


**CITY COUNCIL ACTION REQUEST**

<b>Department(s):</b> Finance	<b>CEQA:</b> Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment	<b>Coordination:</b> PW, CAO, and CMO - Budget Office	<b>Dept. Approval:</b> /s/ Julia H. Cooper
<b>Council District(s):</b> Citywide			<b>CMO Approval:</b>  9/7/2022

**SUBJECT: AMENDMENT TO PURCHASE ORDER WITH HCI SYSTEMS, INC. FOR FIRE ALARM SYSTEM SERVICES**

**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to amend purchase order OP 58961 with HCI Systems, Inc. for fire alarm system monitoring, inspection, testing, and repair services, to increase the compensation by \$190,000 for a revised maximum compensation not-to-exceed \$380,000 and to retroactively extend the term from December 31, 2021 to December 31, 2022.

**Desired Outcome:** To provide the Department of Public Works (PW) continuity of service to ensure City of San José (City) facilities have functioning essential fire alarm systems.

**BASIS FOR RECOMMENDATION:**

PW's Facilities Management Division is responsible for operation, maintenance, and repair of Citywide fire alarm systems, and it manages various locations consisting of over 400 sites Citywide and comprising of nearly 3,000,000 square feet of space. Fire alarm systems are installed in a wide variety of buildings that house critical City infrastructure, public safety services, and community programs, including libraries and community centers. All facilities require consistent fire alarm maintenance to remain operational, ensure safety, and preserve City assets. Annual fire alarm system inspections are required for facilities to remain open to the public.

A purchase order was authorized by City Council in October 2016<sup>1</sup> as a result of a competitive solicitation. Staff have renewed the purchase order on an annual basis through the exercise of options with the final option ending June 30, 2021. Staff subsequently extended the final option term with additional compensation through December 31, 2021, to ensure continuity of service and provide time to prepare a new solicitation. As a result of unanticipated delays in connection with the ongoing pandemic and staffing shortages, staff now desires to extend the term through December 31, 2022 and increase funds to pay pending invoices, continue services, and provide additional time to complete a solicitation. Approval of this recommendation will ensure City facilities have functioning fire alarm systems until a new solicitation can be completed and awarded.

Climate Smart San José: The recommendation in this memorandum 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 action is consistent with the City's 2022-2023 Proposed Operating Budget City Service Area of Strategic Support: "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."

<sup>1</sup> October 11, 2016, Resolution: <https://records.sanjoseca.gov/Resolutions/RES77950.PDF>

**COST AND FUNDING SOURCE:**

Fund #	Appn #	Appn Name	Total Appn	Amt. for Recommendation	2022-2023 Proposed Operating Budget Pg.	Last Budget Action (Date, Ord. No)
001	0572	PW Non-Personal / Equipment	\$17,626,917	\$190,000	707	06/21/2022 30790

\*The 2022-2023 Adopted Operating Budget was approved on June 14, 2022 and adopted on June 21, 2022 by City Council.

**FOR QUESTIONS CONTACT:** Jennifer Cheng, Deputy Director of Finance at [Jennifer.Cheng@sanjoseca.gov](mailto:Jennifer.Cheng@sanjoseca.gov).