

MEMORANDUM

Finance Department



DATE: August 14, 2020

TO: Finance Subcommittee

THROUGH: Steven G. McHarris, City Manager *Stev 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

	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
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 \$ Amount	\$ Spent To Date	Remaining \$ Balance
Total \$ All Contracts:						1,024,087	13,953	1,010,134
Total Qty All Contracts:		31						
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					\$ -	\$ -	\$ -

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							Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
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Total Qty All Contracts:		31							
Average Contract \$:	\$	33,035							
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	Page 2 of 2	\$ 76,160	\$ -	\$ 76,160