



REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604
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INFORMATION
February 3, 2009

**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 October 1, 2008 through December 31, 2008. Two emergency contracts were issued during this period. Specific information on these 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:

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: Sabah International was contracted to repair the 911 Fire Suppression System because the FM 200 system went into trouble mode, which could have resulted in the City's 911 system shutting down. The FM 200 is a system which releases a fire extinguishing chemical designed specially for data processing/computer rooms where water cannot be used. The City has a contract in place with Sentinel Fire; however, Sentinel was unable to repair the problem because they were not qualified to repair this system. Sabah International is the installer of the system; therefore, they were able to quickly repair the problem resulting in no loss of 911 service to the City.

F. D. Thomas, Inc. was contracted to repair the first floor of the Memorial Garage to repair a leak before the rainy winter season began. The leak would have caused severe rainwater damage as it was located directly above the retail space below.

Financial Considerations: Funding for emergency contracts is provided from department operating budgets or capital improvement projects (CIP). The two emergency contracts issued from October 1, 2008 through December 31, 2008, were both funded by CIPs. One of the emergency contracts was funded by the 911 Dispatch Training Facility Project (F13000100). The other emergency contract was funded by the Memorial Garage - Expansion Joint Repair Project (V15210000).

Emerging Small Business Development (ESBD): The emergency contracts identified in this report were not issued to ESBD certified companies. 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
Reina J. Schwartz
Director, Department of General Services

Recommendation Approved:

for Ray Kerridge
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, 2008 through December 31, 2008. Specific information about the emergency contracts is included in Attachment 2.

Attachment 2

**Department of General Services
Emergency Contract under City Manager Authority
October 1, 2008 – December 31, 2008**

Date Approved	Contract No.	Contractor	Project Description	Funding		ESBD
				\$	Source	
12/15/08	448991	Sabah International	911 Fire Suppression System	686	911 Dispatch Training Facility CIP (F13000100)	No
12/15/08	448999	F. D. Thomas, Inc.	Memorial Garage - Expansion Joint Repair	28,100	Memorial Garage - Expansion Joint Repair CIP (V15210000)	No