


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/	Coordination: City Attorney’s Office, City Manager’s Budget Office and	Dept. Approval: /s/ Rick Bruneau
Council District(s): Citywide	Contracts (New or Amended) resulting in no physical changes to the environment	Department of Public Works	CMO Approval:  9/21/23

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER WITH BURR PLUMBING AND PUMPING, INC. FOR GREASE TRAP MAINTENANCE

RECOMMENDATION:

Adopt a resolution authorizing the City Manager or designee to exercise up to four one-year options to extend the term of the purchase order with Burr Plumbing and Pumping, Inc. (San José, CA) for grease trap maintenance, with the last option ending on or about October 16, 2027, subject to the appropriation of funds.

Desired Outcome: Authorizing the City Manager or designee to take this action provides the City with grease trap maintenance services to preserve the municipal sewer system.

BASIS FOR RECOMMENDATION:

The Department of Public Works is responsible for overseeing the maintenance of the municipal sewer system. Grease traps are essential to maintaining sewer function and require regular pumping and cleaning for preservation and public safety. Keeping fats and oils out of the sewer system reduces blockages, foul odors, and pest infestations. These services are required to ensure the municipal sewer system is maintained and to reduce potential sanitation issues from impacting City residents.

In August 2022, a competitive Request for Bids was released by the Finance Department to procure these services. The Request for Bids provisioned for a one-year initial term and an additional four one-year options for the City to extend the term. One responsive bid was submitted, and no protests were received. The sole bidder qualified for both the City’s local and small business preferences. Staff awarded to Burr Plumbing and Pumping, Inc. pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310.B(1). A purchase order was executed in the amount of \$185,000 for the period of October 17, 2022 to October 16, 2023 under City Manager authority. The cost for the option period from October 17, 2023 to October 16, 2024 is projected to be in the amount of \$185,000 and future options will be subject to appropriation. Approval of this recommendation will ensure the City continues to receive these essential services with minimal impact to operations.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

COST AND FUNDING SOURCE:

Fund #	Appn. #	Appn. Name	Total Appn.	Amt. for Recommendation	2023-2024 Capital Budget Pg.*	Last Budget Action (Date, Ord. No)
001	0572	Public Works Non-Personal / Equipment	\$20,265,859	\$185,000	707	06/20/2023, 30933

*The 2023-2024 Adopted Capital Budget was approved by the City Council on June 13, 2023 and adopted on June 20, 2023.

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance- Purchasing & Risk Management, at Albie.Udom@sanjoseca.gov.