



Office of the City Manager

CONSENT CALENDAR
July 13, 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 July 13, 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 \$663,976.

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Covid-19 Public Health Messaging Strategies	336	One-Time Grant	\$283,000
2636 Martin Luther King Jr. Way Window Leak Repair	158	Mental Health State Aid Realignment	\$380,976
Total:			\$663,976

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.

BACKGROUND

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

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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 July 13, 2021
 - a) Covid-19 Public Health Messaging Strategies
 - b) 2636 MLK Window Leak Repair

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

DATE SUBMITTED: July 13, 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
21-11464-C	COVID-19 Public Health Messaging Strategies	7/14/2021	8/17/2021	Multiple contracts to provide culturally responsive COVID-19 Public Health resources and education for mitigating COVID-19 through vaccination and testing. Contractor(s) will develop, manage, and implement effective mitigation and prevention media campaigns focusing on hard-to-reach populations and eliminating barriers to vaccine and testing hesitancy.	\$283,000	336-51-501-503-2075-000-451-511110	HHCS/Office of the Director	Amy Davidson 981-5406
DEPT. TOTAL					\$283,000			
21-11465-C	2636 MLK Window Leak Repair	7/14/2021	8/4/2021	Restoration and waterproofing of leaking building facade	\$380,976	HHCS Funds: 158-51-503-520-0000-000-451-670120- HHMROM2101- NONPERSONN-INTLSVCS- NONRTFACMT	PW/Engineering	Elmar Kapfer 981-6435
Dept TOTAL					\$380,976			
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DEPT. TOTAL					\$663,976			

