

REPORT TO COUNCIL

City of Sacramento

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INFORMATION
August 14, 2007

**Honorable Mayor and
Members of the City Council**

Title: Report Back: Department of General Services Emergency Contracts

Location/Council District: Citywide

Recommendation: Receive and file

Contacts: Cynthia Kranc, Facilities Manager, 808-2258

Presenters: Not Applicable

Department: General Services

Division: Facilities & Real Property Management

Organization No: 3289

Description/Analysis

Issue: This report provides information to the City Council about emergency contracts issued by the Department of General Services under City Manager authority (Attachment 2), as required by Sacramento City Code Chapter 3.60. This report includes emergency contracts issued from March 1, 2007 through June 30, 2007.

Policy Considerations: This action is consistent with Sacramento City Code Chapter 3.60, and the City Auditor's recommendation contained in the internal audit report on the bidding and contract process examination of the Department of General Services dated April 25, 2006, to notify City Council of any emergency contracts.

Commission/Committee Action: Not Applicable


Environmental Considerations: The Environmental Services Manager has determined that the report back regarding emergency contracts is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA guidelines. Exemption 15061(b)(3) consists of an activity covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Rationale for Recommendation: For City Council information only.

Financial Considerations: Funding for the emergency contracts identified in this report is provided from department operating budgets or capital improvement projects. Of the five emergency contracts issued from March 1, 2007 through June 30, 2007, four are funded by the Department of General Services operating budget, and one is funded by a capital improvement project. The funding source and dollar amount for each emergency contract is identified in Attachment 2.


Emerging Small Business Development (ESBD): One of the five emergency contracts identified in this report was issued to an ESBD certified company, or 20% of the five contracts. Through the third quarter of Fiscal Year 2006/07, the Department of General Services has achieved an overall ESBD percentage of 65%.

Respectfully Submitted by:



Cynthia Kranc
Facilities Manager

Approved by:



Reina J. Schwartz
Director, Department of General Services

Recommendation Approved:



Ray Kerridge
City Manager

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Attachment 1

BACKGROUND INFORMATION

On April 25, 2006 the City Auditor recommended in the internal audit report on the bidding and contract process examination of the Department of General Services that the department report emergency contracts to City Council, as required by Sacramento City Code Chapter 3.60. It is the intention of the department to comply with that recommendation by reporting to City Council on emergency contracts issued under City Manager authority as soon as possible after the end of each quarter of the fiscal year.

According to City Code 3.60.070, the City Manager is authorized to negotiate and contract for public projects without advertising for bids when public interest and necessity demand immediate action, repair or replacement to safeguard life, health, or property, to permit the continued conduct of city operations or services, or to mitigate further damage.

This report covers emergency contracts let by the Department of General Services under City Manager authority from March 1, 2007 through June 30, 2007 and the list of emergency contracts is included as Attachment 2.

Attachment 2

**Department of General Services
Emergency Contracts under City Manager Authority
March 1, 2007 – June 30, 2007**

Date Approved	Contract No.	Contractor	Project Description	Funding		ESBD
				\$	Source	
03/12/07	2007-050	Capital City Glass & Mirror	Emergency Glass Replacement, Repair & Board-up	7,500	Dept of Gen Serv	No
03/12/07	2007-123	Sierra Crane Company	Emergency Inspection, Service & Repairs of Crane Hoists in Old Sacramento	5,000	Dept of Gen Serv	No
04/05/07	2007-0644	David Taussig & Associates, Inc.	Depot Master Plan Public Facilities Financing Plan	10,000	CF41*	No
04/23/07	2007-109	Dynaram Construction Co.	Animal Care Replacement of Sliding Gates	24,500	Dept of Gen Serv	Yes
04/24/07	Pending	Kone, Inc.	City Hall Elevator Emergency Repairs	11,585	Dept of Gen Serv	No

* CIP: CF41 – Intermodal Transportation Facility