



City of Palo Alto

City Council Staff Report

(ID # 3506)

Report Type: Informational Report

Meeting Date: 3/4/2013

Summary Title: Contracts Awarded by the City Manager July 1, 2012 through December 31, 2012

Title: Contracts Awarded by the City Manager from July 1, 2012 through December 31, 2012

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, 2012 through December 31, 2012. Attachment B lists the construction and goods contracts awarded by the City Manager or Purchasing Manager from July 1, 2012 through December 31, 2012. Attachment C lists the Excerpt from the Palo Alto Municipal Code.

Attachments:

- Attachment A: Services 070112-123112 (DOC)
- Attachment B: Purchase Orders 7.01.12 - 12.31.12 (DOC)
- Attachment C: BPO for Goods and Services Awarded from 012 (DOC)
- Attachment D: Exemptions from Competitive Solicitation (DOC)

ATTACHMENT A

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

Contract Awarded To	Award Date	Award Amount	Bidding Exemption* or No. of Bids Sent/Received		Description
Sandis Civil Engineers	10/24/12	85,000.00	3	4	Traffic Data Collection Service
Mercury Associates, Inc.	12/20/12	84,440.00	4	4	Fleet organizational assessment
Bay Area Geotechnical Group	10/18/12	84,000.00	12	11	Soil Testing
Cascadia Consulting Group	08/26/11	87,074.00	14	3	Consultant update City's waste characterization
Causey Consulting	10/29/12	79,861.00	25	3	Sewer System MGR SSS WDR
Siegfried Engineers, Inc.	10/25/12	70,000.00	12	3	On-call Consult Serves Various
Rankin Landsness Lahde	12/11/12	65,000.00	*PAMC 2.30.210 (k)		Legal Services
Luanes Little Explorer	08/07/12	55,000.00	*PAMC 2.30.360(c)		Instructor Training Services
Peninsula Crane & Rigging Co.	09/12/12	50,000.00	7	3	Crane Services
Thomas Dee Engineering Co. Inc.	11/26/12	49,482.40	*PAMC 2.30.360(d)		Refractory Repairs on Incinerator
Aces Power Marketing	08/29/12	49,004.00	8	7	Risk Management Consultant
EBSCO Subscription Services	10/01/12	44,375.08	3	2	Magazine Subscriptions for Library
Equinix, Inc.	07/10/12	35,100.00	*PAMC 2.30.360(b) 1		Renewal of Lease/Internet Exchange Ctr
Goldfarb & Lipman LLP	10/16/12	35,000.00	*PAMC 2.30.360(g)		Legal Services
Ginn and Crosby, LLC	12/14/12	35,000.00	*PAMC 2.30.220		Legal Services
Lucky Rae Gomez	09/12/12	32,000.00	*PAMC 2.30.360(c)		Officials PA Unified middle schools 12-13
Construction Testing Service	08/16/12	30,000.00	6	4	Soil and Materials testing service
Wolters Kluwer Financial SVCS	10/18/12	29,525.00	*PAMC 2.30.360(d)		Audit Management Software [, City Auditor]
Williams Scotsman Inc.	12/12/12	29,303.16	5	2	Landfill trailer & lease
Forrest Richardson & ASSOC.	08/06/12	25000.00	*PAMC2.30.360 (i)		Design & Reconfiguration PA Golf
Riezebos Holzbaur Group LLC	08/29/12	25,000.00	*PAMC2.30.360 (i)		Advertising Consult
Stoecker & Northway Arch	08/08/12	25,000.00	*PAMC2.30.360 (i)		Cubberley Master Plan Consult/Facilitate
Industrial Training Services	12/14/12	25,000.00	*PAMC2.30.360 (i)		Operator Qualification Program
Teri Black & Company LLC	11/14/12	25,000.00	*PAMC2.30.360 (i)		Cubberley Tennis Court Resurfacing
Ralph Anderson & Associates	11/28/12	25,000.00	*PAMC2.30.360 (i)		Executive Recruitment of Chief Communication

* See attachment D for description of bidding exemptions

ATTACHMENT B

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

Contract Awarded To	Award Date	Award Amount	Bidding Exemption* or No. of Bids Sent/Received		Description
Contract Office Group, Inc.	09/07/12	224,893.82	3	2	Mitchell Park Library & CC Std. Furniture
DC Frost Associates Inc.	10/03/12	184,744.71	*PAMC 2.30.900(f)		Sewage and Waste Treatment
The Okonite Company	12/06/12	136,265.79	6	3	Electrical Equipment
ABB	11/20/12	130,444.49	2	2	Transformers
CDCE Inc	08/07/12	125,192.88	*PAMC 2.30.360(a)		Computer Hardware
LDV, Inc.	08/22/12	110,768.06	3	1	MEOC Support Vehicle
The Okonite Company	11/14/12	83,872.94	6	3	Cable, AL 600 MCM 25 kV EPR 260 Mil
CALIF Surveying & Drafting	08/29/12	80,946.69	3	3	On-site, training 1yr Tech
The Okonite Company	08/30/12	75,663.97	6	3	Electrical Equipment
Computerland of Silicon Valley	10/01/12	66,318.59	12	2	Computer Hardware

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

ATTACHMENT C

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

Contract Awarded To	Award Date	Award Amount	Bidding Exemption* or No. of Bids Sent/Received		Description
Cooper Power Systems	07/19/12	225,000.00	9	1	Pad mounted Vacuum Switches with Vacuum F
TMT Enterprises Inc.	07/01/12	224,326.00	14	5	Sand & Rock Cutback
Oldcastle Precast Inc.	07/10/12	200,000.00	7	4	Electrical equipment
Granite Rock Company	07/02/12	154,000.00	*PAMC2.30.360 (d)		Asphalt Concrete Products
Olin Chlor Alkali Products	07/16/12	120,000.00	5	3	Sodium Hypochlorite
Milpitas Materials Company	07/01/12	90,000.00	6	2	Concrete Road & Hwy Bld.
Bound Tree Medical LLC	07/01/12	85,000.00	9	7	Medical supplies
PG & E	07/01/12	75,000.00	*PAMC2.30.360 (d)		PG & E Training
R & B Company	07/01/12	75,000.00	*PAMC2.30.360 (d)		Pipe & Fittings
Milpitas Materials Company	07/01/12	75,000.00	6	2	Concrete truck load
G & W Electric Company	07/09/12	70,000.00	5	2	Submersible Switches
Granite Construction	07/01/12	66,000.00	2.30.360(d)		Asphalt concrete products
Granite Rock Company	07/01/12	65,000.00	*PAMC2.30.360 (b)		Asphalt
Peterson Tractor Inc.	07/10/12	65,000.00	*PAMC2.30.360 (b)		Auto part & service
Ditch Witch Bay Area Sales	07/01/12	65,000.00	*PAMC2.30.360 (b)		Drill, hand /portable
Coast Oil Company, LLC	07/24/12	60,000.00	3	3	Oils & lubricant
Summit Uniforms	11/07/12	60,000.00	3	1	Police uniform & related equipment
Caltest Analytical Laboratory	07/09/12	56,000.00	*PAMC2.30.360 (d)		Wastewater testing
City Auto Supply	07/01/12	55,000.00	*PAMC2.30.360 (b2)		General auto parts & supplies
Apprentice Programs INC	07/01/12	55,000.00	*PAMC2.30.360 (d)		Training for Electric Ops
Milpitas Materials Company	07/09/12	50,000.00	6	2	Concrete Road & Hwy Bld.
TMT Enterprises Inc.	07/03/12	45,000.00	5	6	Sand & Rock Cutback
Summit Uniforms	08/01/12	40,000.00	3	1	Police uniform & related equipment
Golden Bear Detailing	10/03/12	37,500.00	2	1	Automobile cleaning

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

ATTACHMENT C

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

Contract Awarded To	Award Date	Award Amount	Bidding Exemption* or No. of Bids Sent/Received		Description
Palo Alto Electric Motor Corp	07/30/12	36,000.00	3	3	Repair electric motors
Interstate Battery System of SJ	07/01/12	35,000.00	10	1	Auto batteries - Parts
Municipal Maintenance Equip.	07/01/12	35,000.00	*PAMC2.30.360 (b)		Truck and Bus Maintenance
Sierra Chemical Co.	10/11/12	35,000.00	8	3	Pool Chlorine
Stanley Convergent Security So	07/01/12	34,000.00	*PAMC2.30.360 (d)		Fire systems services
QED Environmental Systems	07/01/12	31,000.00	*PAMC 2.30.900		Pump parts and service
P & F Distributors	10/25/12	27,631.29	4	1	Piping supplies
Granite Construction	07/01/12	27,000.00	*PAMC2.30.360 (b)		Asphalt
Sierra Pacific Turf Supply	07/01/12	25,217.00	11	5	Fertilizer & soil
Palo Alto Weekly	07/02/12	25,000.00	*PAMC 2.30.360(i)		Advertising
Fisher Scientific Company LLC	07/09/12	25,000.00	*PAMC2.30.360 (k)		Laboratory Chemicals and Supplies
Interspiro, Inc.	07/01/12	25,000.00	*PAMC2.30.360 (d)		First aide & safety equipment
LN Curtis & Sons Oakland	07/01/12	25,000.00	*PAMC2.30.360 (d)		Misc. small tools & equipment
Electro Industries/Gaugetech	08/15/12	25,000.00	4	1	Nexus Power Quality Meters
WILCO Supply	09/21/12	25,000.00	4	4	Padlocks/Parts

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

ATTACHMENT D

EXCERPT FROM THE PALO ALTO MUNICIPAL CODE

2.30.210 City manager contract award authority

The city manager may award and sign the following contracts:

(k) Other Contracts. All other types of contracts for which the contract term does not exceed three years and the total expenditure by the city does not exceed \$85,000.00 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:

- (1) Specifications cannot be drawn in a way that would enable more than one vendor or contractor to meet them;
- (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
 - (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