

# MEMORANDUM

Finance Department



**DATE:** December 5, 2022

**TO:** Finance Subcommittee

**THROUGH:** Steven G. McHarris, City Manager

A blue ink signature of Steven G. McHarris.

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

A blue ink signature of Lauren Lai.

**CC:** City Attorney's Office

**SUBJECT:** **November 2022 Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (10/01/2022- 10/31/2022)**

This memorandum transmits the November 2022 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 10/01/2022 to 10/31/2022.

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, 20 contracts were approved totaling approximately \$717K.

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 ARPA Grant Related Contracts For the month of November 2022

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

		Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Total \$ All Contracts:</b>		\$ 717,368	\$ 31,943	\$ 685,425
<b>Total Qty All Contracts:</b>	20			
<b>Average Contract \$:</b>	\$ 35,868			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	0	\$ -	\$ -	\$ -
<i>City Attorney</i>	0	\$ -	\$ -	\$ -
<i>City Manager</i>	0	\$ -	\$ -	\$ -
<i>Economic Development</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	0	\$ -	\$ -	\$ -
<i>Finance Department</i>	4	\$ 141,560	\$ 4,729	\$ 136,831
<i>Fire Department</i>	1	\$ 3,900	\$ -	\$ 3,900
<i>Human Resources</i>	1	\$ 19,992	\$ -	\$ 19,992
<i>Information Technology</i>	0	\$ -	\$ -	\$ -
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	2	\$ 108,617	\$ -	\$ 108,617
<i>Public Works</i>	12	\$ 443,299	\$ 27,214	\$ 416,085
<i>Recreation and Community Services</i>	0	\$ -	\$ -	\$ -

**City of Milpitas**

**Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below Including ARPA Grant Related Contracts**

For the month of November 2022

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

							<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
<b>Total \$ All Contracts:</b>							<b>717,368</b>	<b>31,943</b>	<b>685,425</b>
<b>Total Qty All Contracts:</b>		<b>21</b>							
<b>Average Contract \$:</b>			<b>\$ 34,160</b>						
<b>Department</b>	<b>PO #</b>	<b>PO Date</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Contract Description</b>	<b>Total \$ Amount</b>	<b>\$ Spent To Date</b>	<b>Remaining \$ Balance</b>	
<b>Building Safety and Housing Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Building Safety and Housing									
<b>City Attorney Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
City Attorney									
<b>City Manager Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
City Manager									
<b>Economic Development Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Economic Development									
<b>Engineering Department Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Engineering									
<b>Finance Department Sub-Total</b>	<b>4</b>					<b>\$ 141,560</b>	<b>\$ 4,729</b>	<b>\$ 136,831</b>	
Finance Department	FY23314	11/03/22	18931	Fieldman, Rolapp & Associates	Financial Pro-Forma for the City's Sewer Enterprise Fund, October 28, 2022 to October 27, 2023	\$ 23,000	\$ 4,295	\$ 18,705	
Finance Department	FY23315	11/10/22	12812	Brinks	Armored Courier Services, July 1, 2022 to June 30, 2023	\$ 5,000	\$ 434	\$ 4,566	
Finance Department	FY23316	11/14/22	18948	Plante & Moran, PLLC	Enterprise Resource Planning (ERP) Assessment, November 01, 2022 to September 13, 2023	\$ 99,760	\$ -	\$ 99,760	
Finance Department	FY23317	11/21/22	18974	Bickmore Actuarial	Workers Compensation and Liability Program Actuarial Service, First Year of five year contract.	\$ 13,800	\$ -	\$ 13,800	
<b>Fire Department Sub-Total</b>	<b>1</b>					<b>\$ 3,900</b>	<b>\$ -</b>	<b>\$ 3,900</b>	
Fire Department	FY23804	11/03/22	18971	Eastman Investigative Services	Fire Personnel Pre-employment Background Investigation Services, Year one of three year contract.	\$ 3,900	\$ -	\$ 3,900	
<b>Human Resources Sub-Total</b>	<b>1</b>					<b>\$ 19,992</b>	<b>\$ -</b>	<b>\$ 19,992</b>	
Human Resources	FY23104	11/21/22	19357	Tryfacta, Inc.	On-Call Temporary Personnel Services, July 01, 2022 to June 30, 2023	\$ 19,992	\$ -	\$ 19,992	
<b>Information Technology Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Information Technology									
<b>Non-Departmental Sub-Total</b>	<b>1</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**City of Milpitas**

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For the month of November 2022

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<b>Total Qty All Contracts:</b>		<b>21</b>						
<b>Average Contract \$:</b>			<b>\$ 34,160</b>					

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Planning Department Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Planning Department								
<b>Police Department Sub-Total</b>	<b>2</b>					<b>\$ 108,617</b>	<b>\$ -</b>	<b>\$ 108,617</b>
Police Department	EQ23700	11/04/22	11645	San Diego Police Equipment	Purchase of ammunitions - 15 units Federal HST 9MM 147GR JHP and 30 units Federal .223 55GR FMJ-BT	\$ 12,737	\$ -	\$ 12,737
Police Department	FY23715	11/14/22	19403	Sigma Wellness, LLC	Advanced Cardiovascular and Metabolic Screening (ACMS), November 10, 2022 to September 28, 2023	\$ 95,880	\$ -	\$ 95,880
<b>Public Works Department Sub-Total</b>	<b>12</b>					<b>\$ 443,299</b>	<b>\$ 27,214</b>	<b>\$ 416,085</b>
Public Works	C340669	11/04/22	19391	Baker's Floor and Surface	Senior Center Auditorium Floor Restoration	\$ 31,480	\$ -	\$ 31,480
Public Works	C340670	11/04/22	19391	Baker's Floor and Surface	Sports Center Dance Studio Floor Restoration	\$ 41,965	\$ -	\$ 41,965
Public Works	C340671	11/21/22	17227	Environmental Systems Inc	City Hall Boiler Pump Repair, 60 days from Notice to Proceed (NTP)	\$ 10,530	\$ -	\$ 10,530
Public Works	C340672	11/21/22	17227	Environmental Systems Inc	Engineering Drawings for Various City HVAC Systems, November 12, 2022 to December 31, 2022	\$ 40,871	\$ -	\$ 40,871
Public Works	C340673	11/28/22	19412	NJ Associates, Inc.	Architectural Services at Various City Facilities, November 15, 2022 to November 14, 2025	\$ 90,000	\$ -	\$ 90,000
Public Works	C346216	11/01/22	17227	Environmental Systems Inc	On-Call HVAC Repair Services, 365 Calendar days from NTP	\$ 30,000	\$ 27,214	\$ 2,786
Public Works	C612403	11/10/22	17675	Jemby Electric Inc	Repair Variable Frequency Drive (VFD) #3 at Main Lift Pump Station, 180 Calendar Days from NTP	\$ 38,146	\$ -	\$ 38,146
Public Works	C713306	11/28/22	19406	Industrial Service Solutions,	Butterfly Valve (BFV) and Actuator Valve Replacement on Arizona Avenue, 60 Calendar Days from NTP	\$ 19,987	\$ -	\$ 19,987
Public Works	C713709	11/04/22	19410	iTech Solution	Citywide Asphalt and Concrete Repairs, 100 Calendar Days from NTP	\$ 64,536	\$ -	\$ 64,536
Public Works	MA23401	11/14/22	10703	Peninsula Pump & Equipment Inc	On-Call Pump Repair Services, 365 days from Notice to Proceed	\$ 60,000	\$ -	\$ 60,000
Public Works	RP23407	11/03/22	18777	Central Square Technologies	Technical Support Services for the Computerized Maintenance Management System FY22-23	\$ 9,984	\$ -	\$ 9,984
Public Works	RP23410	11/28/22	19368	Point One Electrical Systems,	Fire Suppression Maintenance and Monitoring of VTA Montague Expressway Overpass and Elevator, November 17, 2022 to January 31, 2026	\$ 5,800	\$ -	\$ 5,800

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Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>RCS Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Recreation and Community Services								