collision Repair	07/21/11	25,000.00	6 4	Machine shop work
Palo Alto Weekly	07/29/11	25,000.00	*PAMC2.30.360(i)	Advertising
City Auto Supply	08/11/11	25,000.00	*PAMC2.30.360(b2)	General auto parts & supplies required by Equip. Mgmt. Div.
Interspiro, Inc.	09/06/11	25,000.00	*PAMC2.30.360(d)	First aide & safety equipment
LN Curtis & Sons Oakland	09/06/11	25,000.00	*PAMC2.30.360(d)	Misc. small tools & equipment

* See attachment D for a description of bidding exemptions to competitive solicitation requirements

ATTACHMENT D

EXCERPT FROM THE PALO ALTO MUNICIPAL CODE

2.30.200 Purchasing manager contract award authority

The purchasing manager may award and sign the following contracts:

- (e) Software Maintenance Contracts. Notwithstanding subsection (c) of Section [2.30.200](#), the purchasing manager may award and sign contracts for maintenance of licensed computer software for any period of time during which the city maintains licenses for the software, where the contract price, excluding sales or use tax, does not exceed \$85,000.00 per year in the first year and does not exceed \$85,000.00, plus any unexpended monies carried forward from a prior year, in any subsequent contract year.

2.30.220 City attorney contract award authority

The city attorney may award and sign contracts for legal services including outside counsel and experts for litigation or other administrative and legal proceedings, to be provided to the city for any time period, where the contract price, plus any contingency established for change orders or additional services, but excluding sales or use tax, does not exceed \$65,000.00 in the first year, and does not exceed \$65,000.00, plus any unexpended monies carried forward from a prior year, in any subsequent contract year. The city attorney may sign contracts where the contract price exceeds the amounts set forth above, provided the council has first approved the use of such services.

2.30.250 Council approval/award of contracts

The council shall approve and/or award and the mayor or vice-mayor shall sign all contracts for which no contracting or signature authority has been established under this chapter, except to the extent the council has previously authorized a city officer or employee to negotiate and execute a contract on the city's behalf without the further approval of the council.

2.30.360 Exemptions from competitive solicitation requirements

The following are exemptions from the informal and formal competitive solicitation requirements of this chapter. It is expected that the exemptions will be narrowly applied. The department requesting an exemption shall provide all relevant information supporting the application of the exemption to the purchasing manager. Based on this information, the purchasing manager shall make a recommendation to the city manager and the city manager shall determine whether an exemption from competitive solicitation requirements applies. Nothing herein is intended to preclude use of competitive solicitations where possible.

(b) Situations where solicitations of bids or proposals would for any reason be impractical, unavailing or impossible provided that in the case of a public works project, the project is not otherwise required by the Charter to be formally bid. These situations are those where solicitations of bids or proposals would not be useful or produce any advantage for the city. Situations where solicitations of bids or proposals would be impractical, unavailing or impossible, include, but are not limited to, the following:

(c) Where competitive bids or requests for proposals have been solicited and no bid or proposal has been received or no bid or proposal meeting the requirements of the invitation to bid or request for proposal has been received, provided that, in the case of a public works project, the project is not otherwise required by the Charter to be formally bid.

(d) Contracts for goods, wholesale commodities and related services, general services or professional services available from only one source where there is no adequate substitute or equivalent provider. Examples of acceptable sole source purchases are: equipment for which there is no comparable competitive product, proprietary products sold directly from the manufacturer, a component or replacement part for which there is no commercially available substitute and which can be obtained only from the manufacturer, items where there is only one authorized distributor in the area, and items where compatibility with items in use by the city is an overriding consideration. All requests for sole source purchases shall be supported by written documentation (facsimile or electronic mail may be used), approved by the office or department head and forwarded to purchasing.

(g) Legal services contracts, including outside counsel and experts for litigation or other legal proceedings.

(k) The use of another governmental or public agency's contract provided: (i) the agency used a solicitation method substantially similar to the method required by this chapter; (ii) the contract allows other agencies to utilize or the vendor authorizes the city to utilize; (iii) the contract is consistent with requirements specified in this code; and (iv) there is an overall value to the city's utilizing the contract versus the city performing it's own solicitation.

(i) Professional services contracts where the estimated total expenditure by the city, regardless of term, does not exceed \$25,000.00.

(n) Contracts with any public agency or governmental body to construct a public work where the public agency or governmental body has used methods similar to those required by this chapter to contract for the work.

(2) Due to circumstances beyond the control of the city, the time necessary to use the competitive solicitation process procedures and requirements would result in a substantial economic loss to the city, or the substantial interference with a required city operation; and

2.30.900 Standardization

Where the city manager has determined that it is required by the health, safety or welfare of the people or employees of the city, or that significant costs savings have been demonstrated, standardization of supplies, materials or equipment, including information and communication technology, for purchase or to be used in a public works project is permitted and the specifications may specify a single brand or trade name. Among the factors that may be considered in determining to standardize on a single brand or trade name are that:

- (f) Matching existing supplies, materials or equipment is required for proper operation of a function or program