



DATE: July 5, 2012

TO: Honorable Mayor and City Council Members

FROM: Property Management Division

SUBJECT: **ANNUAL PURCHASE ORDERS FOR EQUIPMENT, SUPPLIES, SERVICES AND MATERIALS IN AMOUNTS OVER \$50,000 FOR FISCAL YEAR 2012-2013 FOR PROPERTY MANAGEMENT**

SYNOPSIS

Staff recommends that the City Council approve annual purchase orders for equipment, supplies, services and materials in amounts over \$50,000 for FY 2012-13 for routine and recurring maintenance, repairs and operations from various City Department funds for a total of \$828,000; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

BACKGROUND

The Property Management Division is responsible for estimating the quantity of equipment, supplies, services and materials that will be needed for recurring maintenance, repairs, and operations during the fiscal year. 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 and provides the vendor, equipment, supplies, services or materials to be purchased, amount of purchase order, the corresponding Property Management and Building Maintenance Programs, and the selection process/reason for selection.

FISCAL IMPACT

The 2012-13 adopted operating budget includes funds for the purchase of equipment, supplies, materials and services for the day-to-day operations of Property Management and Building Maintenance. 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.

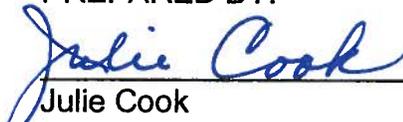
CITY ATTORNEY ANALYSIS

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 2012-13 for routine and recurring maintenance, repairs and operations from various City Department funds for a total of \$828,000; 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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City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager



Douglas E. Eddow, Real Estate Manager



Teri Ferro, Financial Services Director



Exhibit A

EXHIBIT A

Property Management Division 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	Landscape Maint. Districts (LMAD)	Landscape Maint. Services	\$341,493	PSA Renewal Option 1
Rancho Del Oro Landscape Oceanside	Landscape Maintenance for Civic Center, El Corazon, RDO Rd. Slopes and COC	Supplemental Landscaping – trimming, weeding, irrigation repair	\$149,187	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	Janitorial Supplies	\$90,000	Bids Obtained

EXHIBIT A

Property Management Purchase Order Details:

Vendor: California Office Maintenance

Materials and/or Supplies to be Purchased: Janitorial Services

Amount of Purchase Order: \$125,000

Program: Civic Center Janitorial Services

Selection Process/Reason for Selection: Approved contract

Vendor: Executive Landscape, Inc.

Materials and/or Supplies to be Purchased: Landscape Maintenance Services

Amount of Purchase Order: \$341,493

Program: Citywide Landscape Maintenance Assessment Districts (LMADS)

Selection Process/Reason for Selection: PSA renewal option (Year 1 of 2)

Vendor: Rancho Del Oro Landscape

Materials and/or Supplies to be Purchased: Landscape Maintenance

Amount of Purchase Order: \$149,187

Program: Landscape Maintenance – Civic Center, El Corazon, RDO Rd Slopes and COC

Selection Process/Reason for Selection: Bids obtained

Vendor: RDO Ranch Maintenance Association c/o The Prescott Companies

Materials and/or Supplies to be Purchased: Association Membership

Amount of Purchase Order: \$60,000

Program: El Corazon Property

Selection Process/Reason for Selection: Sole Source

EXHIBIT A

Vendor: T & T Janitorial

Materials and/or Supplies to be Purchased: Janitorial Services

Amount of Purchase Order: \$61,380

Program: Janitorial services for Library, Parking Structure and COC

Selection Process/Reason for Selection: Approved Contract

Vendor: Waxie

Materials and/or Supplies to be Purchased: Janitorial Supplies

Amount of Purchase Order: \$90,000

Program: Building maintenance supplies

Selection Process/Reason for Selection: Bids obtained