ITEM NO. 8

STAFF REPORT

CITY OF OCEANSIDE

DATE: July 6, 2011

TO: Honorable Mayor and City Council Members

FROM: Economic & Community Development Department
Property Management Division

SUBJECT: **ANNUAL PURCHASE ORDERS FOR EQUIPMENT, SUPPLIES, SERVICES AND MATERIALS IN AMOUNTS OVER $50,000 FOR FISCAL YEAR 2011-2012**

SYNOPSIS

Staff recommends that the City Council approve annual purchase orders for equipment, supplies, services and materials in amounts over $50,000 for FY 2011-12 for routine and recurring maintenance, repairs and operations from various City Department funds for a total of $816,247; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

BACKGROUND

In prior years, for each fiscal year, the Building Maintenance Division of the Public Works Department estimated the quantity of equipment, supplies, services and materials that would be needed for recurring maintenance, repairs, and operations, which were the responsibility of the Building Maintenance Division.

In years past, the annual purchase orders for equipment, supplies, services and materials for all of the divisions of the Public Works Department were requested in one staff report. As a result, in the recent transfer of the Building Maintenance Division responsibilities to the Property Management Division of the Economic & Community Development Department, the recommendation for the approval of purchase orders for Building Maintenance for fiscal year 2011-12 has become the responsibility of the Property Management Division.

Estimates that exceed $50,000 are formally bid. Items that are proprietary and sold only through the manufacturer, have only one authorized distributor in the area, or have proven to be the only product acceptable are sole-sourced.

ANALYSIS

Staff solicited proposals in accordance with the City's Procurement of Goods and Services Directive. Exhibit "A" lists the specific requested purchase orders; provides the

vendor, equipment, supplies, services or materials to be purchased; the amount of purchase order; the corresponding Building Maintenance program; and the selection process/reason for selection.

FISCAL IMPACT

The adopted operating budget for each Building Maintenance program will still be part of the Public Works Department for fiscal year 2011-12, although managed by the Property Management Division. The adopted operating budget includes funds for the purchase of equipment, supplies, materials and services to support the day-to-day operations of the Building Maintenance section. The requested purchase orders will not be issued for more than the amounts set forth in the adopted operating budget.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY ANALYSIS

Purchases should be made according to the procedures set forth in Chapter 28A of the City Code.

RECOMMENDATION

Staff recommends that the City Council approve annual purchase orders for equipment, supplies, services and materials in amounts over $50,000 for FY 2011-12 for routine and recurring maintenance, repairs and operations from various City Department funds for a total of $816,247; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

PREPARED BY:

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SUBMITTED BY:

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REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

Jane McVey, Economic & Community Development Director

Teri Ferro, Financial Services Director

EXHIBIT "A"

Economic and Community Development Department
Summary of Requested Annual Purchase Orders Over $50,000

Vendor	Program	Supplies/Services	Program Expenditure	Selection Process
California Office Maintenance, Poway	Civic Center Janitorial Services	Janitorial Services	$125,000	Approved contract
Executive Landscape, Inc., Fallbrook	Citywide Landscape Maintenance Assessment Districts (LMADs)	Landscape Maint. Services	$332,515	Approved contract
Rancho Del Oro Landscape, Oceanside	Landscape maintenance for Civic Center, El Corazon, RDO Rd. slopes, and COC	Landscape maintenance – trimming, weeding, irrigation repair, etc.	$147,352	Bids obtained
RDO Ranch Maintenance Association c/o The Prescott Companies, Carlsbad	El Corazon property	Association membership	$60,000	Sole source
T & T Janitorial	Janitorial services for Library, Parking Structure, and COC	Janitorial services	$61,380	Approved contract
Waxie, San Diego	Building maintenance supplies	Janitorial supplies	$90,000	Bids obtained