



Office of the City Manager

CONSENT CALENDAR
January 30, 2024

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 January 30, 2024

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 **\$200,000**

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Staff uniforms and resale items for the Recreation Division	011 125 138	General Fund Playground Camp Parks Tax	\$200,000
Total:			\$200,000

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 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 goods and/or 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 January 30, 2024

- a. Staff uniforms and resale items for the Recreation Division

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

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
24-11656-C	Staff uniforms and resale items for the Recreation Division	2/1/24	3/13/2024	Purchase of staff uniforms for the Recreation Division and resale items for Berkeley Tuolumne Camp 2-year contract (\$100,000/year)	\$200,000.00	Recreation General: 011-52-543-570-0000-000-461-645110 Recreation Aquatics: 011-52-543-570-1015-000-461-645110 Recreation Events: 011-52-543-570-1020-000-461-645110 Tuolumne Camp: 125-52-543-583-0000-000-461-645110 Echo Lake Camp: 125-52-543-583-0000-000-461-645110 Berkeley Day Camp: 125-52-543-583-0000-000-461-645110 Parks Event Shirts: 138-52-542-565-0000-000-461-645110	PRW Recreation	Justin Pitcher, Recreation Program Supervisor 510-981-5123 jpitcher@berkeleyc a.gov
DEPT. TOTAL					\$ 200,000.00			
TOTAL					\$ 200,000.00			

