

MEMORANDUM

Finance Department



DATE: April 9, 2021

TO: Finance Subcommittee

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

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

CC: City Attorney's Office

SUBJECT: **March 2021 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (01/23/2021- 02/22/2021)**

This memorandum transmits the March 2021 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 01/23/2021 to 02/22/2021.

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, 9 contracts were approved totaling approximately \$384,000.

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

City of Milpitas
Summary Listing of Approved City Manager (CM) Contracts \$100,000 and Below
For the month of March 2021

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

		<i>Total \$ Amount</i>		<i>\$ Spent To Date</i>		<i>Remaining \$ Balance</i>
Total \$ All Contracts:		\$ 383,770	\$	17,850	\$	365,919
Total Qty All Contracts:	9					
Average Contract \$:	\$ 42,641					

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	0	\$ -	\$ -	\$ -
<i>City Manager</i>	0	\$ -	\$ -	\$ -
<i>City Attorney</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	0	\$ -	\$ -	\$ -
<i>Finance Department</i>	0	\$ -	\$ -	\$ -
<i>Fire Department</i>	0	\$ -	\$ -	\$ -
<i>Human Resources</i>	0	\$ -	\$ -	\$ -
<i>Information Technology</i>	0	\$ -	\$ -	\$ -
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	0	\$ -	\$ -	\$ -
<i>Public Works</i>	7	\$ 367,445	\$ 17,850	\$ 349,595
<i>Recreation and Community Services</i>	2	\$ 16,325	\$ -	\$ 16,325

City of Milpitas
Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below
For the month of March 2021

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:						<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
Total Qty All Contracts:			9			383,770	17,850	365,919
Average Contract \$:		\$	42,641					

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 Manager Sub-Total	0					\$ -	\$ -	\$ -
City Manager								
City Attorney Sub-Total	0					\$ -	\$ -	\$ -
Engineering Department Sub-Total	0					\$ -	\$ -	\$ -
Engineering								
Finance Department Sub-Total	0					\$ -	\$ -	\$ -
Finance Department								
Fire Department Sub-Total	0					\$ -	\$ -	\$ -
Fire Department								
Fire Department								
Human Resources Sub-Total	0					\$ -	\$ -	\$ -
Human Resources								
Information Technology Sub-Total	0					\$ -	\$ -	\$ -
Information Technology								
Non-Departmental Sub-Total	0					\$ -	\$ -	\$ -
							\$ -	

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Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below
For the month of March 2021

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		<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
Total \$ All Contracts:		383,770	17,850	365,919
Total Qty All Contracts:	9			
Average Contract \$:	\$ 42,641			

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	7					\$ 367,445	\$ 17,850	\$ 349,595
Public Works	C342605	03/19/21	19137	J Romero Bros. Construction, Inc.	On call Sidewalk Repairs March 2021 to February 2022	\$ 60,000	\$ -	\$ 60,000
Public Works	DP21453	03/08/21	19136	National Utility Locators LLC	Underground Service Alert - Utility Locating Services March 1, 2021 to October 31, 2021	\$ 99,000	\$ -	\$ 99,000
Public Works	RP21401	03/08/21	18572	MNS Engineers, Inc.	Project Management for Main Lift Odor Emission Control Facility - April 01, 2021 to October 15, 2022.	\$ 50,000	\$ -	\$ 50,000
Public Works	RP21403	03/16/21	19143	S.G. Banks, Inc.	Park Restroom Roof Repairs at Various Locations, work to be completed within 45 Calendar Days from March 9th, 2021	\$ 47,756	\$ -	\$ 47,756
Public Works	RP21404	03/16/21	18807	Mathews Mechanical	Davit Base Mount Installation at 1425 McCarthy Blvd	\$ 23,592	\$ -	\$ 23,592
Public Works	RP21405	03/16/21	17675	Jemby Electric Inc	Gibraltar Pump Station Motor and Drive Repairs	\$ 27,097	\$ -	\$ 27,097
Public Works	RP21406	03/19/21	18550	Brightview Landscape Services	On-Call Park Repairs, 365 days from March 17, 2021	\$ 60,000	\$ 17,850	\$ 42,150
Public Works								
RCS Sub-Total	2					\$ 16,325	\$ -	\$ 16,325
Recreation and Community Services	RP21600	03/19/21	19144	AnewVista Community Services I	Support to Seniors Participating in the Technology for Seniors Program	\$ 2,800	\$ -	\$ 2,800
Recreation and Community Services	RP21601	03/19/21	16863	Fricke-Parks Press, Inc.	Summer 2021 Activity Guide Printing/Mailing	\$ 13,525	\$ -	\$ 13,525