



Office of the City Manager

CONSENT CALENDAR
June 13, 2023

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 June 13, 2023

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 \$650,000.

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Community Relationship Management System (CRM)	680	IT Cost Allocation	\$450,000
Underground Diesel Storage Tank and Piping Removal and Installation of Aboveground Tank	601	Zero Waste	\$200,000
Total:			\$650,000

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

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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 April 25, 2023
 - a. Community Relationship Management System (CRM)
 - b. Underground Diesel Storage Tank and Piping Removal and Installation of Aboveground Tank

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

DATE SUBMITTED: June 13, 2023

SPECIFICATION NO.	DESCRIPTION OF GOODS / SERVICES BEING	APPROX. RELEASE DATE	APPROX. BID OPENING DATE	INTENDED USE	ESTIMATED COST	BUDGET CODE TO BE CHARGED	DEPT. / DIVISION	CONTACT NAME & PHONE
23-11606-C	Community Relationship Management System (CRM)	6/1/2023	7/15/2023	Software for an updated CRM system	\$ 450,000.00	350k: 680-35-364-000-0000-000-472-613130 100k: 680-35-364-000-0000-000-472-612990	Information Technology / Customer Service 311	Kathy Cassidy 510.981.6543 Barry Jennings 510.981.6532
DEPT. TOTAL					\$450,000			
23-11607-C	Underground Diesel Storage Tank and Piping Removal and Installation of Aboveground Tank	6/1/23	7/1/2023	Permitting, Site Mobilization/Demobilization, Remove 2 underground storage tanks, associated piping, and two pump stations, Excavate Impacted Soil, Site Restoration, Perform environmental soil, sidewall(s) and bottom of tank sampling and analytical testing and perform groundwater sampling if encountered and analytical testing to laboratory, installation of new aboveground fuel tank and corresponding dispenser, Draft and Final UST Removal Report and obtain City of Berkeley closure approval	\$ 200,000.00	601-54-627-734-3023-000-472-612990-	Public Works / Operations / Zero Waste	Robert Hernandez 510-981-6644 Uriel Gonzalez 510-981- Joy Brown 510-981-6629
DEPT. TOTAL					\$200,000			
TOTAL					\$650,000			

