

MEMORANDUM

Finance Department



DATE: November 24, 2020

TO: Finance Subcommittee

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

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

CC: City Attorney's Office

SUBJECT: **October 2020 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (08/23/2020- 09/22/2020)**

This memorandum transmits the October 2020 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 08/23/2020 to 09/22/2020.

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, 17 contracts were approved totaling approximately \$496,000.

There was no procurement 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 October 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:	\$ 496,131	\$ 4,920	\$ 491,211
Total Qty All Contracts:	17		
Average Contract \$:	\$ 29,184		

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	0	\$ -	\$ -	\$ -
<i>City Manager</i>	2	\$ 69,020	\$ -	\$ 69,020
<i>City Attorney</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	0	\$ -	\$ -	\$ -
<i>Finance Department</i>	1	\$ 2,656	\$ -	\$ 2,656
<i>Fire Department</i>	1	\$ 23,977	\$ -	\$ 23,977
<i>Human Resources</i>	1	\$ 24,500	\$ -	\$ 24,500
<i>Information Technology</i>	1	\$ 33,151	\$ -	\$ 33,151
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	2	\$ 50,036	\$ -	\$ 50,036
<i>Public Works</i>	9	\$ 292,791	\$ 4,920	\$ 287,871
<i>Recreation and Community Services</i>	0	\$ -	\$ -	\$ -

City of Milpitas

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

For the month of October 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:		Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Total Qty All Contracts:	17	496,131	4,920	491,211
Average Contract \$:	\$ 29,184			

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					\$ 69,020	\$ -	\$ 69,020
City Manager	DP21101	10/27/20	19100	Meltwater News US Inc.	Media Monitoring Subscription 11/01/2020-10/31/2021	\$ 5,820	\$ -	\$ 5,820
City Manager	FY21102	10/15/20	18601	Communicaid Inc.	FY20-21 Translation & Interpreting Services	\$ 63,200	\$ -	\$ 63,200
City Attorney Sub-Total	0					\$ -	\$ -	\$ -
Engineering Department Sub-Total	0					\$ -	\$ -	\$ -
Engineering							\$ -	
Finance Department Sub-Total	1					\$ 2,656	\$ -	\$ 2,656
Finance Department	FY21307	10/13/20	12812	Brink's	FY20-21 Armored Courier Services	\$ 2,656	\$ -	\$ 2,656
Fire Department Sub-Total	1					\$ 23,977	\$ -	\$ 23,977
Fire Department	FY21804	10/27/20	18082	Stryker Sales Corporation	FY20-21 Maintenance of Cardiac Monitors	\$ 23,977	\$ -	\$ 23,977
Human Resources Sub-Total	1					\$ 24,500	\$ -	\$ 24,500
Human Resources	DP21302	10/27/20	16003	Bob Murray & Associates	Executive Recruitment for Finance Director	\$ 24,500	\$ -	\$ 24,500
Information Technology Sub-Total	1					\$ 33,151	\$ -	\$ 33,151
Information Technology	DP21906	10/27/20	19099	FSI-Fortnet Security, Inc	Central Intercept Security Software 10/06/2020 to 08/11/2023.	\$ 33,151	\$ -	\$ 33,151
Non-Departmental Sub-Total	0					\$ -	\$ -	\$ -
							\$ -	

City of Milpitas

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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	2					\$ 50,036	\$ -	\$ 50,036
Police Department	C345901	10/06/20	19040	Flock Safety	Stationary Automated License Plate Reader	\$ 40,000	\$ -	\$ 40,000
Police Department	DP21704	10/27/20	18982	Carahsoft Technology	Cell Phone Extraction Software	\$ 10,036	\$ -	\$ 10,036
Public Works Department Sub-Total	9					\$ 292,791	\$ 4,920	\$ 287,871
Public Works	C713703	10/13/20	17675	Jemby Electric Inc	Electrical Work at Gibraltar Water Pump Station	\$ 14,796	\$ -	\$ 14,796
Public Works	C713704	10/20/20	19025	FD Underground Inc.	FY20-21 On-Call Water Meter Replacement	\$ 30,000	\$ -	\$ 30,000
Public Works	C713705	10/15/20	10062	Preston Pipelines Inc.	FY20-21 On-Call Water Pipeline Repair Services	\$ 60,000	\$ -	\$ 60,000
Public Works	DP21410	10/15/20	19066	Brandtrader Inc.	Citywide Reusable Face Coverings	\$ 1,095	\$ -	\$ 1,095
Public Works	FY21426	10/13/20	18107	Battalion One Fire Protection	Fire Extinguisher Maintenance and Repair Service 8/05/2020 - 12/01/2020	\$ 7,700	\$ -	\$ 7,700
Public Works	FY21427	10/27/20	12520	Johnson Controls Fire	FY20-21 Fire Alarm/Fire Suppression System Inspection, Testing, Maintenance and Repair	\$ 15,000	\$ -	\$ 15,000
Public Works	MA21405	10/15/20	17050	Pump Repair Service Company	FY20-21 On-Call Pump Repair Service	\$ 25,000	\$ -	\$ 25,000
Public Works	MA21406	10/27/20	15591	Telstar Instruments, Inc.	FY20-21 On-Call Electrical Services	\$ 60,000	\$ -	\$ 60,000
Public Works	MA21450	10/06/20	18948	Plante & Moran, PLLC	Project Management Services for CIP Implementation in OpenGov	\$ 79,200	\$ 4,920	\$ 74,280
RCS Sub-Total	0					\$ -	\$ -	\$ -
Recreation and Community Services								