

# MEMORANDUM

Finance Department



**DATE:** March 9, 2021

**TO:** Finance Subcommittee

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

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

**CC:** City Attorney's Office

**SUBJECT:** **February 2021 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (12/23/2020- 01/22/2021)**

This memorandum transmits the February 2021 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 12/23/2020 to 01/22/2021.

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, 16 contracts were approved totaling approximately \$417,000.

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 February 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

		<u>Total \$ Amount</u>		<u>\$ Spent To Date</u>		<u>Remaining \$ Balance</u>
<b>Total \$ All Contracts:</b>		\$ 416,769	\$	21,513	\$	395,256
<b>Total Qty All Contracts:</b>	16					
<b>Average Contract \$:</b>	\$ 26,048					

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing</b>	0	\$ -	\$ -	\$ -
<b>City Manager</b>	0	\$ -	\$ -	\$ -
<b>City Attorney</b>	0	\$ -	\$ -	\$ -
<b>Engineering Department</b>	0	\$ -	\$ -	\$ -
<b>Finance Department</b>	1	\$ 95,000	\$ -	\$ 95,000
<b>Fire Department</b>	2	\$ 30,820	\$ -	\$ 30,820
<b>Human Resources</b>	0	\$ -	\$ -	\$ -
<b>Information Technology</b>	1	\$ 19,800	\$ -	\$ 19,800
<b>Non-Departmental</b>	0	\$ -	\$ -	\$ -
<b>Planning Department</b>	0	\$ -	\$ -	\$ -
<b>Police Department</b>	3	\$ 31,910	\$ -	\$ 31,910
<b>Public Works</b>	9	\$ 239,239	\$ 21,513	\$ 217,726
<b>Recreation and Community Services</b>	0	\$ -	\$ -	\$ -

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

[illegible]

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

<b>Total \$ All Contracts:</b>		<b>16</b>	<b>Total \$ Amount</b>	<b>\$ Spent To Date</b>	<b>Remaining \$ Balance</b>
<b>Total Qty All Contracts:</b>		<b>26,048</b>	<b>416,769</b>	<b>21,513</b>	<b>395,256</b>
<b>Average Contract \$:</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>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Planning Department								
<b>Police Department Sub-Total</b>	<b>3</b>					<b>\$ 31,910</b>	<b>\$ -</b>	<b>\$ 31,910</b>
Police Department	DP21711	02/02/21	11745	CDW Government LLC	Laptop Docking Stations for Detective Vehicles	\$ 5,733	\$ -	\$ 5,733
Police Department	DP21713	02/09/21	19132	Bay Area PL Services	On-Call Drug and Alcohol Blood Collection Services, February 1, 2021 - July 31, 2021	\$ 7,200	\$ -	\$ 7,200
Police Department	DP21714	02/23/21	10116	LC Action Police Supply, LTD	Less Lethal Ammunition (1000 40mm Sponge Round), Supplemental Grant Purchase	\$ 18,977	\$ -	\$ 18,977
<b>Public Works Department Sub-Total</b>	<b>9</b>					<b>\$ 239,239</b>	<b>\$ 21,513</b>	<b>\$ 217,726</b>
Public Works	C346204	02/08/21	17227	Environmental Systems Inc	On-Call HVAC Repairs Effective February 4, 2021 for 365 days.	\$ 60,000	\$ -	\$ 60,000
Public Works	C346301	02/18/21	17675	Jemby Electric Inc	Park Restroom Electrical Repairs, Sixty days from start date	\$ 28,935	\$ -	\$ 28,935
Public Works	C613103	02/08/21	18807	Mathews Mechanical	Twelve 3M Davit Base Mounts Installation for Six Concrete Vaults at Zanker Rd	\$ 28,395	\$ 21,513	\$ 6,882
Public Works	DP21421	02/02/21	18288	Peterson Trucks Inc	Repair and Replace Cylinder Head and Gasket Truck F049 (E387)	\$ 8,544	\$ -	\$ 8,544
Public Works	DP21423	02/16/21	19128	SBCA Tree Consulting, Inc.	Arborist Training, January 29, 2021 to January 28, 2022	\$ 3,100	\$ -	\$ 3,100
Public Works	DP21425	02/16/21	16311	CSG Consultants Inc	Stormwater Facility Inspections Required by Municipal Regional Permit CAS612008	\$ 69,200	\$ -	\$ 69,200
Public Works	DP21426	02/23/21	19135	Pestmaster Services, LP	On-Call Pest Control Services, March 1, 2021 - February 28, 2022.	\$ 8,589	\$ -	\$ 8,589
Public Works	DP21427	02/23/21	17051	Owen Equipment Sales	Repair and Replace Cylinder Head and Gasket of Vactor U230 Truck	\$ 7,476	\$ -	\$ 7,476
Public Works	FY21454	02/18/21	18443	Cal Engineering & Geology Inc	On-Call Geotechnical Peer Review Services, February 1, 2021 to June 30, 2021	\$ 25,000	\$ -	\$ 25,000
<b>RCS Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Recreation and Community Services								