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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%)
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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.

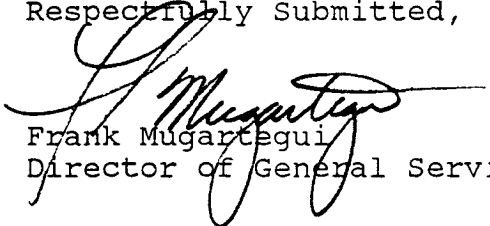
Attachment A lists all formal bids for FY 1986-87 and Attachment B lists all Council Agenda items identified in the City Clerk's index system as "suspend formal competitive bidding" or "sole source". Attachment C lists the Object Codes which make up the total dollars budgeted for "Other Services and 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:

  
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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

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\$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.	
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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