


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-008, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment	Coordination: PW, Housing, CAO, CMO-Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  11/6/20

SUBJECT: ACTIONS RELATED TO COVID-19 PURCHASE ORDERS FOR SHOWER & LAUNDRY TRAILERS, PORTABLE RESTROOMS & HAND WASHING STATIONS, TEMPORARY FENCING RENTAL SERVICES FOR CITY HOMELESS SHELTER

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

- (a) Execute purchase orders with AAA Mobile Solutions, Inc. (Visalia, CA) and NorCal Portable Services (San José, CA) for shower & laundry trailers, portable restrooms & hand washing stations, and temporary fencing rental services for the Public Works Department for an initial term starting on or about November 18, 2020 and ending on or about April, 30, 2021, for an amount not to exceed \$1,031,250.
- (b) Exercise up to four (4) one-year options to extend the term of the purchase orders with the last option year ending on or about April 30, 2025, subject to the appropriation of funds.

Desired Outcome: To keep the homeless population healthy and help mitigate the spread of COVID-19 by providing shower & laundry trailers, portable restrooms, handwashing stations, and temporary fencing for temporary homeless shelter sites.

BASIS FOR RECOMMENDATION:

As a COVID-19 emergency measure, on or about March 18, 2020, the Housing Department and the Department of Public Works assembled temporary homeless shelters at Parkside Hall, South Hall, and Kelley Park to assist the vulnerable homeless population at higher risk of illness from COVID-19 and help reduce the spread of COVID-19. The designated locations did not come equipped with laundry and shower facilities and perimeter fencing, so the City rented laundry and shower trailers, portable restrooms, handwashing stations, and temporary fencing to enable individuals to wash clothes, maintain personal hygiene, and have an established site barrier for security, under emergency purchase orders pursuant to Municipal Code Section 4.12.2020 (Emergency purchases) and as approved by Council on June 23, 2020. The Parkside Hall and Kelley Park locations have since closed, but the South Hall Temporary Shelter Site is expected to remain open until at least the end of April 2021. Per federal procurement guidelines, a competitive bid is required to continue ongoing services.

A competitive Request for Bid (RFB) was facilitated by the Finance Department to procure these services. The bid was structured to allow for multiple awards. The procurement was posted from August 20, 2020 to September 14, 2020. It was viewed by ten vendors out of 131 invited. Three bids were received, but one bid was rejected for not providing required documentation. Staff recommends award to AAA Mobile Solutions, Inc. and NorCal Portable Services pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310.B. The City did not receive any protests.

Since these services will be funded with federal money, the RFB solicitation was made in accordance with Federal procurement standards pursuant to 2 C.F.R. § 200.320(c).

Climate Smart San José: The recommendation in this memo 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 Council item is consistent with the City's 2020-2021 Adopted Operating Budget City Areas Delivery Framework: "Provide prevention and emergency response services for crime, fire, medical, hazardous, and disaster related situations."

COST AND FUNDING SOURCE:

Fund	Appn.	Appn. Name	Total Appn.	Amt. for Recommendation	Last Budget Action (Date, Ord. No)
401	210S	Homeless Sheltering and Support	\$21,400,000	\$281,250	09/22/2020, 30482
448	213B	Housing Shelter	\$22,264,018	\$750,000	08/11/2020, 30458

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