


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: City Attorney’s Office; City Manager’s Budget Office; Department of Public Works	Dept. Approval: /s/ Rick Bruneau
Council District(s): Citywide			CMO Approval:  10/5/23

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER WITH COMMUNITY FIRE PROTECTION FOR FIRE-LIFE SAFETY SYSTEM INSPECTIONS, TESTING, MAINTENANCE, AND REPAIR SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager or designee to exercise up to four one-year options to extend the term of the purchase order with Community Fire Protection (Seaside, CA) for fire-life safety system inspections, testing, maintenance, and repair services, with the last option ending on or about October 31, 2027, subject to the appropriation of funds.

Desired Outcome: Authorizing the City Manager or designee to take this action provides the City with fire-life safety system inspections, testing, maintenance, and repair services at City facilities.

BASIS FOR RECOMMENDATION:

The Department of Public Works Facilities Management Division is responsible for overseeing the maintenance and repair of over 400 City facilities and structures, such as police facilities, fire stations, community centers, libraries, parks, and corporate yards. Outside service providers are needed to perform fire-life safety system inspections, testing, maintenance, and repair services at City facilities. Required services include the repair and maintenance of sprinklers, fire pumps, and other fire suppression systems. It is critical to maintain essential City facilities in optimal condition to ensure safety and code compliance. These services are required to ensure facilities are maintained in a manner that keeps occupants safe and minimizes potential losses in the case of a fire event.

In September 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. Two responsive bids were submitted and no protests were received. Neither bidder qualified for the City’s local or small business preferences. City staff awarded to Community Fire Protection pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310.B(1). A purchase order was executed in the amount of \$320,000 for the period of November 1, 2022 to October 31, 2023 under City Manager authority. The option period for November 1, 2023 to October 31, 2024 is projected to be in the amount of \$320,000 as appropriated, and future options will be subject to appropriation. Approval of this recommendation ensures 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 Operating Budget Pg.*	Last Budget Action (Date, Ord. No)
001	0572	PW Non-Personal / Equipment	\$20,265,859	\$320,000	711	06/20/2023, 30933

*The 2023-2024 Adopted Operating Budget was approved by the City Council on June 13, 2023 and adopted on June 20, 2023.

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance – Purchasing & Risk Management, at Albie.Udom@sanjoseca.gov.