

APPROVED
BY THE CITY COUNCIL

FEB 3 1998

OFFICE OF THE
CITY CLERK



1.3

DEPARTMENT OF
FINANCE
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

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

February 3, 1998
PS:Admin:98002:RBH:SA:bd

PH 916-433-6240
FAX 916-399-0263

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: ADDITIONAL EXTENSIONS OF CURRENT CONTRACTS FOR ELEVATOR & ESCALATOR MAINTENANCE SERVICES

LOCATION AND COUNCIL DISTRICT: City-wide; all districts

RECOMMENDATION:

Staff recommends that the City Council authorize the additional extension of contracts for elevator and escalator maintenance services through April 30, 1998, or until such time as new specifications can be developed and the services can be formally competitively bid.

CONTACT PERSONS: Sid Smith, Administrative Services Officer, 433-6338
Steve Alstrom, Senior Buyer, 433-6343

FOR COUNCIL MEETING OF: February 3, 1998

SUMMARY:

Current contracts for elevator and escalator maintenance services expired on December 31, 1997 (reference formal competitive Bid No. 1645, previously extended six (6) months by City Council). Staff requests that these contracts be extended through April 30, 1998, or until such time as new specifications can be developed and the services can be formally competitively bid. All contractors have agreed to continue their existing services under the same terms, conditions and pricing as originally bid.

BACKGROUND:

In 1994, formal competitive bids were solicited for elevator and escalator maintenance services. The bids resulted in the City Council awarding contracts to three (3) separate contractors. Each of the contracts was for a total of three (3) years, originally to expire on June 30, 1997. On June 17, 1997 City Council, upon the recommendation of staff, authorized the extension of the contracts through December 31, 1997.

The specifications for these services are extensive, and the development of them is extremely time-consuming, compounded by the incorporation of additional elevators located in new City-owned or leased facilities. Consequently, it has taken Maintenance Services Division staff longer than originally projected to assemble the information needed to complete the contract specification revisions.

By authorizing these additional extensions, City Council will allow staff to properly develop revised specifications and to solicit formal competitive bids that will result in viable contracts.

FINANCIAL CONSIDERATIONS:

Sufficient funds are available in the Maintenance Services Division's FY97/98 budget for these services.

ENVIRONMENTAL CONSIDERATIONS:

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15378(b)(3).

POLICY CONSIDERATIONS:

This recommendation is consistent with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.

MBE/WBE EFFORTS:

None of the three current elevator and escalator maintenance services contractors is an M/WBE firm. When requests for bids for the new contracts are issued, all M/WBE firms known or identified in the City Bid Directory that provide these services will be solicited.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



WILLIAM H. EDGAR
City Manager



Metropolitan Water Planning

1.4

APPROVED
CITY COUNCIL

FEB 3 1998

OFFICE OF THE
CITY CLERK

January 22, 1998

City Council
Sacramento, California

Sacramento City-County
Office of Metropolitan
Water Planning

5770 Freeport Boulevard
Suite 200
Sacramento, CA 95822

Phone: 916-433-6276
FAX: 916-433-6295

Honorable Members in Session:

SUBJECT: APPROVAL OF SUPPLEMENT NO. 3 TO CITY AGREEMENT 95-106 WITH DEEN & BLACK PUBLIC RELATIONS FOR THE CITY-COUNTY OFFICE OF METROPOLITAN WATER PLANNING (\$46,000).

LOCATION/COUNCIL DISTRICT: CITY/COUNTY

RECOMMENDATION:

It is recommended that the City Council adopt the attached resolution authorizing the execution of Supplement No. 3 to City Agreement 95-106 with Deen & Black Public Relations for an amount not-to-exceed \$46,000 for the "EIR Completion and Stakeholder Approval Phase" of the Water Forum process.

CONTACT PERSON: Susan Davidson, Senior Administrative Officer, 433-6287

FOR COUNCIL MEETING OF: February 3, 1998.

SUMMARY:

This report identifies the need for continued professional Public Information and Public Affairs consulting services for the *Water Forum* and the City-County Office of Metropolitan Water Planning (CCOMWP) during the "EIR Completion and Stakeholder Approval Phase" of the Water Forum process.

COMMITTEE/COMMISSION ACTION: None.

BACKGROUND INFORMATION:

- On May 30, 1995, the City Council approved a Public Relations/Public Affairs Services Agreement with Deen & Black Public Relations for \$200,000 to provide Public Relations Consulting Services to the CCOMWP.
- On October 1, 1996, the City Council approved Supplement No. 1 to the City Agreement No. 95-106 with Deen & Black Public Relations for \$100,000 to provide Public Relations Consulting Services to the CCOMWP.

City Council
Supplement No. 3 to City Agreement No. 95-106
January 22, 1998

- On September 2, 1997, the City Council approved Supplement No. 2 to the City Agreement No. 95-106 with Deen & Black Public Relations for \$70,000 to provide Public Relations Consulting Services to the CCOMWP.

The scope of work under Supplement No. 3 of the City Agreement No. 95-106 with Deen & Black Public Relations, includes:

- providing support and developing materials for stakeholder workshops and meetings;
- coordinating community outreach, including publicity and community meetings;
- managing media relations, including message development, placement of articles and a speaker's bureau;
- producing information materials, including video and fact sheets and helping to coordinate the production of the Final Recommendations; and
- providing strategic counsel and support on key issues and outreach efforts.

FINANCIAL CONSIDERATIONS:

The current agreement with Deen & Black Public Relations is for a "not to exceed amount" of \$370,000. Supplement No. 3 to City Agreement No. 95-106 is for \$46,000. This would bring the new "not to exceed" amount to \$416,000. Based upon the recently approved augmentation to the CCOMWP budget, the 1997-98 operating budget for the CCOMWP has an unobligated amount of \$411,300 in line-item 4258 for professional consulting services .

Funding for the CCOMWP during this "EIR Completion and Stakeholder Approval Phase" is being provided by a number of local government entities which have agreed to cost-share this "transition period" for the Water Forum process.

ENVIRONMENTAL CONSIDERATIONS:

This report recommends no action that would constitute a project under the California Environmental Quality Act (CEQA).

POLICY CONSIDERATIONS:

Section V of the Interagency Agreement requires that all contracting procedures shall follow the procedures used by the City. The rationale for hiring the services of a consultant is the need for specialized professional public relations/public

City Council
Supplement No. 3 to City Agreement No. 95-106
January 22, 1998

affairs services as a continuation of the specific tasks being performed by the consultant for the CCOMWP on behalf of the Water Forum.

MBE/WBE EFFORTS:

The consultant Deen and Black Public Relations does not qualify as a MBE/WBE firm. However, they will be subcontracting 30% of the work to Quantum Public Relations, which is both a qualified MBE and WBE firm.

Respectfully submitted,


MELVIN H. JOHNSON
Executive Director

RECOMMENDATION APPROVED:


WILLIAM H. EDGAR
City Manager

for

APPROVED
BY THE CITY COUNCIL

FEB 3 1998

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 98-036

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**RESOLUTION AUTHORIZING THE CITY MANAGER AND THE CITY CLERK
TO EXECUTE SUPPLEMENT NO. 3 TO CITY AGREEMENT NO. 95-106
WITH DEEN & BLACK PUBLIC RELATIONS
TO PROVIDE
PUBLIC RELATIONS/PUBLIC AFFAIRS CONSULTING SERVICES
TO THE CITY-COUNTY OFFICE OF METROPOLITAN WATER PLANNING
FOR AN AMOUNT NOT TO EXCEED \$46,000.**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

That the City Manager and the City Clerk are hereby authorized to execute Supplement No. 3 to City Agreement No. 95-106 with Deen & Black Public Relations to provide professional public relations consulting services to the City-County Office of Metropolitan Water Planning for an amount not to exceed \$46,000.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

4