


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: Department of Transportation, City Attorney's Office, City Manager's Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  6-14-18

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER FOR STREET REGULATORY SIGNS AND REFURBISHING/RECYCLING SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

1. Execute a Purchase Order with ZAP Manufacturing, Inc. (Grass Valley, CA) for traffic and street signs and refurbishing/recycling services for the Department of Transportation for an initial twelve-month period, starting on or about July 1, 2018 and ending on or about June 30, 2019, for an amount not-to-exceed \$750,000, subject to the annual appropriation of funds; and
2. Exercise up to four one-year options to extend the term of the Purchase Order with the last option year ending on or about June 30, 2023, subject to the annual appropriation of funds.

Desired Outcome: Ensure the City has traffic and street signs to install on City streets that meet the Manual on Uniform Traffic Control Devices (MUTCD) national standards to control traffic and identify street names.

BASIS FOR RECOMMENDATION:

The City requires new and refurbished/recycled signs to control traffic and identify street names. During any given fiscal year, the Signs Section of Department of Transportation receives on average 2,600 internal and external service requests to remove or replace signs throughout the city. Most requests come from the public, who raise concerns about damaged signs or signs with graffiti. The Sign Section is also currently in the process of removing and replacing 100% of the street name signs throughout the city. The process started in 2015 and is expected to be completed by 2020. Approximately 5,500 signs will be replaced through this process each year.

A competitive Request for Bid (RFB) was facilitated by the Finance Department to procure traffic and street signs and refurbishing & recycling services. Four bids were received. Staff recommends award to ZAP Manufacturing, Inc. as the lowest responsive and responsible bidder pursuant to the formal 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.

This Council item is consistent with the City's 2018-2019 Proposed Operating Budget City Areas Delivery Framework: "To provide safe and secure transportation systems and ensure travelers have a positive, reliable and efficient experience."

COST AND FUNDING SOURCE:

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Recommendation	2018-2019 Proposed Operating Budget Page*	Last Budget Action (Date, Ord. No)
001	0512	DOT Non-personal	\$15,457,923	\$750,000	VIII-338	

*The FY 18-19 Proposed Operating Budget was approved by Council on June 12, 2018 and is scheduled to be adopted on June 19, 2018.

FOR QUESTIONS, CONTACT: Jennifer Cheng, Deputy Director of Finance, at 408-535-7059.