

# MEMORANDUM

Finance Department



**DATE:** March 10, 2020  
**TO:** Mayor and Councilmembers  
**THROUGH:** Steve McHarris, Interim City Manager *AM*  
**FROM:** Walter C. Rossmann, Director of Finance *WCR*  
**CC:** City Attorney's Office  
**SUBJECT:** **February 2020 Report of City Manager Approved Contracts and Interim City Manager Procurement Card Activity (01/23/2020- 02/22/2020)**

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This memorandum transmits the February 2020 Report of City Manager Approved Contracts and the Interim City Manager's Procurement Card activity for the period 01/23/2020 to 02/22/2020.

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 Interim City Manager for the prior month under his contract approval authority. For the reporting period, 18 contracts were approved totaling approximately \$686,000.

There was no credit card activity for the Interim 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 February 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>
<b>Total \$ All Contracts:</b>		\$ 685,999	\$	44,714	\$	641,285
<b>Total Qty All Contracts:</b>	18					
<b>Average Contract \$:</b>	\$ 38,111					

Department	PO #	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<i>Building Safety and Housing</i>	0	-	-	-
<i>City Manager</i>	1	15,000	-	15,000
<i>City Attorney</i>	0	-	-	-
<i>Engineering Department</i>	1	6,318	-	6,318
<i>Finance Department</i>	1	55,680	7,424	48,256
<i>Fire Department</i>	1	99,000	27,448	71,552
<i>Human Resources</i>	0	-	-	-
<i>Information Technology</i>	3	111,268	-	111,268
<i>Non-Departmental</i>	0	-	-	-
<i>Planning Department</i>	0	-	-	-
<i>Police Department</i>	4	88,257	-	88,257
<i>Public Works</i>	6	306,696	9,842	296,854
<i>Recreation and Community Services</i>	1	3,780	-	3,780

**City of Milpitas**  
**Detailed Listing of Approved City Manager (CM) Contracts \$100,000 and Below**  
**For the month of February 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:** 18  
**Average Contract \$:** \$ 38,111

Total \$ Amount    \$ Spent To Date    Remaining \$ Balance  
**685,999**                    **44,714**                    **641,285**

Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Building Safety and Housing Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Building							\$ -	
<b>City Manager Sub-Total</b>	<b>1</b>					\$ 15,000	\$ -	\$ 15,000
City Manager	FY20106	02/21/20	18995	EMC Research, Inc.	Opinion Research Survey - City of Milpitas Employees.	\$ 15,000	\$ -	\$ 15,000
<b>City Attorney Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
<b>Engineering Department Sub-Total</b>	<b>1</b>					\$ 6,318	\$ -	\$ 6,318
Engineering	MA20300	02/27/20	17989	United Site Services	Fence Rental at McCandless Park 12/04/05 - 12/02/2016	\$ 6,318	\$ -	\$ 6,318
<b>Finance Department Sub-Total</b>	<b>1</b>					\$ 55,680	\$ 7,424	\$ 48,256
Finance	DP20302	02/20/20	17813	Material & Contract Services	Temporary Contract Buyer - 01/06/2020 to 07/06/2020	\$ 55,680	\$ 7,424	\$ 48,256
<b>Fire Department Sub-Total</b>	<b>1</b>					\$ 99,000	\$ 27,448	\$ 71,552
Fire Department	FY20804	02/20/20	10149	LN Curtis & Sons	Customized Personal Protective Equipment (PPE), 30 sets each of Jackets and Pants, for New Hire Fire Fighters	\$ 99,000	\$ 27,448	\$ 71,552
<b>Human Resources Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
Human Resources							\$ -	
<b>Information Technology Sub-Total</b>	<b>3</b>					\$ 111,268	\$ -	\$ 111,268
Information Technology	C342721	02/20/20	18860	MRC Smart Technology Solutions	22 Units of Optical Character Recognition (OCR) Software including Installation, One Year Maintenance and Support.	\$ 13,593	\$ -	\$ 13,593
Information Technology	C342722	02/21/20	18423	SHI International Corp	Nutanix Hyperconverged Server required for the Computer Aided Dispatch Upgrade Project.	\$ 83,768	\$ -	\$ 83,768
Information Technology	DP20910	02/20/20	17411	Art Computer Inc.	Police Department Office Work Stations (11 Units of LG Curve Monitor and 11Lenovo ThinkCentre Computers)	\$ 13,907	\$ -	\$ 13,907
<b>Non-Departmental Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
							\$ -	

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Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
685,999	44,714	641,285

Department	PO #	PO Date	Vendor #	Vendor Name	Full Description	Total \$ Amount	\$ Spent To Date	Remaining \$ Balance
<b>Planning Department Sub-Total</b>	<b>0</b>					\$ -	\$ -	\$ -
<b>Police Department Sub-Total</b>	<b>4</b>					\$ 88,257	\$ -	\$ 88,257
Police Department	C345900	02/18/20	19006	Catalyst Consulting Group, Inc	City-wide Automated License Plate Reader and Surveillance Camera Consulting Services	\$ 50,000	\$ -	\$ 50,000
Police Department	DP20714	02/20/20	17675	Jemby Electric Inc	Electrical Upgrade for Furniture Project Phase III	\$ 16,461	\$ -	\$ 16,461
Police Department	DP20715	02/21/20	11645	San Diego Police Equipment	Federal (FED) Law Enforcement Ammunitions (15 cs/1000 FED HST (Hydra-Shok Two) 40S&W 180 Grain JHP, 21 cs/1000 FED 40S&W 180Grain FMJ, 28 cs/500 FED-223 55 Grain FMJ-BT, 3 cs/250 FED Tactical 12GA 00Buck 9PLT, 3 cs/250 FED Tactical 12GA 1HP Slug)	\$ 16,903	\$ -	\$ 16,903
Police Department	DP20716	02/21/20	17947	Miwall Corporation	350 units Hornady 223 Remington 55gr Bullets	\$ 4,894	\$ -	\$ 4,894
<b>Public Works Department Sub-Total</b>	<b>6</b>					\$ 306,696	\$ 9,842	\$ 296,854
Public Works	C344003	02/27/20	15990	Cal-West	Street Light Pole (Removal of old and Installation of New, including its Foundation) at the City's Public Works Corporation Yard at 1425 N. McCarthy Blvd, On-Call Traffic Signal and Street Light Emergency Support Response	\$ 60,000	\$ -	\$ 60,000
Public Works	C371510	02/18/20	15280	Bay Area Coating Consultant	Fuel Tank Coatings Inspection Consulting Services	\$ 35,000	\$ -	\$ 35,000
Public Works	C612601	02/18/20	17675	Jemby Electric Inc	Venus Station Transfer Switches	\$ 28,723	\$ 9,842	\$ 18,881
Public Works	DP20413	02/18/20	10062	Preston Pipelines Inc.	Emergency Abel Street Pipe Repairs - General Engineering Contractor Service	\$ 96,782	\$ -	\$ 96,782
Public Works	FY20434	02/18/20	19005	Agile Access Control, Inc.	Agile Fleet Kiosk & Software Services	\$ 26,191	\$ -	\$ 26,191
Public Works	FY20435	02/18/20	17675	Jemby Electric Inc	On-Call Electrical Services up to June 25, 2020	\$ 60,000	\$ -	\$ 60,000
<b>RCS Sub-Total</b>	<b>1</b>					\$ 3,780	\$ -	\$ 3,780
Recreation and Community Services	FY20628	02/20/20	16910	GreeneSport Association	Basket Ball Refereeing Services, Feb. 15, 2020 - Feb. 14, 2024	\$ 3,780	\$ -	\$ 3,780