


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: Parks, Recreation, and Neighborhood Services Department, City Attorney's Office, City Manager's Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  01/14/22

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER FOR ENHANCED MAINTENANCE AND AMBASSADOR SERVICES AT ST. JAMES PARK

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

- (a) Execute a purchase order with R.A.C. Services, LLC (Gilroy, CA) for enhanced maintenance and ambassador services for an initial twelve-month period starting on or about January 26, 2022 and ending on or about January 25, 2023, for an amount not-to exceed \$125,000; and
- (b) Exercise up to four additional one-year options to extend the initial term of the purchase order with the last option year ending on or about January 25, 2027, subject to the annual appropriation of funds.

Desired Outcome: To ensure St. James Park receives on-going supplemental maintenance and ambassador services to keep the park aesthetically pleasing, safe, and enjoyable for its community.

BASIS FOR RECOMMENDATION:

St. James Park is a vibrant and heavily used park that attracts a variety of park users, including many who engage in undesirable activities. The City provides health and safety maintenance services with the goal of ensuring the park is an aesthetically pleasing, safe and enjoyable recreation area for park users to enjoy. The Parks, Recreation and Neighborhood Services (PRNS) Department is responsible for overseeing and providing these services and requires the use of a supplemental service provider when City staff are off shift or during special events or activities that take place in the park. Enhanced maintenance services include supplemental garbage and litter cleanup, broken glass removal, and cleaning services. Ambassador services include greeting, engaging and sharing information with park users and surrounding businesses, and collaborating with the Police Department and PRNS park rangers to share safety-related concerns. These services are paid for by developer fees, which are collected and placed in the St. James Park Management District Fund.

A competitive Request for Bid was facilitated by the Finance Department to procure these services. Two responsive bids were submitted and no protest were received. R.A.C. Services applied for and received the local and small business preference, which moved them from the second (2nd) lowest bidder to the lowest bidder. Staff recommends award to R.A.C. Services, Inc. as the lowest responsive and responsible bidder pursuant to the San José Municipal Code for informal bidding, Section 4.12.310(B).

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 2021-2022 Adopted Operating Budget City Areas Delivery Framework:

“To serve, foster, and strengthen the community by providing access to lifelong learning, opportunities to enjoy life, and preserving healthy neighborhoods.”

COST AND FUNDING SOURCE:

Fund #	Appn #	Appn. Name	Total Appn.	Amt. for Contract	2021-2022 Adopted Budget Page	Last Budget Action (Date, Ord. No.)
345	0642	PRNS Non-Personal/Equipment	\$257,000	\$125,000	1020	06/22/2021 30621

FOR QUESTIONS CONTACT: For program-related questions, please contact Avi.Yotam@sanjoseca.gov.
For procurement-related questions, please contact Jennifer Cheng, Deputy Director of Finance at jennifer.cheng@sanjoseca.gov.