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DEPARTMENT OF
GENERAL SERVICES
SUPPORT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

5730-24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

916-449-5551

PURCHASING
CENTRAL STORES
CENTRAL SERVICES

August 17, 1987
SS:Admin:FM:LT:bb

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: Sole Source Procurement Activity for FY 86-87: Report
Back to Budget and Finance Committee

SUMMARY

At the Budget and Finance Committee of June 9, 1987, Councilmember Tom Chinn requested a report back which would address the proportion of sole source procurement activity for the past fiscal year.

BACKGROUND

In FY 1986-87, the City's operating budgets contained \$87,266,000 (gross) in "Other Services and Supplies" and \$7,117,000 in "Equipment" line items. Of the "Other Services and Supplies" amount, \$30,320,818 was budgeted for the type of commodities which are typically procured through the City's purchasing procedures. The remaining \$56,945,764 was budgeted for such items as insurance, taxes, rental of real property and interdepartmental expenses.

Of the \$30,320,818 the City Council authorized the expenditure of \$10,421,563 (34.3%) either by suspending formal competitive bidding or through the formal bid process. The breakdown is as follows:

| | | |
|----------------|--------------|---------|
| Formal Bidding | \$ 7,485,978 | (71.8%) |
| Sole Source | 2,935,585* | (28.2%) |
| | ----- | |
| Total | \$10,421,563 | |

* This figure does not include \$193,500 spent on equipment associated with the CIP program.

In Addition, the City procures such items as vehicles, lights, tires, fuel and modular furniture by exercising Council authorization to benefit from contracts formally bid by other government agencies (i.e., State and County). These items are not identified in the \$10 million discussed above.

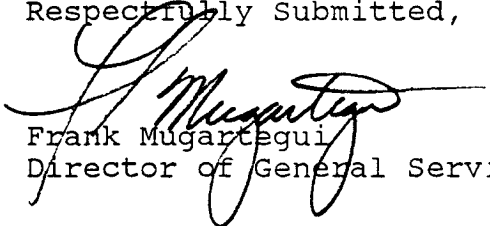
Attachment A lists all formal bids for FY 1986-87 and Attachment B lists all Council Agenda items identified in the City Clerk's index system as "suspend formal competitive bidding" or "sole source". Attachment C lists the Object Codes which make up the total dollars budgeted for "Other Services and Supplies". The asterisked items are not included in the normal procurement process. This attachment does not include equipment items charged against object code 4630.

The "sole source" items comprise only 3.1% of all the money budgeted in "Other Services and Supplies" and "Equipment" for FY 86-87. The list (Attachment B) does not show an irresponsible attitude towards the "sole source" option. All of the items were either of a "captive" nature (only one vendor could provide the item), needed as the result of an emergency situation, or purchased off of previous contracts when the vendor agreed to honor pricing which was set by competitive bid. These latter items are indicated with an asterisk.


RECOMMENDATION

This report is for committee information only and requires no action.

Respectfully Submitted,


Frank Mugartegui
Director of General Services

Approved for Committee Information:



Jack Crist
Deputy City Manager

September 8, 1987
All Districts

cc: Department Heads

ATTACHMENT A

FORMAL BIDS: FY 86-87

| | |
|---|--------------|
| Liquid chlorine | \$ 86,557.50 |
| Welding gases | 15,000.00 |
| Liquid sulphur dioxide | 14,615.28 |
| 90 gallon refuse containers | 867,186.00 |
| 1,2,3 cubic yard refuse containers | 94,928.83 |
| Wheeled plastic refuse containers | 18,316.80 |
| Weed abatement | 250,000.00 |
| Telephone equipment | 70,000.00 |
| Video equipment | 20,486.62 |
| Truck tires | 60,000.00 |
| Brake parts | 23,538.40 |
| Automatic transmission repair/rebuilding | 20,000.00 |
| Public Safety system project | 200,000.00 |
| Service bodies for Chev S-10s/Ford Rangers | 22,000.00 |
| Firefighter protective clothing | 23,000.00 |
| Parking meters | 56,392.00 |
| Fire hydrants | 22,303.14 |
| Groundskeeping equipment | 6,761.63 |
| Uninterruptible power system | 69,958.00 |
| Surveyor equipment | 31,075.27 |
| Water meter fittings | 41,306.37 |
| Toro irrigation equipment | 24,023.08 |
| Cold water meters | 26,235.00 |
| Self-packing stationary compactors | 13,984.05 |
| Sheet metal machines & equipment | 12,996.66 |
| Fire hose | 17,659.60 |
| Microcomputers, printers & related equip. | 150,000.00 |
| Furniture for various City departments | 17,421.86 |
| Groundskeeping machinery | 74,341.60 |
| 5 yard trash trailers | 16,500.00 |
| Mauget insecticide | 92,583.05 |
| Industrial (wheel tractor) loader/backhoe | 112,651.50 |
| Various tools and hardware items | 17,446.10 |
| Roadside rotary mower | 38,319.00 |
| Putting green mowers | 36,689.78 |
| Sewer pipe and fittings | 97,983.31 |
| Water pipe fittings | 212,083.38 |
| 3/4 ton carryall vehicles | 32,298.20 |
| Landscape maintenance of landfill expansion | 12,000.00 |
| Portable and mobile radios | 97,552.00 |
| Front end loader | 170,371.68 |
| Various pipe fittings | 21,382.44 |
| Body armor | 172,117.50 |
| Track type loaders | 70,531.08 |
| Fire hydrants and fire hydrant parts | 23,212.29 |
| Landscaping equipment parts | 28,402.73 |
| Rags | 8,056.00 |

ATTACHMENT A

| | |
|---|------------|
| Mini computer system | 103,072.28 |
| Trees | 9,579.75 |
| Herbicides | 12,468.78 |
| Recapped and repaired truck tires | 80,000.00 |
| Police weapons and holsters | 254,930.96 |
| Industrial four wheel drive loader/backhoe | 30,893.70 |
| Turf mower with rotary blades | 97,077.13 |
| DEC disk drive | 19,750.00 |
| Chemical foaming sewer rooter | 22,765.62 |
| Truck mounted sewer line rodder | 71,696.28 |
| Alternators and starters | 40,000.00 |
| Tree trimming and removal services | 43,900.00 |
| Parking lot tickets | 12,985.00 |
| Hydraulic parts and repair | 140,000.00 |
| Landscape maintenance for various areas | 48,000.00 |
| Various pipe fittings | 26,938.84 |
| Library furnishings | 36,862.40 |
| Herbicides | 27,128.90 |
| Pull type turf sweeper | 9,212.64 |
| Trucks with dump bed or utility body | 149,940.86 |
| Groceries (Camp Sacramento) | 52,135.43 |
| Micro computer system for City Clerk | 128,000.00 |
| Crawler tractor (County Contract) | 233,200.00 |
| Silkscreened t-shirts | 20,000.00 |
| Four wheel, off-road utility vehicle | 20,911.68 |
| Traffic signal lamp replacement | 21,839.12 |
| Traffic signal control cabinets | 47,918.36 |
| Hydraulic hoses, couplers and fittings | 20,000.00 |
| Tree trimming at Bing Maloney Golf Course | 20,000.00 |
| Van rental for Workreation program | 15,000.00 |
| Flow monitoring system | 35,614.41 |
| Library shelving | 21,062.14 |
| Increase to secure comm/res property (P.D.) | 8,000.00 |
| Electrical supplies for Central Stores | 30,000.00 |
| Charvoz chairs for Library | 10,689.78 |
| Softballs | 15,000.00 |
| Radio/Intercom headsets (Fire) | 18,910.40 |
| Liquid aluminum sulfata (alum) | 185,000.00 |
| Crushed Rock/Aggregate (increase funding) | 16,900.00 |
| Photographic supplies | 100,000.00 |
| 8 to 10 yard dump truck | 50,120.84 |
| 25 yard refuse trucks, rear loader | 343,833.85 |
| Liquid chlorine - bulk | 84,000.00 |
| Fire records management system - consultant | 25,000.00 |
| Dump truck - 4 to 5 yard | 28,206.85 |
| Vibrating roller | 16,606.66 |
| Refuse truck, auto side loader | 734,372.00 |
| Anti-freeze and solvents | 20,000.00 |

ATTACHMENT A

| | |
|---|-----------|
| Vehicle lamps, bulbs and fuses | 32,000.00 |
| New and rewound sweeper brooms | 30,000.00 |
| Funk transmission parts | 35,000.00 |
| Motorcycle, Police (solo) | 24,392.72 |
| Automotive lead free paint and supplies | 25,000.00 |
| Diesel tank and line replacement | 32,253.00 |
| Landfill bulldozer repairs | 40,000.00 |
| Automotive batteries | 60,000.00 |
| Spark plugs | 12,000.00 |
| Mailing service | 25,000.00 |

TOTAL

\$7,485,978.11

ATTACHMENT B

SOLE SOURCE: FY 86-87

| | |
|--|--------------|
| * Pager line service & Maintenance Electropage | \$ 20,000.00 |
| * 90 gal. wheeled refuse containers (6,000) Pawnee Products | 384,648.00 |
| Parking meter parts Duncan Parking Meter Co. | 29,465.03 |
| Parking meter parts P.O.M. | 25,020.07 |
| Lot X construction/improvements to be determined | 35,000.00 |
| * 2 ton service trucks (3 ea.) Navistar International | 77,817.88 |
| * Air compressors (3 ea.) Tenco Tractor | 20,832.18 |
| * Cushman scooters (13 ea.) Golden Bear Equipment | 87,939.72 |
| I-5 Corridor landscaping, water service Leo Landscaping | 12,107.00 |
| Misc. alley clean-up and crack sealing Sacto Local Conservation Corps | 15,000.00 |
| 25 year service award pins Josten's | 11,250.00 |
| H Street Bridge repair Zenith Construction | 134,903.00 |
| Small diameter pipe TV camera for Sewer Flexible Systems | 10,520.00 |
| Levee maintenance Sacto Local Conservation Corps | 10,000.00 |
| ** Drainage canal maintenance Daclan Landscape Gardeners | 150,842.00 |
| * Rental of (3) ten yard dump trucks Newman Trucking, Ray Wilson, Bob's trucking | 40,000.00 |
| ITT microcomputers for Police (6 ea.) Western Blue Corp. | 18,752.00 |
| Lt plant/hazardous material vehicle Super Vacuum Mfg. | 148,382.06 |
| Repair/repowering of Howe Fire Truck Grumman Emergency | 45,000.00 |
| Data base computerization system (Pub Wks) Hanson Software | 149,250.00 |
| * Steam cleaning for parking lots K & G Mike Korich | 44,000.00 |
| * Drainage canal maintenance Daclan Landscape Gardeners | 91,984.00 |

ATTACHMENT B

| | |
|--|------------|
| Dealer only & replacement vehicle parts Various | 296,000.00 |
| Motorcycle radios for Police (27 ea.) Motorola | 109,180.00 |
| Uninterruptible Power System (ComCenter) City forces/private contract | 30,500.00 |
| Remote control personnel basket on R.O. stringer II crane for Public Works Wester Traction Co. | 10,892.90 |
| Aerial tree trimmer truck Mobile Hydraulic Equipment, Inc. | 68,911.66 |
| Asphalt emulsions & rejuvenators Reed and Graham | 20,000.00 |
| Sacramento River flood wall repair to be determined | 40,000.00 |
| Repair/replacement undercarriage on catapillar compactor Caron Compactor Co. | 22,826.00 |
| Drain inlet coding system (Public Works) Hanson Software | 30,000.00 |
| DEC training package Digital Equipment Corp. | 10,600.00 |
| Repair of equip no. 5194 Tenco Tractor | 16,000.00 |
| * Power sweeper Tennant Co. | 24,756.20 |
| * Safety boots for Fire Department Solon Fire Control | 14,557.00 |
| Computer peripheral equipment (Library) CL Systems, Inc. | 18,522.62 |
| * Soft body armor vests (75 ea.) San Diego Police Equip. Co. | 22,000.00 |
| Engineering, design & installation of multi-media system RFI Electronics | 300,000.00 |
| Repair of fire damage to City nursery's head-house structure to be determined | 30,000.00 |
| Aquatic weed harvester, trailer & shore conveyor Aquatics Unlimited | 49,994.80 |
| Sewer type foaming fumigant (vaporooter) Weco Industries | 16,400.00 |
| County central warrants/data processing services for Police Department Sacramento County | 25,800.00 |
| Crushed rock/aggregate Teichert Aggregates | 56,000.00 |

ATTACHMENT B

| | |
|---|----------------|
| Motorola MT 500 Handi-talkies (28 ea.) | 63,930.72 |
| Motorola | |
| * Parking lot control gates & equipment | 96,000.00 |
| Security Access Co. | |
| | ----- |
| TOTAL | \$2,935,584.84 |

* These items were procured from vendors with whom the City had recently done business in the past (where the vendors agreed to hold pricing) or were brought to Council as increases/modifications to existing contracts.

** This item was initially formally bid. Lack of response led to a subsequent negotiation and sole source recommendation with this vendor.

ATTACHMENT C

| Object Code | Description | Approved Budget |
|-------------|--------------------------------|-----------------|
| * 4201 | Postage | \$ 356,834 |
| * 4202 | Telephone & Telegraph | 833,372 |
| 4204 | Reproduction-Central Services | 225 |
| 4205 | Mail-Central Services | |
| 4207 | Central Telephone Charges | |
| * 4208 | Measured Business Lines | 118,620 |
| * 4209 | Data Lines & Signal Lines | 244,062 |
| * 4211 | Advertising | 46,950 |
| * 4212 | Publication & Legal Notices | 40,625 |
| 4213 | Printing & Binding | 333,859 |
| 4214 | Blueprint & PHoto Processes | 124,139 |
| * 4221 | Utilities | 5,512,756 |
| * 4231 | Rental Real Property | 6,096,803 |
| 4233 | Rental of Equipment | 1,035,999 |
| * 4234 | Rental of Equip-Fleet Mgmt | 11,818,593 |
| 4241 | Maint & Repair Real Prop/Equip | 4,313,083 |
| 4242 | Facility Maintenance Requests | 573,358 |
| 4251 | Legal Services | 233,300 |
| 4252 | Engineering & Architectural | 1,589,731 |
| 4253 | Data Processing Services | 261,907 |
| 4254 | Accounting & Auditing | 127,585 |
| 4255 | Medical Services | 79,880 |
| 4256 | Recruitment Expense | 30,361 |
| 4257 | Veterinarian Services | 33,940 |
| 4258 | Other Professional Services | 3,126,337 |
| 4259 | Inter Departmental Services | |
| * 4260 | Interdepartmental Allocation | 5,091,497 |
| 4261 | Transportation | 208,758 |
| 4262 | Meals | 67,336 |
| 4263 | Lodging | 96,394 |
| 4264 | Per Diem | 1,850 |
| 4265 | Official Hospitality | 26,016 |
| 4266 | Prisoner Subsistence & Travel | 40,000 |

ATTACHMENT C

| Object Code | Description | Approved Budget |
|-------------|--|-----------------|
| 4267 | Other Travel Expense | \$ 8,345 |
| 4268 | Moving | 9,900 |
| 4270 | Membership Fees | 76,615 |
| 4271 | Periodicals & Newspapers | 35,265 |
| 4272 | Registration & Tuition Fees | 175,481 |
| 4273 | City Sponsored Community Trips | 106,707 |
| 4274 | Convention Bussing | |
| 4275 | Towing & Storage | 15,500 |
| * 4276 | Auto Allowance | 166,060 |
| 4277 | Equipment Mech Tool Reimbursement | 5,000 |
| 4281 | Freight & Demurrage | 25,604 |
| 4282 | Laundry Service | 277,867 |
| 4283 | Confidential Services | 53,000 |
| 4284 | Demolition | 93,723 |
| 4285 | Security | 494,429 |
| 4286 | Weed Abatement | 250,000 |
| 4287 | Other Specialized Services | 1,462,431 |
| 4288 | Temporary Clerical Services | 48,420 |
| 4290 | Unemployment Insurance | |
| * 4291 | Comprehensive Liability Excess Premium | 2,761,500 |
| * 4292 | Property Insurance Premium | 881,200 |
| * 4293 | Crime Insurance & Bond Premium | 13,711 |
| * 4294 | Fleet Coverage | 66,600 |
| * 4295 | Workers' Compensation Excess | 40,000 |
| * 4296 | Self Insured Losses | 97,891 |
| * 4297 | Group Benefit Premiums | 12,391,274 |
| * 4298 | Other Insurance | 74,124 |
| * 4299 | Uninsured Losses | 50 |
| * 4301 | Court Costs | 1,200 |
| * 4302 | Claim Settlements/Liability | 1,400,000 |
| * 4303 | Claim Settlements/W Comp | 5,422,853 |
| * 4304 | Claim Settlements/Unemployment | 293,431 |
| * 4321 | Banking & Fiscal Agent Fees | 31,675 |

ATTACHMENT C

| Object Code | Description | Approved Budget |
|-------------|----------------------------------|-----------------|
| * 4331 | Refunds | \$ 913,600 |
| * 4341 | Property Tax | 689,730 |
| * 4343 | License Fees | 6,565 |
| 4361 | Depreciation Expense | |
| * 4362 | Land & Water Rights | 173,250 |
| 4363 | Royalties | |
| 4370 | Withdrawal of Contributions | |
| 4371 | Death Benefits | |
| 4372 | PMT In-Lieu Disability Allowance | |
| * 4373 | Bad Debt Expense | 988,400 |
| 4374 | Contribution to Other Funds/2 | |
| 4375 | Contribution to Other Funds/3 | |
| * 4376 | Contribution to Other Funds/1 | 372,538 |
| 4399 | Miscellaneous Services | 1,907,848 |
| 4401 | Chemicals & Gasses | 776,895 |
| 4402 | Agricultural Supplies | 64,784 |
| 4403 | Food (Human Consumption) | 105,881 |
| 4404 | Feed & Forage | 124,000 |
| 4411 | Office Supplies & Materials | 700,788 |
| 4412 | Engineering & Drafting Devices | 22,925 |
| 4413 | Scientific & Technical Supply | 194,816 |
| 4421 | Paint & Paint Supplies | 209,901 |
| 4422 | Janitorial, Cleaning & Restroom | 179,033 |
| 4423 | Welding Supplies | 30,950 |
| 4424 | Mechanical Parts & Supplies | 449,067 |
| 4431 | Safety Equipment & Protection | 444,204 |
| 4432 | Ammunition & Explosives | 48,270 |
| 4433 | Photographic Supplies | 138,672 |
| 4434 | Communication Assem. & Parts | 8,730 |
| 4435 | Audio-Visual Supplies-Materials | 44,530 |
| 4443 | Electrical Supplies-Materials | 476,225 |
| 4444 | Plumbing & Supplies | 535,726 |
| 4445 | Hose & Hose Fittings | 54,711 |

ATTACHMENT C

| Object Code | Description | Approved |
|-------------|----------------------------------|------------|
| 4451 | Athletic, Craft, Recreational | \$ 107,517 |
| 4452 | Trophies & Awards | 31,905 |
| 4453 | Books & Pamphlets | 748,819 |
| 4454 | Animals | 4,050 |
| 4455 | Gallery & Museum Objects, Etc. | 11,000 |
| 4461 | Small Tools, Appliance Equipment | 1,228,596 |
| 4462 | Computer Supplies/Software | 152,873 |
| 4471 | Construction-Building Supplies | 335,589 |
| 4472 | Asphalt, Quarry & Masonry | 1,314,964 |
| 4481 | Vehicle Accessories | 1,833,820 |
| 4482 | Fuel | 1,817,305 |
| 4483 | Lubricants & Oils | 13,405 |
| 4484 | Tires & Tubes | 100 |
| 4491 | Linens & Blankets | 7,700 |
| 4492 | Clothing & Uniforms | 697,126 |
| 4493 | Identification Supplies | 11,205 |
| 4494 | Camp Sacto Store Merchandise | 15,000 |
| 4495 | Losses Breakage & Spillage | 200 |
| 4496 | LRT Cop - Drawdown Distribution | |
| 4498 | Purchase Discounts | |
| 4499 | Miscellaneous Supplies | 29,703 |

TOTAL:

\$ 87,266,582