



MEMORANDUM

Finance Department

DATE: February 08, 2024

TO: Finance Subcommittee

THROUGH: Ned Thomas, AICPA
City Manager

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FROM: Lauren Lai, CPA, MPA
Finance Director / Risk Manager

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CC: City Attorney

SUBJECT: January 2024 Report of City Manager on Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (12/01/2023-12/31/2023)

This memorandum transmits the January 2024 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 12/01/2023 to 12/31/2023.

In accordance with Section I-4-5.01 of the City's Municipal Code titled "Reporting on Contract Authority of the City Manager," staff provides to the Finance Subcommittee monthly reports displaying all contracts approved by the City Manager for the prior month under his contract approval authority. For the reporting period, 28 contracts were approved totaling approximately \$511K. For reference, contracts approved between \$50K to \$100K are highlighted in yellow.

There was no credit card activity for the City Manager during the reporting period.

City of Milpitas
Summary Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including All ARPA Grant Related Contracts
For the month of January 2024

Note: CM Authority at <\$100,000 until 12/06/17; <\$50,000 12/07/17 until 6/15/18
<\$100,000 effective 6/16/18

Number of Contracts	Total Amount	Spent to Date	Remaining Balance
28	\$ 511,370	\$ 14,282	\$ 497,088

Department	Total Amount	Spent to Date	Remaining Balance
Building Safety & Housing	\$ -	\$ -	\$ -
City Manager	\$ -	\$ -	\$ -
City Attorney	\$ -	\$ -	\$ -
Economic Development	\$ -	\$ -	\$ -
Engineering	\$ 21,940	\$ -	\$ 21,940
Finance	\$ 24,050	\$ -	\$ 24,050
Fire	\$ -	\$ -	\$ -
Human Resources	\$ -	\$ -	\$ -
Information Technology	\$ 25,148	\$ -	\$ 25,148
Non-Departmental	\$ -	\$ -	\$ -
Planning	\$ -	\$ -	\$ -
Police	\$ -	\$ -	\$ -
Public Works	\$ 417,780	\$ 6,408	\$ 411,372
Recreation & Community Services	\$ 22,452	\$ 7,874	\$ 14,579
Grand Total	511,370	14,282	497,088

Departments	PO	Vendor Name	Issuance Date	Description	Encumbered Amount	Expenditure to Date	Remaining Balance
Engineering	C200502	ZFA Structural Engineers	1/29/2024	Peer Review of the Structural Design for Lower Penitencia Creek Pedestrian Bridge Project No. 2005, January 15, 2024 to December 31, 2026	\$14,440.00	-	\$14,440.00
Engineering	C201004	Associated Right of Way	1/29/2024	2024 Park In-Lieu Fee Update, Eight weeks from February 2024	\$7,500.00	-	\$7,500.00
Finance	FY24315	Avenu Insight & Analytics, LLC	1/12/2024	Transient Occupancy Tax Consulting and Review Services FY2024, Year 2 of 5	\$18,050.00	-	\$18,050.00
Finance	FY24316	Shields Consulting Group	1/12/2024	Consulting Services to file SB90-State Mandated Cost Reimbursement Claim Services for FY23-24, January 1,2024 through December 31, 2024.	\$6,000.00	-	\$6,000.00
Information Technology	RP24907	Absolute Software, Inc.	1/12/2024	Absolute Software/NetMotion software license maintenance renewal term February 1, 2024 to January 31, 2025	\$20,774.45	-	\$20,774.45
Information Technology	RP24908	Patch My PC LLC	1/30/2024	Patch My PC Software licenses renewal - Enterprise Plus, February 01, 2024 to January 31. 2026	\$4,373.25	-	\$4,373.25
Public Works	C340327	Ward Diesel Filter Systems	1/8/2024	Purchase of (4) Ward No Smoke Diesel Filter Systems	\$43,732.50	-	\$43,732.50
Public Works	C340684	CSI Ergonomic Furniture, Inc	1/11/2024	Construction Contract IT Office Reconfiguration, January 9, 2024 to June 9, 2024	\$15,341.50	-	\$15,341.50

Public Works	C340685	BLR Sign Systems	1/30/2024	Short Form Construction Contract (SFCC) for City Hall Digital Sign Display Design (24-034), 365 Days from Notice to Proceed (NTP)	\$38,431.25	-	\$38,431.25
Public Works	C342209	Weatherproofing Technologies,	1/16/2024	Material Purchase for Library Roof Replacement	\$25,262.68	-	\$25,262.68
Public Works	C344023	Western Systems Inc	1/2/2024	Purchase of Conflict Monitor Unit Tester	\$13,269.43	-	\$13,269.43
Public Works	C346800	Verde Design Inc	1/29/2024	Median Design Services, January 26, 2024 to June 30, 2024	\$31,795.00	-	\$31,795.00
Public Works	C426712	BRIXCO Construction, Inc.	1/2/2024	Sylvia Court Resurfacing, January 1, 2024 to July 1, 2024	\$40,500.00	-	\$40,500.00
Public Works	C426713	Biggs Cardosa Associates Inc.	1/2/2024	Soundwall Assessment PSA, January 1, 2024 to December 31, 2024	\$30,000.00	-	\$30,000.00
Public Works	C511308	Co-Line Welding Inc	1/16/2024	Purchase of one unit Goalsetter Basketball Equipment	\$5,513.00	-	\$5,513.00
Public Works	C713715	Environmental Systems Inc	1/2/2024	SFCC Ayer Pump Station AC Unit Replacement , 365 days from NTP	\$52,850.00	-	\$52,850.00
Public Works	EQ24701	Innovative Emergency Equipment	1/16/2024	Purchase of Equipment for Patrol Vehicle Build-Outs	\$34,188.46	2930.44	\$31,258.02
Public Works	FY24432	HCI Systems, Inc.	1/16/2024	Maintenance Agreement, Fire Alarm and Fire Suppression System Inspection, Testing and Maintenance, Year 4 of 5, January 6, 2024 to January 5, 2025	\$41,732.00	3477.67	\$38,254.33
Public Works	RP24413	University Electric Company	1/8/2024	Purchase of Wolf 36" Gas Range for Fire Station #1	\$9,079.20	-	\$9,079.20
Public Works	RP24416	R3 Consulting Group Inc	1/29/2024	Senate Bill 1383 Procurement Strategy Development Agreement, January 23, 2024 to January 16, 2025	\$28,000.00	-	\$28,000.00
Public Works	RP24417	Center Line Resource, Inc	1/29/2024	Certification Training Services, January 22, 2024 to June 30, 2024	\$8,085.00	-	\$8,085.00
Recreation & Community Services	FY24433	Blaisdell's Business Products	1/29/2024	Purchase of First Aid Cabinets and Monthly Refill Services, year 1 of 5 January 23, 2024 through January 2029	\$11,110.00	-	\$11,110.00
Recreation & Community Services	RP24665	Tran, Dieu T	1/5/2024	Dieu Tran - Youth Dance Performance at Lunar New Year Special event, February 3, 2024	\$300.00	300	-
Recreation & Community Services	RP24666	Aimusic.us	1/5/2024	AI Music - Perform Traditional Chinese Music Lunar New Year Special Event,, February 3, 2024	\$1,000.00	1000	-
Recreation & Community Services	RP24667	Bliss Point Productions, LLC	1/5/2024	Bliss Point Mobile Stage for the Special event Holi Festival, March 16, 2024	\$3,000.00	-	\$3,000.00
Recreation & Community Services	RP24668	AllCode Academy	1/12/2024	Agreement to teach Javascript and Scratch coding classes for Fall/Winter Season of FY23-24, September 5, 2023 to February 4, 2024	\$1,384.50	915.69	\$468.81
Recreation & Community Services	RP24669	BWiebe Events	1/12/2024	Agreement for Sound, Engineering and Light at Lunar New Year special event, February 3, 2024	\$2,797.88	2797.88	-

Recreation & Community Services	RP24670	LionDanceMe	1/29/2024	Lion Dance Performance during Lunar New Year Special event, February 3, 2024	\$2,860.00	2860	-
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