

MEMORANDUM

Finance Department



DATE: November 16, 2022

TO: Finance Subcommittee

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

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

A blue ink signature of Lauren Lai's name, consisting of a stylized "L" and "a" followed by "nai".

CC: City Attorney's Office

SUBJECT: **October 2022 Report of City Manager Approved Contracts, ARPA Related Contracts, and the City Manager's Procurement Card Activity (09/01/2022- 09/30/2022)**

This memorandum transmits the October 2022 Report of City Manager Approved Contracts including ARPA related Contracts and the City Manager's Procurement Card activity for the period 09/01/2022 to 09/30/2022.

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, 18 contracts were approved totaling approximately \$843K.

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 October 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
Total \$ All Contracts:	\$ 842,950	\$ 14,369	\$ 718,991
Total Qty All Contracts:	18		
Average Contract \$:	\$ 46,831		

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>	1	\$ 85,500	\$ -	\$ 85,500
<i>Engineering Department</i>	1	\$ 70,290	\$ -	\$ 70,290
<i>Finance Department</i>	0	\$ -	\$ -	\$ -
<i>Fire Department</i>	1	\$ 9,000	\$ -	\$ 9,000
<i>Human Resources</i>	0	\$ -	\$ -	\$ -
<i>Information Technology</i>	1	\$ 30,000	\$ -	\$ 30,000
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	0	\$ -	\$ -	\$ -
<i>Public Works</i>	11	\$ 646,960	\$ 14,369	\$ 523,001
<i>Recreation and Community Services</i>	3	\$ 1,200	\$ -	\$ 1,200

City of Milpitas

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

For the month of October 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 \$ All Contracts:						Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Total Qty All Contracts:						842,950	14,369	718,991
Average Contract \$:								
	19							
Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing Sub-Total	0					\$ -	\$ -	\$ -
Building Safety and Housing								
City Attorney Sub-Total	0					\$ -	\$ -	\$ -
City Attorney								
City Manager Sub-Total	0					\$ -	\$ -	\$ -
City Manager								
Economic Development Sub-Total	1					\$ 85,500	\$ -	\$ 85,500
Economic Development	AR23550	10/07/22	19252	LiveStories	Fiscal Agent and Administrator for the ARPA Rent and Mortgage Relief Program	\$ 85,500		\$ 85,500
Engineering Department Sub-Total	1					\$ 70,290	\$ -	\$ 70,290
Engineering	C344725	10/13/22	19401	Forticon, Inc	CIP 3447 Temporary Fire Station #2 Asphalt Pavement Restoration, 10/01/2022 - 12/31/2022	\$ 70,290	\$ -	\$ 70,290
Finance Department Sub-Total	0					\$ -	\$ -	\$ -
Finance Department								
Fire Department Sub-Total	1					\$ 9,000	\$ -	\$ 9,000
Fire Department	RP23802	10/25/22	19064	Prado 9-1-1	Fire Background Investigations Services, 10/19/2022 - 10/21/2025	\$ 9,000	\$ -	\$ 9,000
Human Resources Sub-Total	0					\$ -	\$ -	\$ -
Human Resources								
Information Technology Sub-Total	1					\$ 30,000	\$ -	\$ 30,000
Information Technology	C349601	10/11/22	19385	Fastcast LLC	Consulting Services on the Implementation of Citywide GIS based 3D Building Model and Process for Maintaining and Extending the City Model Data Overtime, 09/29/2022 - 06/30/2023	\$ 30,000	\$ -	\$ 30,000
Non-Departmental Sub-Total	1					\$ -	\$ -	\$ -

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<\$100,000 effective 6/16/18

Total \$ All Contracts:					Total \$ Amount	\$ Spent To Date	Remaining \$ Balance	
Total Qty All Contracts:					19	14,369	718,991	
Average Contract \$:					\$ 44,366			
Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Planning Department Sub-Total	0					\$ -	\$ -	\$ -
Planning Department								
Police Department Sub-Total	0					\$ -	\$ -	\$ -
Police Department								
Public Works Department Sub-Total	11					\$ 646,960	\$ 14,369	\$ 523,001
Public Works	C201602	10/28/22	17444	Carlson, Barbee & Gibson, Inc.	CIP 2016 - Design Agreement for S. Milpitas Blvd Bridge Road - Nov. 01, 2022 to Nov. 01, 2023	\$ 99,590		\$ 40,000
Public Works	C340204	10/25/22	17857	Suarez & Munoz Construction	On-Call Irrigation System Diagnosis and Repairs - 365 days from NTP	\$ 40,000	\$ -	\$ 40,000
Public Works	C340668	10/26/22	19413	SVA Architects, Inc.	Architectural Services at Various City Facilities (SVA) - Nov. 01, 2022 to October 31, 2025	\$ 90,000		\$ 40,000
Public Works	C341402	10/04/22	19166	Satellite Painting, Inc.	Exterior Painting and Waterproofing of City's PW/PD Complex - 60 days from NTP	\$ 74,900	\$ -	\$ 74,900
Public Works	C344013	10/25/22	15990	Cal-West	On-Call Traffic Light and Signal Repair - 365 days from NTP	\$ 60,000	\$ -	\$ 60,000
Public Works	C344901	10/25/22	17857	Suarez & Munoz Construction	On-Call Irrigation System Diagnosis and Repairs - 365 days from NTP	\$ 20,000	\$ -	\$ 20,000
Public Works	C346214	10/04/22	18398	Environmental Logistics Inc	Routine Disposal and Emergency Cleanup of Hazardous Waste First Year of 3, 10/01/2022 - 09/31/2025	\$ 30,000	\$ -	\$ 30,000
Public Works	C346215	10/14/22	Y1325	United California Glass & Door	On-Call Door, Gate and Glass Repairs Services - 365 days from NTP	\$ 60,000	\$ -	\$ 60,000
Public Works	C346304	10/04/22	18550	Brightview Landscape Services	On-Call Park Repairs - 365 days from NTP	\$ 60,000	\$ 14,369	\$ 45,631
Public Works	C426709	10/20/22	19405	Brasco International, Inc.	Purchase One Unit Bus Shelter	\$ 12,600	\$ -	\$ 12,600
Public Works	FY23425	10/13/22	16311	CSG Consultants Inc	Stormwater Inspection Services at Commercial & Industrial Facilities - 08/31/2023 from NTP	\$ 99,870	\$ -	\$ 99,870

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Total \$ All Contracts:**Total Qty All Contracts:****Average Contract \$:**19
\$ 44,366

<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
842,950	14,369	718,991

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
RCS Sub-Total	3					\$ 1,200	\$ -	\$ 1,200
Recreation and Community Services	RP23656	10/25/22	19418	Ortiz, Myriah	Face Painter for Dia De Los Muertos Event, 10/29/2022	\$ 300	\$ -	\$ 300
Recreation and Community Services	RP23657	10/25/22	19396	Josue Gonzalez	Dancers for Alviso Adobe Ribbon Cutting Ceremony, 10/26/2022	\$ 600	\$ -	\$ 600
Recreation and Community Services	RP23658	10/25/22	19420	Salcedo, Orlando	Face Painter for Pumpkins in the Park Event, 10/29/2022	\$ 300	\$ -	\$ 300
Recreation and Community Services								