


### CITY COUNCIL ACTION REQUEST

<b>Department(s):</b> Finance	<b>CEQA:</b> Exempt, File No. PP17-050, CEQA Guidelines Section 15301, Existing Facilities; Section 15302 Replace or Reconstruction.	<b>Coordination:</b> City Attorney's Office; City Manager's Budget Office; and Environmental Services Department	<b>Dept. Approval:</b> /s/ Rick Bruneau
<b>Council District(s):</b> Citywide			<b>CMO Approval:</b>  11/16/23

**SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER WITH TELSTAR INSTRUMENTS  
FOR THE MAINTENANCE, REPAIR, AND PROGRAMMING OF LOGIC  
CONTROLLERS**

#### RECOMMENDATION:

Adopt a resolution authorizing the City Manager or her designee to:

- (a) Amend purchase order OP 63280 with Telstar Instruments (Concord, CA) for as-required maintenance, repair, and programming of logic controllers to increase the total compensation by \$250,000 for a maximum compensation not to exceed \$450,000 for the period ending on or about March 31, 2024; and
- (b) Exercise up to three one-year options to extend the term of the purchase order, with the last option ending on or about March 31, 2027, subject to the appropriation of funds.

**Desired Outcome:** Authorizing the City Manager or her designee to take this action provides the City with maintenance, repair, and programming services for logic controllers used by the Water Resources Division.

#### BASIS FOR RECOMMENDATION:

The Environmental Services Department, Water Resources Division is responsible for instrumentation, control equipment, and a Supervisory Control and Data Acquisition system used in the management of City water resources. Recent Municipal Water System construction projects triggered a temporary relocation of staff and the Supervisory Control and Data Acquisition communications tower, resulting in the need for additional maintenance, repair, and programming services. These services are an addition to the ongoing requirements for maintenance, repair, and programming services of logic controllers which are necessary to ensure Municipal Water Systems are online and operational.

In February 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 did not qualify for the City's local or small business preference. Staff awarded to Telstar Instruments as the sole responsive and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310.B(1). 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 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No)
515	0762	Non-Personal/Equipment	\$45,566,632	\$250,000	1067	06/20/2023, 30933

**FOR QUESTIONS CONTACT:** Albie Udom, Deputy Director of Finance- Purchasing & Risk Management, at [Albie.Udom@sanjoseca.gov](mailto:Albie.Udom@sanjoseca.gov).