



REPORT TO COUNCIL

City of Sacramento

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INFORMATION
April 3, 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 October 1, 2006 through February 28, 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 seven emergency contracts issued from October 1, 2006 through February 28, 2007, five are funded by the Department of General Services operating budget, and two are funded by capital improvement projects. The funding source and dollar amount for each emergency contract is identified in Attachment 2.

Emerging Small Business Development (ESBD): Two of the seven emergency contracts identified in this report were issued to ESBD certified companies, or 29% of the seven contracts. Through the second quarter of Fiscal Year 2006/07, the Department of General Services has achieved an overall ESBD percentage of 34%.

Respectfully Submitted by: 
Cynthia Kranc
Facilities Manager

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

Recommendation Approved:



Ray 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, 2006 through February 28, 2007.

Attachment 2

**Department of General Services
Emergency Contracts under City Manager Authority
October 1, 2006 – February 28, 2007**

Date Approved	Contract No.	Contractor	Project Description	Funding		ESBD
				\$	Source	
10/13/06	2006-1236	Analytical Planning Services, Inc.	Fire Station #20 Mediation & Analysis	55,160	FC06*	Yes
11/13/06	2007-030	C&C Construction, Inc.	Old Sac ADA Handrail & Concrete	31,385	Dept of Gen Serv	No
12/6/06	Pending	National Valuation Consultants	Appraisal of Union Pacific Railyard	85,500	CF41**	No
1/24/07	2006-263***	TDP Construction Services, Inc.	Miller Park Admin Building Siding Replacement	38,102	Dept of Gen Serv	Yes
2/14/07	Pending	Partition Specialties, Inc.	Hart Senior Center – Partition Wall Repair & Replacement	6,000	Dept of Gen Serv	No
2/20/07	Pending	Advanced Integrated Pest Management	Crocker Art and Railyard Depot Pest Control	2,500	Dept of Gen Serv	No
2/21/07	Pending	Advanced Integrated Pest Management	Fire Station #14 Pest Control	500	Dept of Gen Serv	No

* CIP: FC06 – Fire Station #20

** CIP: CF41 – Intermodal Transportation Facility

*** The original contract was approved 8/25/06. The emergency work occurred with Change Order #1 that was approved 1/24/07.