

# MEMORANDUM

Finance Department



**DATE:** May 15, 2020

**TO:** Finance Subcommittee

**THROUGH:** Steve McHarris, Interim City Manager *Steve McHarris*

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

**CC:** City Attorney's Office

**SUBJECT:** **April 2020 Report of City Manager Approved Contracts and Interim City Manager Procurement Card Activity (02/23/2020- 03/22/2020)**

This memorandum transmits the April 2020 Report of City Manager Approved Contracts and the Interim City Manager's Procurement Card activity for the period 02/23/2020 to 03/22/2020.

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 Interim City Manager for the prior month under his contract approval authority. For the reporting period, 14 contracts were approved totaling approximately \$308,000.

There was no credit card activity for the Interim 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 April 2020

Note: CM Authority at &lt;\$100,000 until 12/06/17; &lt;\$50,000 12/07/17 until 6/15/18

&lt;\$100,000 effective 6/16/18

		Total \$ Amount	\$ Spent To Date		Remaining \$ Balance
<b>Total \$ All Contracts:</b>		\$ 307,567	\$ -	\$	307,567
<b>Total Qty All Contracts:</b>	14				
<b>Average Contract \$:</b>	\$ 21,969				

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	0	\$ -	\$ -	\$ -
<i>City Manager</i>	0	\$ -	\$ -	\$ -
<i>City Attorney</i>	0	\$ -	\$ -	\$ -
<i>Engineering Department</i>	0	\$ -	\$ -	\$ -
<i>Finance Department</i>	0	\$ -	\$ -	\$ -
<i>Fire Department</i>	5	\$ 92,797	\$ -	\$ 92,797
<i>Human Resources</i>	0	\$ -	\$ -	\$ -
<i>Information Technology</i>	4	\$ 118,537	\$ -	\$ 118,537
<i>Non-Departmental</i>	0	\$ -	\$ -	\$ -
<i>Planning Department</i>	0	\$ -	\$ -	\$ -
<i>Police Department</i>	2	\$ 20,181	\$ -	\$ 20,181
<i>Public Works</i>	3	\$ 76,052	\$ -	\$ 76,052
<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 April 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
<b>Total \$ All Contracts:</b>						<b>307,567</b>	<b>-</b>	<b>307,567</b>
<b>Total Qty All Contracts:</b>								
<b>Average Contract \$:</b>	<b>\$</b>	<b>14</b>						
			<b>21,969</b>					
Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Building Safety and Housing								
<b>City Manager Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
City Manager								
<b>City Attorney Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Engineering Department Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Engineering								
<b>Finance Department Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Finance Department								
<b>Fire Department Sub-Total</b>	<b>5</b>					<b>\$ 92,797</b>	<b>\$ -</b>	<b>\$ 92,797</b>
Fire Department	DP20807	04/04/20	16993	RW Jones and Associates	Six Units Powered Air Purifying Respirator, accessories, and other Personal Protective Equipment (PPE) Related to COVID-19	\$ 37,518	\$ -	\$ 37,518
Fire Department	DP20808	04/07/20	18082	Stryker Sales Corporation	(6) Lifepak Automated External Defibrillators	\$ 15,049	\$ -	\$ 15,049
Fire Department	DP20809	04/07/20	14863	Knox Company	Ten Units Medical Narcotics Storage/Vault and Inventory Control	\$ 21,105	\$ -	\$ 21,105
Fire Department	DP20811	04/14/20	19032	Mallory Safety and Supply, LLC	Emergency PPE - COVID-19 Response Supplies	\$ 5,946	\$ -	\$ 5,946
Fire Department	FY20808	04/24/20	18082	Stryker Sales Corporation	FY2019-2020 Gurney Lease Year Two of Five Year Lease	\$ 13,180	\$ -	\$ 13,180
<b>Human Resources Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Human Resources								
<b>Information Technology Sub-Total</b>	<b>4</b>					<b>\$ 118,537</b>	<b>\$ -</b>	<b>\$ 118,537</b>
Information Technology	C342724	04/27/20	19034	BLR Sign Systems	City Hall Digital Sign Rehabilitation	\$ 50,772	\$ -	\$ 50,772
Information Technology	DP20907	04/07/20	18921	NetFile, Inc.	Paperless Electronic Filing System - Amendment No. 1	\$ 938		\$ 938
Information Technology	FY20902	04/07/20	18459	Superion, LLC	Community Development Advanced Premise Software Subscription February 2020 - February 2021	\$ 60,870		\$ 60,870
Information Technology	FY20903	04/24/20	18496	Mitrefinch (Advance Systems)	FY2019-2020 Annual Support and Maintenance for the Payroll Time and Attendance System	\$ 5,958		\$ 5,958
<b>Non-Departmental Sub-Total</b>	<b>0</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Milpitas**

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 For the month of April 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

<b>Total \$ All Contracts:</b>	<b>Total \$ Amount</b>	<b>\$ Spent To Date</b>	<b>Remaining \$ Balance</b>
	<b>307,567</b>	<b>-</b>	<b>307,567</b>
<b>Total Qty All Contracts:</b>			
<b>Average Contract \$:</b>	<b>\$ 21,969</b>		
	<b>14</b>		

Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Planning Department Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Planning Department						\$ -	\$ -	\$ -
<b>Police Department Sub-Total</b>	<b>2</b>					<b>\$ 20,181</b>	<b>\$ -</b>	<b>\$ 20,181</b>
Police Department	DP20719	04/29/20	19037	Genlantis	Five Units First Responder Sterilizer Related to COVID-19	\$ 14,681	\$ -	\$ 14,681
Police Department	FY20709	04/24/20	10338	Central Medical Laboratory	FY2019-2020 On-Call Drug/Alcohol Blood Collection	\$ 5,500	\$ -	\$ 5,500
<b>Public Works Department Sub-Total</b>	<b>3</b>					<b>\$ 76,052</b>	<b>\$ -</b>	<b>\$ 76,052</b>
Public Works	C371701	04/24/20	18807	Mathews Mechanical	Davit Base Mount Installation at Storm Pump Stations	\$ 21,470	\$ -	\$ 21,470
Public Works	DP20419	04/24/20	18756	Nova Commercial Co., Inc.	Daytime Custodial Services Related to COVID-19	\$ 25,000	\$ -	\$ 25,000
Public Works	DP20417	04/07/20	19031	SC Anderson Group International	Mold Remediation Services at Public Works, IT and Police Department	\$ 29,582	\$ -	\$ 29,582
<b>RCS Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Recreation and Community Services						\$ -	\$ -	\$ -