

# MEMORANDUM

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Finance Department



**DATE:** November 24, 2020

**TO:** Finance Subcommittee

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

		<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
<b>Total \$ All Contracts:</b>		\$ 496,131	\$ 4,920	\$ 491,211
<b>Total Qty All Contracts:</b>	17			
<b>Average Contract \$:</b>	\$ 29,184			

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing</b>	0	\$ -	\$ -	\$ -
<b>City Manager</b>	2	\$ 69,020	\$ -	\$ 69,020
<b>City Attorney</b>	0	\$ -	\$ -	\$ -
<b>Engineering Department</b>	0	\$ -	\$ -	\$ -
<b>Finance Department</b>	1	\$ 2,656	\$ -	\$ 2,656
<b>Fire Department</b>	1	\$ 23,977	\$ -	\$ 23,977
<b>Human Resources</b>	1	\$ 24,500	\$ -	\$ 24,500
<b>Information Technology</b>	1	\$ 33,151	\$ -	\$ 33,151
<b>Non-Departmental</b>	0	\$ -	\$ -	\$ -
<b>Planning Department</b>	0	\$ -	\$ -	\$ -
<b>Police Department</b>	2	\$ 50,036	\$ -	\$ 50,036
<b>Public Works</b>	9	\$ 292,791	\$ 4,920	\$ 287,871
<b>Recreation and Community Services</b>	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  
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		<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
Total \$ All Contracts:		496,131	4,920	491,211
Total Qty All Contracts:	17			
Average Contract \$:	\$ 29,184			

Department	PO #	PO Date	Vendor #	Vendor Name	Contract Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Building Safety and Housing							\$ -	
<b>City Manager Sub-Total</b>	<b>2</b>					\$ 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
<b>City Attorney Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
<b>Engineering Department Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Engineering							\$ -	
<b>Finance Department Sub-Total</b>	<b>1</b>					\$ 2,656	\$ -	\$ 2,656
Finance Department	FY21307	10/13/20	12812	Brink's	FY20-21 Armored Courier Services	\$ 2,656	\$ -	\$ 2,656
<b>Fire Department Sub-Total</b>	<b>1</b>					\$ 23,977	\$ -	\$ 23,977
Fire Department	FY21804	10/27/20	18082	Stryker Sales Corporation	FY20-21 Maintenance of Cardiac Monitors	\$ 23,977	\$ -	\$ 23,977
<b>Human Resources Sub-Total</b>	<b>1</b>					\$ 24,500	\$ -	\$ 24,500
Human Resources	DP21302	10/27/20	16003	Bob Murray & Associates	Executive Recruitment for Finance Director	\$ 24,500	\$ -	\$ 24,500
<b>Information Technology Sub-Total</b>	<b>1</b>					\$ 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
<b>Non-Departmental Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
							\$ -	

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		496,131	4,920	491,211
Total \$ All Contracts:				
Total Qty All Contracts:				
Average Contract \$:	\$			
	17			
	29,184			

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								