


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: Public Works Department, Office of Equality Assurance, City Attorney's Office, City Manager's Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  3-15-18

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER FOR COMMERCIAL KITCHEN APPLIANCE AND EQUIPMENT MAINTENANCE & REPAIR SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

(a) Execute a Purchase Order with R & R Refrigeration & Air Conditioning, Inc. (San Jose, CA) for commercial kitchen appliance and equipment maintenance and repair services for the Public Works Department for an initial twelve-month period, starting on or about March 27, 2019 and ending on or about March 26, 2020 for an amount not to exceed \$200,000; and

(b) Exercise up to four one-year options to extend the term of the Purchase Order with the last option year ending on or about March 25, 2024, subject to the appropriation of funds.

Desired Outcome: To ensure that the City's commercial appliances and equipment are working in optimal condition to reduce downtime and loss of operating efficiency.

BASIS FOR RECOMMENDATION:

The Contracts Management Division of the Public Works Department is responsible for the purchase, maintenance and repair of citywide commercial kitchen appliances and equipment, such as ranges, stoves, ovens, mixers, warmers, commercial coffee makers, garbage disposals, deep fryers, and dish washers. The appliances and equipment are located at various City facilities and the services that may be required include diagnostics, replacement of the appliances' components/parts, calibration, plumbing, electrical, mechanical, removal, replacement, installation and set-up of new equipment, and disposal of old equipment.

A competitive Request for Bid (RFB) was facilitated by the Finance Department to procure these services. One bid was submitted and no protests were received. Since only one bid was received, staff reached out to companies to understand why they elected not to submit a bid. Feedback from one company was they could only service residential appliances, while another company expressed they sell appliances, but do not service them. Staff recommends award to R & R Refrigeration, as the sole, responsive, responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B.

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

Office of Equality Assurance City of San Jose Living Wage is applicable under this purchase order.

This Council item is consistent with the City's 2018-2019 Adopted Operating Budget City Service Area's Mission Statement: "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:

Fund #	Appn. #	Appn. Name	Total Appn.	Requested Budget Action	2018-2019 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No)
001	0572	Non-Personal / Equipment	\$13,771,064	\$200,000	VIII-347	2/21/19 - 30223

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