REPORT TO COUNCIL
City of Sacramento

915 I Street, Sacramento, CA 95814-2604
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INFORMATION
February 5, 2008

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 as required by Sacramento City Code Chapter 3.60.070. This report includes emergency contracts issued from October 1, 2007 through December 31, 2007. There were two emergency contracts issued during this period and the information on the contracts is included in Attachment 2.

Policy Considerations: This action is consistent with Sacramento City Code Chapter 3.60.070, 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 capital improvement projects (CIP). The funding source and dollar amount for each emergency contract is identified in Attachment 2.

Emerging Small Business Development (ESBD): Although the emergency contracts identified in this report were not issued to ESBD certified companies, the Department of General Services achieved an ESBD percentage of 62% in FY2006/07.

Respectfully Submitted by: _____
Cynthia Kranc
Facilities Manager

Approved by: _____
Reina J. Schwartz
Director, Department of General Services

Recommendation Approved:

for 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 October 1, 2007 through December 31, 2007. Specific information about the emergency contracts is included in Attachment 2.

Attachment 2

Department of General Services
Emergency Contracts under City Manager Authority
October 1, 2007 – December 31, 2007

Date Approved	Contract No.	Contractor	Project Description	Funding		ESBD
				$	Source	
12/11/07	Pending	The Acoustics & Vibration Group	Crocker Art Museum Expansion Vibration Monitoring	7,191	Crocker R&S On-Site Work CIP	No
12/12/07	Pending	SMUD	Corporation Yard Power Pole Replacement	3,838	Corp Yard Maintenance Program CIP	No