



MEMORANDUM

Finance Department

DATE: June 9, 2020

TO: Finance Subcommittee

THROUGH: Steven G. McHarris, City Manager *Steve McHarris*

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

CC: City Attorney's Office

SUBJECT: **May 2020 Report of City Manager Approved Contracts and City Manager Procurement Card Activity (03/23/2020- 04/22/2020)**

This memorandum transmits the May 2020 Report of City Manager Approved Contracts and the City Manager's Procurement Card activity for the period 03/23/2020 to 04/22/2020.

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 City Manager for the prior month under his contract approval authority. For the reporting period, 17 contracts were approved totaling approximately \$409,000.

There was no credit card activity for the 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 May 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

	<u>Total \$ Amount</u>	<u>\$ Spent To Date</u>	<u>Remaining \$ Balance</u>
Total \$ All Contracts:	\$ 408,572	\$ 17,770	\$ 390,802
Total Qty All Contracts:	17		
Average Contract \$:	\$ 24,034		

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing	0	\$ -	\$ -	\$ -
City Manager	1	\$ 25,000	\$ -	\$ 25,000
City Attorney	0	\$ -	\$ -	\$ -
Engineering Department	2	\$ 49,950	\$ 9,103	\$ 40,847
Finance Department	1	\$ 4,823	\$ -	\$ 4,823
Fire Department	2	\$ 25,203	\$ -	\$ 25,203
Human Resources	1	\$ 31,900	\$ 8,667	\$ 23,233
Information Technology	1	\$ 15,514	\$ -	\$ 15,514
Non-Departmental	0	\$ -	\$ -	\$ -
Planning Department	0	\$ -	\$ -	\$ -
Police Department	3	\$ 97,206	\$ -	\$ 97,206
Public Works	5	\$ 153,982	\$ -	\$ 153,982
Services	1	\$ 4,995	\$ -	\$ 4,995

City of Milpitas
Detailed Listing of Approved City
Manager (CM) Contracts \$100,000 and
Below
For the month of May 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 \$ All Contracts:
Total Qty All Contracts: 17
Average Contract \$: \$ 24,034

Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
408,572	17,770	390,802

Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Building Safety and Housing Sub-Total	0					\$ -	\$ -	\$ -
Building Safety and Housing							\$ -	
City Manager Sub-Total	1					\$ 25,000	\$ -	\$ 25,000
City Manager	FY20111	05/18/20	11045	Liebert Cassidy Whitmore	Labor Negotiation Services - April 21, 2020 to June 30, 2021	\$ 25,000	\$ -	\$ 25,000
City Attorney Sub-Total	0					\$ -	\$ -	\$ -
Engineering Department Sub-Total	2					\$ 49,950	\$ 9,103	\$ 40,847
Engineering	C344714	05/18/20	15990	Cal-West	Traffic Signal Cabinet Relocation for Fire Station No. 2 Renovation Project No. 3447	\$ 24,950	\$ -	\$ 24,950
Engineering	FY20456	05/11/20	18506	Kier & Wright Civil Engineers	On-Call Surveying Service, Subdivision Map, Legal Plat Reviews	\$ 25,000	\$ 9,103	\$ 15,897
Finance Department Sub-Total	1					\$ 4,823	\$ -	\$ 4,823
Finance Department	DP20303	05/26/20	17698	Municipal Emergency Services	Two Units Seek Scan Thermal Kits - EM2002 Project COVID-19	\$ 4,823	\$ -	\$ 4,823
Fire Department Sub-Total	2					\$ 25,203	\$ -	\$ 25,203
Fire Department	DP20812	05/11/20	10188	Grainger Incorporated	Emergency COVID-19 Personal Protective Supplies such as Safety Glasses, Disposable Gloves, Polyethylene Gown, Cleaner, and Disinfectant.	\$ 17,203	\$ -	\$ 17,203
Fire Department	DP20813	05/11/20	18372	PulsePoint Foundation	Pulse Point Respond License Maintenance and Support - Renewal 01/01/20-12/31/21	\$ 8,000	\$ -	\$ 8,000
Human Resources Sub-Total	1					\$ 31,900	\$ 8,667	\$ 23,233
Human Resources	FY20110	05/05/20	16355	Peckham & McKenney, Inc.	Recruitment Services - HR Director	\$ 31,900	\$ 8,667	\$ 23,233
Information Technology Sub-Total	1					\$ 15,514	\$ -	\$ 15,514

City of Milpitas
Detailed Listing of Approved City
Manager (CM) Contracts \$100,000 and
Below
For the month of May 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 \$ All Contracts:
Total Qty All Contracts: 17
Average Contract \$: \$ 24,034

<i>Total \$ Amount</i>	<i>\$ Spent To Date</i>	<i>Remaining \$ Balance</i>
408,572	17,770	390,802

Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Information Technology	DP20912	05/18/20	16701	Universal Security & Fire Inc.	Three year Pinnacle License & Software Update and Support for Security Control Access System.	\$ 15,514	\$ -	\$ 15,514
Non-Departmental Sub-Total	0					\$ -	\$ -	\$ -

City of Milpitas
Detailed Listing of Approved City
Manager (CM) Contracts \$100,000 and
Below
For the month of May 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 \$ All Contracts:
Total Qty All Contracts: 17
Average Contract \$: \$ 24,034

Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
408,572	17,770	390,802

Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
Planning Department Sub-Total	0					\$ -	\$ -	\$ -
Planning Department							\$ -	
Police Department Sub-Total	3					\$ 97,206	\$ -	\$ 97,206
Police Department	C344302	05/18/20	19014	W.S. Darley & Co.	Four Units - Unmanned Aircraft Systems	\$ 41,331	\$ -	\$ 41,331
Police Department	DP20720	05/11/20	18855	Allmodular Systems, Inc.	Police Department Furniture Removal and Installation Phase III	\$ 15,875	\$ -	\$ 15,875
Police Department	DP20721	05/11/20	19040	Flock Safety	Twenty Units Stationary Automated License Plate Reader	\$ 40,000	\$ -	\$ 40,000
Public Works Department Sub-Total	5					\$ 153,982	\$ -	\$ 153,982
Public Works	C340313	05/18/20	18770	Mary McGrath Architects	Fire Station No. 1 Window Design, Planning and Project Management	\$ 19,750	\$ -	\$ 19,750
Public Works	C511300	05/11/20	19041	Saviano Company Inc	Gill Memorial Park Courts Resurfacing	\$ 59,000	\$ -	\$ 59,000
Public Works	DP20420	05/11/20	14667	FJM Truck & Trailer Center	F057 Fire Engine Repair	\$ 6,810	\$ -	\$ 6,810
Public Works	DP20422	05/11/20	18361	Makai Solutions	Fleet Maintenance Vehicle Lift Repairs	\$ 8,422	\$ -	\$ 8,422
Public Works	DP20423	05/18/20	10062	Preston Pipelines Inc.	On-Call Water Pipeline Repair Services	\$ 60,000	\$ -	\$ 60,000
RCS Sub-Total	1					\$ 4,995	\$ -	\$ 4,995
Recreation and Community Services	DP20607	05/18/20	17631	Peninsulators Inc	Provide and Install Window Coverings for Community Center	\$ 4,995	\$ -	\$ 4,995