

MEMORANDUM

Finance Department



DATE: August 14, 2020

TO: Finance Subcommittee

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

FROM: Walter C. Rossmann, Director of Finance/Risk Manager *WCR*

CC: City Attorney's Office

SUBJECT: **July 2020 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (05/23/2020- 06/22/2020)**

This memorandum transmits the July 2020 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 05/23/2020 to 06/22/2020.

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 Sub-committee monthly reports displaying all contracts approved by the City Manager for the prior month under his contract approval authority. For the reporting period, 31 contracts were approved totaling approximately \$1,024,000.

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 July 2020**

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> |
| Total \$ All Contracts: | | \$ 1,024,087 | \$ 13,953 | \$ 1,010,134 |
| Total Qty All Contracts: | 31 | | | |
| Average Contract \$: | \$ 33,035 | | | |

| Department | PO # | Total \$ Amount | \$ Spent To Date | Remaining \$ Balance |
|--|------|-----------------|------------------|----------------------|
| <i>Building Safety and Housing</i> | 0 | \$ - | \$ - | \$ - |
| <i>City Manager</i> | 2 | \$ 110,000 | \$ - | \$ 110,000 |
| <i>City Attorney</i> | 0 | \$ - | \$ - | \$ - |
| <i>Engineering Department</i> | 4 | \$ 91,184 | \$ - | \$ 91,184 |
| <i>Finance Department</i> | 0 | \$ - | \$ - | \$ - |
| <i>Fire Department</i> | 1 | \$ 12,225 | \$ - | \$ 12,225 |
| <i>Human Resources</i> | 0 | \$ - | \$ - | \$ - |
| <i>Information Technology</i> | 4 | \$ 217,116 | \$ - | \$ 217,116 |
| <i>Non-Departmental</i> | 0 | \$ - | \$ - | \$ - |
| <i>Planning Department</i> | 0 | \$ - | \$ - | \$ - |
| <i>Police Department</i> | 7 | \$ 172,985 | \$ - | \$ 172,985 |
| <i>Public Works</i> | 11 | \$ 341,883 | \$ 13,953 | \$ 327,930 |
| <i>Recreation and Community Services</i> | 2 | \$ 78,695 | \$ - | \$ 78,695 |
| | | | | |

City of Milpitas
Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below
For the month of July 2020

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: | | 31 | | 1,024,087 | 13,953 | 1,010,134 |
| Average Contract \$: | | \$ | 33,035 | | | |

| 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 | 2 | | | | | \$ 110,000 | \$ - | \$ 110,000 |
| City Manager | FY20113 | 06/30/20 | 19063 | Gould, Rod | City Strategic Planning Services and Executive Staff Leadership Training Retreats | \$ 95,000 | \$ - | \$ 95,000 |
| City Manager | FY21100 | 07/10/20 | 19073 | Bill Rolland, Inc | Digital Marketing Solutions & Milpitas Small Business Spotlight | \$ 15,000 | \$ - | \$ 15,000 |
| | | | | | | | | |
| City Attorney Sub-Total | 0 | | | | | \$ - | \$ - | \$ - |
| | | | | | | | | |
| Engineering Department Sub-Total | 4 | | | | | \$ 91,184 | \$ - | \$ 91,184 |
| Engineering | FY21450 | 07/09/20 | 10091 | EOA Incorporated | Professional Services to Assist the City of Milpitas with Third Party Review of Development Projects for Compliance with Municipal Regional Permit (MRP) Provision No.C.3 of the City's Stormwater New and Redevelopment Requirements Permit - FY20-21 | \$ 35,000 | \$ - | \$ 35,000 |
| Engineering | C201601 | 07/14/20 | 15797 | Associated Right of Way | Bridge Easement Appraisal Services | \$ 7,000 | \$ - | \$ 7,000 |
| Engineering | C340650 | 07/14/20 | 18983 | Ron Paris Construction Co.,Inc | Sal Cracolice Building Improvements | \$ 35,984 | \$ - | \$ 35,984 |
| Engineering | C370012 | 07/30/20 | 18256 | Confluence Restoration | Wrigley-Ford Creek Riparian Mitigation Site Maintenance | \$ 13,200 | \$ - | \$ 13,200 |
| | | | | | | | | |
| Finance Department Sub-Total | 0 | | | | | \$ - | \$ - | \$ - |
| Finance Department | | | | | | | | |
| | | | | | | | | |
| Fire Department Sub-Total | 1 | | | | | \$ 12,225 | \$ - | \$ 12,225 |
| Fire Department | DP20817 | 06/30/20 | 18706 | iPROMOTEu.com Inc. | 1,000 pieces Isolation Gowns and 1,200 Face Shields (COVID-19 Related Project EM2007) | \$ 12,225 | \$ - | \$ 12,225 |
| | | | | | | | | |
| Human Resources Sub-Total | 0 | | | | | \$ - | \$ - | \$ - |
| Human Resources | | | | | | | | |
| | | | | | | | | |
| Information Technology Sub-Total | 4 | | | | | \$ 217,116 | \$ - | \$ 217,116 |
| Information Technology | DP20914 | 06/30/20 | 18851 | KME Systems, Inc. | Scale Computing Hyperconverged Environment Expansion | \$ 92,763 | \$ - | \$ 92,763 |
| Information Technology | C342726 | 07/09/20 | 17719 | Geodesy | Professional Services to Configure and Extend the City's Geographic Information System (GIS) Tools for ArcGIS Online, a cloud-based mapping and analysis solution. | \$ 90,000 | \$ - | \$ 90,000 |
| Information Technology | DP21900 | 07/17/20 | 18982 | Carahsoft Technology | 30 Docusign Seat Enterprise Pro Edition Licenses and Annual Support from July 31, 2020 to July 30, 2021 for electronic approval of contracts | \$ 19,953 | \$ - | \$ 19,953 |
| Information Technology | FY21900 | 07/30/20 | 18865 | Mission Critical Partners, LLC | System Monitoring of Tritech Records Management Systems July 1, 2020 to June 30, 2021 | \$ 14,400 | \$ - | \$ 14,400 |
| | | | | | | | | |
| Non-Departmental Sub-Total | 0 | | | | | \$ - | \$ - | \$ - |
| | | | | | | | \$ - | |

City of Milpitas
Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below
For the month of July 2020

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: | | 1,024,087 | 13,953 | 1,010,134 |
| Average Contract \$: | \$ | | | |

| 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 | 7 | | | | | \$ 172,985 | \$ - | \$ 172,985 |
| Police Department | DP20726 | 06/30/20 | 16578 | ProForce Law Enforcement | Purchase of Firearms for New Hires - (20) Smith and Wesson (SW) Military & Police (M&P) 40SW caliber pistol with magazine safety and (10) Colt (Law Enforcement) LE M4 Model LE 6920 rifle | \$ 17,639 | \$ - | \$ 17,639 |
| Police Department | FY21700 | 07/09/20 | 10338 | Central Medical Laboratory | FY2020-2021 Drug Testing Services | \$ 10,500 | \$ - | \$ 10,500 |
| Police Department | FY21701 | 07/09/20 | 17992 | SyTech Corp | FY2020-2021 Server and Monitor Upgrade, Digital Pen Register System Maintenance, Network Service Connectivity | \$ 23,388 | \$ - | \$ 23,388 |
| Police Department | FY21702 | 07/09/20 | 17361 | County of Santa Clara (Communications Department) | FY2020-2021 Emergency Medical Dispatch Services | \$ 56,660 | \$ - | \$ 56,660 |
| Police Department | FY21703 | 07/09/20 | 18744 | Precision K9 | FY2020-2021 Police Canine Training | \$ 19,200 | \$ - | \$ 19,200 |
| Police Department | C343202 | 07/14/20 | 11745 | CDW Government LLC | One Unit Laptop Computer and Accessories for Medical Evaluation (medevac) Vehicle | \$ 5,598 | \$ - | \$ 5,598 |
| Police Department | FY21704 | 07/30/20 | 18673 | Steve Dorsey | Pre-Employment Background Investigations - July 15, 2020 to July 14, 2022 | \$ 40,000 | \$ - | \$ 40,000 |
| Public Works Department Sub-Total | 11 | | | | | \$ 341,883 | \$ 13,953 | \$ 327,930 |
| Public Works | DP20432 | 06/30/20 | 14667 | FJM Truck & Trailer Center | Replacement of Transfer Case for E587 Truck | \$ 18,029 | \$ 13,953 | \$ 4,076 |
| Public Works | DP20433 | 06/30/20 | 14893 | Tesco Controls Inc. | Main Lift Sewer Pump Station Valve Controller Repairs | \$ 6,097 | \$ - | \$ 6,097 |
| Public Works | FY21406 | 07/10/20 | 17625 | Eurofins Eaton Analytical Inc | FY2020-2021 Analytical Lab Testing | \$ 10,510 | \$ - | \$ 10,510 |
| Public Works | FY21407 | 07/10/20 | 19072 | Gigantic Idea Studio, Inc. | Recycling and Solid Waste Strategic Communications Plan and Support | \$ 39,350 | \$ - | \$ 39,350 |
| Public Works | FY21408 | 07/10/20 | 18572 | MNS Engineers, Inc. | Fats, Oils and Grease (FOG) Inspection Services July 2020 to June 2021 | \$ 49,900 | \$ - | \$ 49,900 |
| Public Works | C713700 | 07/14/20 | 18936 | Able Construction Group Inc | On-Call Water Pipelines Services July 2020 to June 2021 | \$ 60,000 | \$ - | \$ 60,000 |
| Public Works | C713701 | 07/30/20 | 15878 | Koffler Electrical Mechanical | On-Call Pump Repair Services July 2020 to June 2021 | \$ 60,000 | \$ - | \$ 60,000 |
| Public Works | DP21401 | 07/17/20 | 17021 | ChicoBag Company | 900 pieces 2-Layer Citywide Reusable Face Coverings with Pouch, printed with City Logo (COVID-19 Related for Project EM2007) | \$ 4,931 | \$ - | \$ 4,931 |
| Public Works | DP21402 | 07/17/20 | 19066 | Brandtrader Inc. | 900 pieces Citywide Reusable Face Coverings (Related to COVID-19 Project EM2007) | \$ 3,286 | \$ - | \$ 3,286 |
| Public Works | FY21410 | 07/14/20 | 18362 | Mike Davis Landscape Services | FY2020-2021 City Hall/Milpitas Library Landscape Maintenance | \$ 39,989 | \$ - | \$ 39,989 |
| Public Works | MA21400 | 07/30/20 | 13055 | West Yost & Associates | Consulting Services for Supervisory Control and Data Acquisition (SCADA) System Needs Assessment up to the end of 2020 and Technical reviews up to six submittals. | \$ 49,790 | \$ - | \$ 49,790 |
| RCS Sub-Total | 2 | | | | | \$ 78,695 | \$ - | \$ 78,695 |
| Recreation and Community Services | DP20608 | 06/30/20 | 18541 | BWiebe Events | 4th of July Lighting Services | \$ 2,535 | \$ - | \$ 2,535 |
| Recreation and Community Services | FY21600 | 07/30/20 | 12504 | Bateman Community Living, LLC | FY2020-2021 Senior Nutrition Program Meals | \$ 76,160 | \$ - | \$ 76,160 |