



## REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604  
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**INFORMATION**  
**November 6, 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**

**Contact: Cynthia Kranc, Facilities Manager, 808-2258**

**Presenters: Not applicable**

**Department: General Services**

**Division: Facilities & Real Property Management**

**Organization No: 13001521**

**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 July 1, 2008 through September 30, 2008. One emergency contract was issued during this period. Specific information on this contract 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:**

**California Environmental Quality Act (CEQA):** 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.

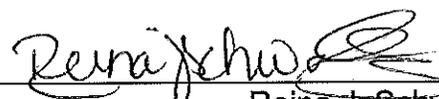
**Sustainability Considerations:** Not applicable

**Rationale for Recommendation:** For City Council information only.

**Financial Considerations:** Funding for emergency contracts is provided from department operating budgets or capital improvement projects (CIP). The one emergency contract issued from July 1, 2008 through September 30, 2008, was funded by the Crocker Museum Expansion Project (M13000107).

**Emerging Small Business Development (ESBD):** The emergency contract identified in this report was not issued to an ESBD certified company. As of May 31, 2008, the Department of General Services achieved an ESBD percentage of 36.84% for FY2007/08.

Respectfully Submitted by:   
Cynthia Kranc  
Facilities Manager

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

Recommendation Approved:

  
Ray Kerridge  
City Manager

**Table of Contents:**

	Report	Pg	1
<b>Attachments</b>			
1	Background Information	Pg	4
2	List of Emergency Contracts	Pg	5

**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 July 1, 2008 through September 30, 2008. Specific information about the emergency contract is included in Attachment 2.

**Attachment 2**

**Department of General Services  
Emergency Contract under City Manager Authority  
July 1, 2008 – September 30, 2008**

Date Approved	Contract No.	Contractor	Project Description	Funding		ESBD
				\$	Source	
09/29/08	Pending	Curtain Wall Analysis, Inc.	Crocker Art Museum Field Determination of Water Penetration of Exterior Windows	24,600	Crocker R&S On-Site Work CIP	No