



CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	Coordination: PW, CAO, CMO - Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval: <i>[Signature]</i> 6/19/2020

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER FOR FUEL STORAGE TANK/ DISPENSING EQUIPMENT MAINTENANCE, REPAIR, INSPECTION, AND TESTING SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

1. Execute a purchase order with Technology, Engineering & Construction, Inc., dba TEC Acutite, (San Francisco, CA) for Fuel Storage Tank/Dispensing Equipment Maintenance, Repair, Inspection, and Testing Services for a twelve-month period, starting on or about July 1, 2020 and ending on June 30, 2021, for an amount not to exceed \$300,000; and
2. Exercise up to four (4) additional one-year options to extend the term of the purchase order with the last option year ending on or about June 30, 2025, subject to the appropriation of funds.

Desired Outcome: Ensure all City fueling stations and above ground fuel storage systems are operating in optimal condition and in compliance with local and state agency regulations.

BASIS FOR RECOMMENDATION:

The Department of Public Works requires fuel storage tank/dispensing equipment maintenance, repair, inspection, and testing services for its storage tank systems located throughout the City of San José. The fuel tank and dispensing equipment is used to store and dispense fuel to all City vehicles, including public safety vehicles that are used to provide essential services to the community. The services provided by the vendor will ensure that fuel can be dispensed from City fuel stations in accordance with all applicable laws and prevent seepage or leakage into groundwater.

A competitive Request for Bid (RFB) was facilitated by the Finance Department to procure these services. Two bids were submitted with no protests. One bidder applied and was granted local business preference; that preference did not affect the award outcome. Staff recommends award to Technology, Engineering & Construction, Inc., dba TEC Acutite as the lowest responsive, responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B.

Climate Smart San José: The recommendation in this memo has no effect on Climate Smart San José energy, water, or mobility goals.

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

This council item is consistent with the City’s 2019-2020 Adopted Budget City Areas Delivery Framework: “To effectively develop, manage, and safeguard the City’s fiscal, physical, technological, and human resources to enable and enhance the delivery of City services and projects”.

COST AND FUNDING SOURCE:

Services provided under this purchase order are managed by the Public Works Fleet Management Division on behalf of various City Departments. Individual project scopes that will be implemented by TEC Acutite over the contract term will be paid from a variety of funding sources within existing budgeted allocations, including the Fuel Tank Monitoring Capital Improvements appropriation in the General Fund, the Fire Construction and Conveyance Tax Fund, the Service Yards Construction and Conveyance Tax Fund, the San José-Santa Clara Treatment Plant Operating Fund, and the Airport Maintenance and Operations Fund. Fleet Management will be responsible for facilitating all work to be performed, processing invoices, and charging departments directly for the work performed.

FOR QUESTIONS CONTACT: Jennifer Cheng, Deputy Director of Finance, (408) 535-7059