



Office of the City Manager

CONSENT CALENDAR
February 23, 2021

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Henry Oyekanmi, Director, Finance

Subject: Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on February 23, 2021

RECOMMENDATION

Approve the request for proposals or invitation for bids (attached to staff report) that will be, or are planned to be, issued upon final approval by the requesting department or division. All contracts over the City Manager's threshold will be returned to Council for final approval.

FISCAL IMPACTS OF RECOMMENDATION

Total estimated cost of items included in this report is \$400,000.

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Pre-Qualified Pool Of Fine Art Services Providers	148	Cultural Trust	\$250,000
Finance Department Consultant	011	General Fund	\$150,000
Total:			\$400,000

CURRENT SITUATION AND ITS EFFECTS

On May, 6, 2008, Council adopted Ordinance No. 7,035-N.S. effective June 6, 2008, which increased the City Manager's purchasing authority for services to \$50,000. As a result, this required report submitted by the City Manager to Council is now for those purchases in excess of \$100,000 for goods; and \$200,000 for playgrounds and construction; and \$50,000 for services. If Council does not object to these items being sent out for bid or proposal within one week of them appearing on the agenda, and upon final notice to proceed from the requesting department, the IFB (Invitation for Bid) or RFP (Request for Proposal) may be released to the public and notices sent to the potential bidder/respondent list.

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BACKGROUND

On May 6, 2008, Council adopted Ordinance No. 7,035-N.S., amending the City Manager's purchasing authority for services.

ENVIRONMENTAL SUSTAINABILITY

The Finance Department reviews all formal bid and proposal solicitations to ensure that they include provisions for compliance with the City's environmental policies. For each contract that is subject to City Council authorization, staff will address environmental sustainability considerations in the associated staff report to City Council.

RATIONALE FOR RECOMMENDATION

Need for the services.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Darryl Sweet, General Services Manager, Finance, 510-981-7329

Attachments:

- 1: Formal Bid Solicitations and Request for Proposals Scheduled For Possible Issuance After Council Approval on February 23, 2021
 - a) Pre-Qualified Pool Of Fine Art Services Providers
 - b) Finance Department Consultant

Note: Original of this attachment with live signature of authorizing personnel is on file in General Services.

DATE SUBMITTED: February 23, 2021

SPECIFICATION NO.	DESCRIPTION OF GOODS / SERVICES BEING PURCHASED	APPROX. RELEASE DATE	APPROX. BID OPENING DATE	INTENDED USE	ESTIMATED COST	BUDGET CODE TO BE CHARGED	DEPT. / DIVISION	CONTACT NAME & PHONE
21-11438-C	PRE-QUALIFIED POOL OF FINE ART SERVICES PROVIDERS	1/27/2021	3/2/2021	The Civic Arts Program is looking for providers of fine art services including: art maintenance technicians, artwork preparators, conservators, artwork fabricators, fine art installers with experience and expertise in the installation, moving and restoration of large-scale artworks, fine art transportation and storage, photographers and videographers of artwork, graphic designer, sign makers, fine art framing services, audio visual technicians, public art curation and project management, and art collection registrars, with the intent of establishing a pre-qualified pool of firms for the purpose of	Multiple contracts totaling approximately \$250,000 over three years.	Fund 148	City Manager's Office/Office of Economic Development/Civic Arts	Jennifer Lovvorn 981-7533
DEPT. TOTAL					\$250,000			

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21-11441-C	Finance Department Consultant	2/24/2021	3/20/2021	To hire temporary staff to help staff and manage the Revenue Collection Division of the Finance Department while the manager is on extended leave and also until positions are filled permanently.	\$150,000	011-33-324-341-0000-000-412-612990-	Finance	Henry Oyekanmi 981-7326
DEPT. TOTAL					\$150,000			
GRAND TOTAL					\$400,000			