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DATE: June 25, 2014

TO: Honorable Mayor and City Councilmembers

FROM: Property Management Division

SUBJECT: **ANNUAL PURCHASE ORDERS FOR EQUIPMENT, SUPPLIES, SERVICES AND MATERIALS IN AMOUNTS OVER \$50,000 FOR FISCAL YEAR 2014-2015 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 2014-15 for routine and recurring maintenance, repairs and operations from various City Department funds for a total of \$819,187; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

### **BACKGROUND**

The Building Maintenance Section of the Property Management Division and the Property Management Division are 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 adopted Fiscal Year 2014-15 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 Fiscal Year 2014-2015 Operating Budget.

**COMMISSION OR COMMITTEE REPORT**

Does not apply.

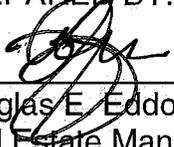
**CITY ATTORNEY ANALYSIS**

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

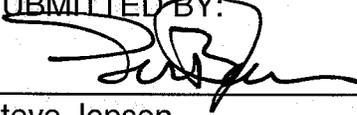
**RECOMMENDATION**

Staff recommends that the City Council approve annual purchase orders for equipment, supplies, services and materials in amounts over \$50,000 for FY 2014-15 for routine and recurring maintenance, repairs and operations from various City Department funds for a total of \$819,187; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

PREPARED BY:

  
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Douglas E. Eddow  
Real Estate Manager

SUBMITTED BY:

  
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Steve Jepsen  
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

James Riley, Financial Services Director

Exhibit A

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## EXHIBIT A

### Property Management Division Summary of Requested Annual Purchase Orders Over \$50,000

<b>Vendor</b>	<b>Program</b>	<b>Supplies/Services</b>	<b>Program Expenditure</b>	<b>Selection Process</b>
California Office Maintenance Poway	Civic Center Janitorial Services	Janitorial Services	\$182,000	Approved Contract
Executive Landscape, Inc. Fallbrook	Landscape Maint. Districts (LMAD)	Landscape Maint. Services	\$243,500	Approved Contract
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	Approved Contract Renewal Option
RDO Ranch Maintenance Association c/o SR Commercial Solana Beach	El Corazon property	Association Membership	\$60,000	Sole Source
Golden Eagle Management, LLC Del Mar	OPD / Mission Library Property Management	Property Management	\$94,500	Sole Source
Waxie San Diego	Building Maintenance	Janitorial Supplies	\$90,000	Approved Contract

## EXHIBIT A

### Property Management Purchase Order Details:

**Vendor:** California Office Maintenance

**Materials and/or Supplies to be Purchased:** Janitorial Services

**Amount of Purchase Order:** \$182,000

**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:** \$243,500

**Program:** Citywide Landscape Maintenance Assessment Districts (LMADS)

**Selection Process/Reason for Selection:** Approved Contract

**Vendor:** Rancho Del Oro Landscape

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

**Amount of Purchase Order:** \$149,187

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

**Selection Process/Reason for Selection:** Approved Contract (Renewal Option)

**Vendor:** RDO Ranch Maintenance Association c/o SR Commercial

**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:** Golden Eagle Management, LLC

**Materials and/or Supplies to be Purchased:** Property Management

**Amount of Purchase Order:** \$94,500

**Program:** OPD / Mission Library Property

**Selection Process/Reason for Selection:** Sole Source

**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:** Approved Contract

## EXHIBIT A

### FISCAL IMPACT FUND EXPENSE BUDGET

<b>VENDOR</b>	<b>BUS UNIT #</b>	<b>OBJ #</b>	<b>AMOUNT</b>
<b>CALIFORNIA OFFICE MAINTENANCE</b>			
CIVIC CENTER	630603851	5320	140,000.00
COC	630605851	5320	24,000.00
OCEANSIDE LIBRARY	630615851	5320	12,000.00
OCEANSIDE TRANSIT	600612101	5320	6,000.00
			<b>\$ 182,000.00</b>
<b>EXECUTIVE LANDSCAPE</b>			
DEL ORO HILLS	320331248	5320.0013	75,000.00
DOUGLAS PARK	320327244	5320.0013	35,000.00
GUAJOME RIDGE	320320250	5320.0013	15,000.00
MARLADO HIGHLANDS	320319249	5320.0013	3,000.00
MISSION MEADOWS-A	320324242	5320.0013	500.00
MISSION MEADOWS-B	320325242	5320.0013	4,000.00
PEACOCK HILLS	320321251	5320.0013	3,000.00
RANCHO HERMOSA	320329246	5320.0013	3,000.00
SANTA FE MESA	320330247	5320.0013	80,000.00
SUNBURST HOLMES	320326243	5320.0013	4,000.00
SUNSET HILLS	320323241	5320.0013	7,000.00
VANDEGRIFT	320328244	5320.0013	7,000.00
VISTA DEL ROI	320322252	5320.0013	7,000.00
			<b>\$ 243,500.00</b>
<b>RANCHO DEL ORO LANDSCAPE</b>			
CIVIC CENTER	630603851	5320	3,120.00
COC	630605851	5320	10,000.00
EL CORAZON	912880500501	5320	136,067.00
			<b>\$ 149,187.00</b>
<b>RDO RANCH MAINTENANCE</b>			
EL CORAZON	912880500501	5320	<b>\$ 60,000.00</b>
<b>GOLDEN EAGLE MGMT</b>			
OPD/MISSION LIBRARY	630615851	5335	<b>\$ 94,500.00</b>
<b>WAXIE</b>			
CIVIC CENTER	630603851	5320	140,000.00
COC	630605851	5320	24,000.00
OPD/MISSION LIBRARY	630615851	5320	12,000.00
OCEANSIDE TRANSIT CENTER	600612101	5320	6,000.00
			<b>\$ 182,000.00</b>