ITEM NO. 13

STAFF REPORT

CITY OF OCEANSIDE

DATE: June 24, 2015

TO: Honorable Mayor and City Councilmembers

FROM: Property Management

SUBJECT: **ANNUAL PURCHASE ORDERS FOR EQUIPMENT, SUPPLIES, SERVICES AND MATERIALS IN AMOUNTS OVER $50,000 FOR FISCAL YEAR 2015-2016 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 2015-16 for routine and recurring maintenance, repairs and operations from various City Department funds for a total of $757,187; 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 2015-16 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 2015-2016 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 2015-16 for routine and recurring maintenance, repairs and operations from various City Department funds for a total of $757,187; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

PREPARED BY:

Douglas E. Eddow
Real Estate Manager

SUBMITTED BY:

Michelle Skaggs Lawrence
Interim City Manager

REVIEWED BY:

Peter Weiss, Assistant City Manager

Jane McPherson, Interim 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	$192,000	Approved Contract
Executive Landscape, Inc. Fallbrook	Landscape Maint. Districts (LMAD)	Landscape Maint. Services	$171,500	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: $192,000

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: $171,500

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