

### CITY COUNCIL ACTION REQUEST

<b>Department(s):</b> Finance	<b>CEQA:</b> ER23-009 Citywide Right of Way Maintenance.	<b>Coordination:</b> City Attorney's Office; City Manager's Budget Office; and Department of Transportation	<b>Dept. Approval:</b> /s/ Rick Bruneau
<b>Council District(s):</b> Citywide			<b>CMO Approval:</b>

### SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER WITH REED & GRAHAM, INC. FOR ASPHALT CONCRETE MATERIAL

#### RECOMMENDATION:

Adopt a resolution authorizing the City Manager or her designee to exercise up to three one-year options to extend the term of the purchase order with Reed & Graham, Inc. (San José, CA), for asphalt concrete material with the last option ending on or about December 16, 2026, subject to the appropriation of funds.

**Desired Outcome:** Authorizing the City Manager or her designee to take this action provides the City with asphalt concrete materials to maintain City streets.

#### BASIS FOR RECOMMENDATION:

The Department of Transportation maintains City streets and requires asphalt concrete materials for pavement maintenance services. Services performed include curb and gutter conforms, pothole repairs, and general street repairs. Asphalt concrete materials and products are necessary to maintain City streets and ensure roadways are operational for City residents.

In October 2021, a competitive Request for Bids was released by the Finance Department to procure these products. 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 the City's local business preference. Staff awarded to Reed & Graham, Inc. as the sole responsive and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310.B(1). Purchase orders totaling \$1,100,000 were executed for the period of December 17, 2021 to December 16, 2023 under City Manager authority. The option period for December 17, 2023 to December 16, 2024, is projected to be in the amount of \$550,000, and future options will be subject to appropriation. Approval of this recommendation will ensure the City continues to receive these essential products 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 Budget Page	Last Budget Action (Date, Ord. No)
541	0512	DOT Non-Personal/Equipment	\$11,866,346	\$80,000	1058 (Operating)	10/17/2023, 30966
480	5216	Pavement Maintenance – State Gas Tax	\$8,685,880	\$470,000	1076 (Capital)	10/17/2023, 30966

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