


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Categorically Exempt, CEQA Guidelines 15301, Existing Facilities, File No. ER19-083	Coordination: Public Works, City Attorney’s Office, and City Manager’s Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  9/1/2021

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER FOR WINDOW AND GATE MAINTENANCE, REPAIR, INSTALLATION AND REPLACEMENT SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

- a) Execute a purchase order with Pro Door and Glass (San José, CA) for glass, window, and gate maintenance, repair, installation and replacement services at citywide facilities for an initial twelve-month period, starting on or about September 15, 2021 and ending on or about September 14, 2022 for an amount not-to-exceed \$750,000; and
- b) Exercise up to four additional one-year options to extend the initial term of the purchase order with the last option year ending on or about September 14, 2026, subject to the annual appropriation of funds.

Desired Outcome: To ensure the City’s windows, doors, and gates at City facilities are preserved in a state of good repair and functioning properly.

BASIS FOR RECOMMENDATION:

The Department of Public Works (PW) Facilities Management Division is responsible for overseeing the maintenance and repair of over 400 citywide facilities and structures, such as police facilities, fire stations, community centers, libraries, parks, and corporate yards. Door, window, and gate repairs are required due to damage and normal wear and tear. These repairs include replacing broken glass, repairing door hardware, and sliding gate hardware. It is critical to maintain and repair doors, windows, and gates at all city facilities to maintain accessibility, provide security, preserve City infrastructure, and reduce replacement costs.

A competitive Request for Bid (RFB) was facilitated by the Finance Department to procure such services. Two (2) bids were submitted. One bidder was disqualified for not having the required contractor’s licenses. No protests were received. The responsive bidder qualified for the City’s local and small business preference. Staff recommends award to Pro Door and Glass pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(2).

Climate Smart San Jose: No proposed changes to service delivery, programs or staffing that have significant community/resource impacts, including any negative impact on Climate Smart San José energy, water, and mobility goals.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

Office of Equality Assurance City of San José Prevailing Wage is applicable under this purchase order.

This Council item is consistent with the City’s 2021-2022 Adopted Operating Budget City Areas Delivery Framework: “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.”

COST AND FUNDING SOURCE:

Services provided under this purchase order are managed by the Public Works Facilities Management Division on behalf of various City Departments. Project scope, cost and funding source(s) will vary. Facilities Management will be responsible for facilitating all services, processing invoices, and charging departments directly after the work is completed.

FOR QUESTIONS CONTACT: Jennifer Cheng, Deputy Director of Finance at Jennifer.Cheng@sanjoseca.gov