



**CITY OF PALO ALTO
CITY COUNCIL
Special Meeting
Monday, April 15, 2024
Council Chambers & Hybrid
5:30 PM**

Agenda Item

14. Semi-annual Reports of Contracts Awarded by the City Manager, Procurement Officer or Other Designated Employees



CITY OF
**PALO
ALTO**

City Council Staff Report

From: City Manager

Report Type: INFORMATION REPORTS

Lead Department: Administrative Services

Meeting Date: April 15, 2024

Report #:2311-2227

TITLE

Semi-annual Reports of Contracts Awarded by the City Manager, Procurement Officer or Other Designated Employees

RECOMMENDATION

This is an informal report, no action is required

DISCUSSION

Palo Alto Municipal Code (PAMC) Section 2.30.710(a) requires the City Manager to provide a semi-annual report to Council consisting of contracts awarded by the City Manager, Procurement Officer or other designated employees for:

1. Goods contracts \$85,000 through \$250,000 per year (Attachment A), and
2. Professional and General Services \$25,000 through \$85,000 and Public Works Contracts \$85,000 through \$250,000 per year (Attachment B).

The contracts in Attachment A consist of thirteen (13) distinct awards for goods, and the contracts in Attachment B consist of eighty-five (85) distinct awards for a wide range of services. These awards are a core element of the efficient and effective provision of services by the City to our community and reflect extensive coordination and prudent decision-making among operating departments, the Administrative Services Department, the City Attorney's Office, and City Clerk's Office.

For informational purposes, Attachment C provides excerpts from the PAMC that set forth the authority designated by Council to the Procurement Officer to award and sign contracts (PAMC 2.30.200) and City Manager to award and sign contracts (PAMC 2.30.210).

ENVIRONMENTAL REVIEW

This activity is not a project under California Environmental Quality Act (CEQA) as defined in CEQA Guidelines, section 15378, because it has no potential for resulting in either a direct or reasonably

foreseeable indirect physical change in the environment.

ATTACHMENTS

Attachment A: Goods Contracts Awarded \$85,000 through \$250,000 per year

Attachment B: Professional and General Services \$25,000 through \$85,000 per year and Public Works Contracts \$85,000 through \$250,000 per year

Attachment C: Excerpts from the Palo Alto Municipal Code

APPROVED BY:

Lauren Lai, Director Administrative Services

ATTACHMENT A
Goods Contracts Awarded \$85,000 through \$250,000 per year
July 1, 2023 through December 31,2023

Contract Awarded To	Award Date	Award Amount	Bidding Exemption or Number of Bids Sent/Received <i>*PAMC 2.30.360</i>	Description
ANDRITZ SEPARATION INC	08/14/2023	\$113,478.23	2.30.360 (d)	Equipment for Sludge Dewatering Facility- various roll bearing Assembly and freight.
DC FROST ASSOCIATES INC	10/24/2023	\$99,153.81	2.30.360 (d)	Flight and Filler Blocks for Primary Sedition Tanks
EVC	09/20/2023	\$162,553.24	138/1	Airport ZEV - 7 Passenger Vehicle
GOLDEN GATE SYSTEMS	08/21/2023	\$187,837.05	2.30.360(j)	FY24 Computer Replacement- Dynabook Portege and HP Support
LN CURTIS & SONS	09/20/2023	\$50,000.00	2.30.360(j)	FF protective materials & equipment
MINSAIT ACS INC.	07/31/2023	\$160,000.00	2.30.360(d)	ACS Products - Year 2 of 3
OLIN FINANCE COMPANY LLC	07/03/2023	\$250,000.00	10/2	Bulk Sodium Hypochlorite
OPTIV SECURITY INC	08/09/2023	\$159,322.51	2.30.360(j)	Varonis Systems: Professional Services and Subscription Services
PB LOADER CORPORATION	07/13/2023	\$194,148.07	2.30.360(j)	Isuzu 7 Yd Dump Truck
R&B COMPANY	07/24/2023	\$105,000.00	2.30.360(d)	Pipes, Valves & Fittings
SAN LEANDRO CHRYSLER DODGE JEEP RAM	10/05/2023	\$217,936.02	2.30.360 (d)	Four (4) new 2024 Dodge Durango Pursuit Vehicles
STELLA-JONES CORPORATION	11/17/2023	\$234,948.71	2529/2	Wood Poles 50 Ft Class 1
TRAYER ENGINEERING CORP	07/11/2023	\$225,000.00	2.30.360(b2)	4 Way submersible switch and stand

*PAMC 2.30.360

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ATTACHMENT B

Services Contracts Awarded

Professional Services and General Services \$25,000 through \$85,000 per year and Public Works Contracts \$85,000 through \$250,000 per year

Contract Awarded To	Award Date	Award Amount	Bidding Exemption or Number of Bids Sent/Received *PAMC 2.30.360	Description
ACCRUENT LLC	10/06/2023	\$40,726.75	2.30.360(i)	Yr 1 of 5 Maintenance Connection Data Base and Hosting
ALLANA BUICK & BERS INC	11/02/2023	\$46,420.00	2.30.360(i)	Waterproofing consultation services
ALLEN, GLAESSNER, HAZELWOOD	09/11/2023	\$85,000.00	2.30.360(g)	Professional legal services
ALLEN, GLAESSNER, HAZELWOOD	09/11/2023	\$50,000.00	2.30.360(g)	Professional legal services
ALLEN, GLAESSNER, HAZELWOOD	09/11/2023	\$25,000.00	2.30.360(g)	Professional legal services
ALLEN, GLAESSNER, HAZELWOOD	09/11/2023	\$25,000.00	2.30.360(g)	Professional legal services
ALLEN, GLAESSNER, HAZELWOOD	09/12/2023	\$25,000.00	2.30.360(g)	Professional legal services
ALLIANT INSURANCE SERVICES, INC	11/14/2023	\$65,000.00	2.30.360(b2)	Benefits Broker
AMERICAN PORTABLES	12/15/2023	\$26,250.00	3/281	Portable Restrooms Rental Services- Year 1 of 3
BAYVIEW ENVIRONMENTAL SERVICES INC.	09/27/2023	\$41,578.90	5/5	Hazardous Removal Services
BEST BEST & KRIEGER LLP	09/22/2023	\$35,000.00	2.30.360(g)	Professional legal services
BIGGS CARDOSA ASSOCIATES INC	08/22/2023	\$40,040.00	2.30.360(i)	Consultant Design Services
BIGGS CARDOSA ASSOCIATES INC	11/02/2023	\$49,900.00	2.30.360(i)	Project Set-up and Site Visit
BKF ENGINEERS	07/27/2023	\$85,000.00	776/5	Surveying Services
BRICK TECH	07/05/2023	\$42,000.00	2.30.360(i)	LEGO camp/class Instructor Services
CARAHSOFT TECHNOLOGY CORP.	10/31/2023	\$44,898.58	2.30.360(j)	Keeper Ent Base User Plan
CARAHSOFT TECHNOLOGY CORP.	10/31/2023	\$62,118.94	2.30.360(j)	Prof Services - Annual Contractor
CDW GOVERNMENT	11/09/2023	\$79,919.19	2.30.360(j)	FY24: Falcon EndPoint Protection Premium
CINTAS CORPORATION	7/12/2023	\$72,999.99	2.30.360(j)	Rental and Laundering Services WGW Ops
CINTAS CORPORATION	7/17/2023	\$36,600.00	2.30.360(j)	Operations/Laboratory/Mat Rental
CINTAS CORPORATION	7/18/2023	\$45,000.00	2.30.360(j)	Electrical Ops Uniform Rental
CINTAS CORPORATION	7/26/2023	\$30,000.00	2.30.360(j)	Uniform rentals
CITY OF MOUNTAIN VIEW	09/21/2023	\$33,875.00	2.30.360(k)	Tablet Command End User License
CONCERN:EAP	09/21/2023	\$65,000.00	2.30.400 (b)	EAP Services
CONN MACIEL CAREY LLP	08/01/2023	\$40,000.00	2.30.360(g)	Professional legal services

*PAMC 2.30.360

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Services Contracts Awarded

Professional Services and General Services \$25,000 through \$85,000 per year and Public Works Contracts \$85,000 through \$250,000 per year

Contract Awarded To	Award Date	Award Amount	Bidding Exemption or Number of Bids Sent/Received *PAMC 2.30.360	Description
CW EVENTS LLC	09/28/2023	\$45,288.00	2.30.360(i)	Event Planning Services for employee recognition event
DASHER TECHNOLOGIES INC	12/12/2023	\$60,007.27	2.30.360(j)	Aruba ClearPass Cx000V CM Appliance
DAVID J POWERS & ASSOCIATES INC	11/03/2023	\$151,135.00	2.30.360(h)	Development project located at 3150 El Camino Real
DEBORAH WICKS LA PUMA	08/29/2023	\$30,000.00	2.30.360(i)	Theatre Music Services
DLT SOLUTIONS LLC	09/06/2023	\$38,722.24	3/3	FY24: AutoCAD - Govt Sub Renewal
DTA	10/17/2023	\$33,382.00	2.30.360(i)	Development Impact Fees Evaluation Services
Dudek	08/24/2023	\$75,000.00	2.30.360(h)	1310 Bryant Street - MMRP
DUNCAN WEINBERG GENZER & PEMBROKE P	07/28/2023	\$85,000.00	2.30.360(g)	Professional legal services
ENERGEIA USA	10/23/2023	\$80,000.00	2.30.360(i)	Modeling of EV Charging Economics at Mul
ENVISIONWARE, INC	12/12/2023	81, 949.00	2.30.360(d)	AMH maintenance at library branches- Year 2
EOA, INC.	07/18/2023	\$49,000.00	2.30.360(i)	Trash Reduction Support Services
ERIN KELLY CHUMAS	12/05/2023	\$30,000.00	2.30.360(i)	Teaching Artist Services
FLEX ADVANTAGE THE ADVANTAGE GROUP	07/12/2023	\$40,740.00	3/3	CPO FY23 Rendered Invoices
FOSTER & FOSTER INC	08/17/2023	\$51,500.01	16/1	Actuarial Study
GE DIGITAL LLC	11/21/2023	\$31,307.39	2.300.900	SCADA Software Maintenance Support
GRASSROOTS ECOLOGY	12/13/2023	\$83,560.00	3/1	Arastradero Stewardship 223/24
GROWTHWISE SEARCH PARTNERS	10/16/2023	\$35,001.00	2.30.360(i)	Recruitment Assistance
HDL COMPANIES	12/27/2023	\$30,000.00	2.30.360(i)	Business Tax and Business Registry Services
HI-TECH EMERGENCY	09/26/2023	\$25,927.01	2.30.360(b2)	Parts accid repair 6125
HOHBACH-LEWIN INC	10/31/2023	\$46,200.00	2.30.360(i)	Engineering and Surveying Services
HOWDEN USA COMPANY	08/24/2023	\$47,438.50	2.30.360(d)	Preventative Maint. Service-Year 2
INFO TECH RESEARCH GROUP INC	07/26/2023	\$83,145.94	2.30.260 (j)	Year 1 of 3: InfoTech IT Research & Advisory
J POWERS RECRUITING INC	08/09/2023	\$50,000.00	2.30.360(i)	Recruitment Services

*PAMC 2.30.360

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Services Contracts Awarded

Professional Services and General Services \$25,000 through \$85,000 per year and Public Works Contracts \$85,000 through \$250,000 per year

Contract Awarded To	Award Date	Award Amount	Bidding Exemption or Number of Bids Sent/Received *PAMC 2.30.360	Description
JUNIOR CHEF STARS	07/05/2023	\$48,000.00	2.30.360(i)	Cooking Class/Camps Instructor Services
KELLY HARRISON	07/03/2023	\$25,550.00	2.30.360(i)	Art Instructor Services; Youth
KIMLEY HORN & ASSOCIATES INC	10/18/2023	\$49,870.00	2.30.360i	Perform Quiet Zone Analysis at Palo Alto Ave/Alma Street
KRAMER WORKPLACE INVESTIGATIONS	09/22/2023	\$60,000.00	2.30.360(g)	Professional legal services
LIEBERT CASSIDY WHITMORE	08/17/2023	\$30,000.00	2.30.360(g)	Professional legal services
LUCKY RAE GOMEZ	10/12/2023	\$41,000.00	2.30.360(c)	Referee Services
MWA INSIGHTS	12/14/2023	\$29,465.00	2.30.360(i)	FY24 Dinosaur Garden Evaluators
OSMOSE UTILITIES SERVICES INC	09/07/2023	\$85,000.00	1808/4	Electric Inspection Services-Year 1
PALO ALTO HISTORICAL ASSOCIATION	07/11/2023	\$39,002.00	2.30.360(i)	City Historical Archive Services
PECKHAM AND MCKENNEY	11/28/2023	\$35,001.00	2.30.360(t)	Recruitment Services
PENHALL COMPANY	09/14/2023	\$189,800.00	2.30.360(c)	On-Call Saw Cutting and Cored drilling Services
PG&E	08/09/2023	\$31,801.86	2.30.360(d)	PG&E Academy 3rd Party Training Services
PG&E	9/11/2023	\$75,000.00	2.30.360(d)	PG&E (Training Services) Year 1 of 3
PRIMAL PAINT INC	10/26/2023	\$126,676.00	2850/7	Cubb Gyms A & B Lead Paint Remediation
PRIORITY FAMILY ENTERPRISES LLC	09/14/2023	\$84,369.00	2.30.360(i)	JMZ landscaping
PUBLIC SECTOR EXCELLENCE	11/07/2023	\$30,600.00	3/2	Leadership Academy
RDA CONSULTING SPC	09/19/2023	\$68,210.00	4/4	Consultant Services for City's Alternative Mental Health Response Program
RINCON CONSULTANTS, INC.	07/24/2023	\$35,355.00	2.30.360(h)	CEQA Analysis Services- 420 Acacia Ave.
RINCON CONSULTANTS, INC.	08/25/2023	\$54,481.00	2.30.360(h)	Environmental Impact Report -800 San Antonio Road
RINCON CONSULTANTS, INC.	09/18/2023	\$44,516.00	2.30.360(h)	CEQA Analysis Services- 739 Sutter Ave
SCHAAF & WHEELER	09/12/2023	\$50,000.00	2.30.360(i)	On-call Storm Drain Services
SCOTT'S PPE RECON INC.	10/24/2023	\$32,400.00	2.30.360(i)	RFP-NFPA PPE Inspection Services-Year 1

*PAMC 2.30.360

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Professional Services and General Services \$25,000 through \$85,000 per year and Public Works Contracts \$85,000 through \$250,000 per year

Contract Awarded To	Award Date	Award Amount	Bidding Exemption or Number of Bids Sent/Received *PAMC 2.30.360	Description
SEDGWICK CLAIMS MANAGEMENT SERVICE	07/20/2023	\$66,000.00	2.30.360(b2)	TPA for Workers' Comp
SLOAN SAKAI YEUNG & WONG LLP	08/23/2023	\$45,000.00	2.30.360(g)	Professional legal services
SOLUTIONS SIMPLIFIED	07/26/2023	\$112,105.00	2.30.360(j)	Year 1 of 3: ZIA Business Edition
SOUTH BAY REGIONAL PUBLIC SAFETY	07/26/2023	\$25,146.77	2.30.360(i)	JFA & Paramedic Internship
TMT ENTERPRISES INC	7/13/2023	\$80,000.00	70/4	Offhauling Services for PW OPS- Year 4 of 5
TRIPLE HS, INC.	08/22/2023	\$49,845.08	2.30.360(i)	Permit Coordination & Prep Services
TRISTAR ICS INC	07/24/2023	\$48,000.00	3/3	CPO FY23 Rendered Invoices
UNIVERSITY OF CALIFORNIA DAVIS	11/02/2023	\$49,000.00	2.30.360(i)	SMHM Monitoring and Reporting
VAN DERMYDEN MAKUS LAW CORPORATION	07/13/2023	\$45,000.00	2.30.360(g)	Professional legal services
VAN DERMYDEN MAKUS LAW CORPORATION	10/31/2023	\$50,000.00	2.30.360(g)	Professional Legal Services
VOCANTAS SOFTWARE	07/18/2023	\$58,884.38	2.30.360(d)	Vocantas Software Maintenance- Year 7 of 7
WATRY DESIGN, INC	12/18/2023	\$49,775.00	2.30.360(i)	Design Services Contingency
XEROX CORPORATION	12/14/2023	\$36,634.74	2.30.360(b2)	Lease Fees/Printing Fees August 23
Z-CON SPECIALTY SERVICES INC	10/04/2023	\$77,967.00	2758/3	Cubberley Gyms A&B Hazardous Mat & Mold Abate

*PAMC 2.30.360

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ATTACHMENT C

Excerpts from the Palo Alto Municipal Code

Chapter 2.30 – Contracts and Purchasing Procedures

2.30.200 Procurement officer contract award authority.

The Procurement Officer may award and sign the following contracts:

(a) Public Works Contracts. Public works contracts, where the term does not exceed three years, and the contract price and any price contingency established for change orders, but excluding sales tax or use tax, do not exceed \$85,000.00 in the first contract year, and do not exceed the sum of \$85,000.00 and any unexpended monies carried forward from a prior contract year, in any subsequent contract year.

(b) Contracts for Goods. Contracts to purchase goods, where the term does not exceed three years, and the contract price and any price contingency established for change orders, but excluding sales tax or use tax, do not exceed \$85,000.00 in the first year, and do not exceed the sum of \$85,000.00 and any unexpended monies carried forward from a prior contract year, in any subsequent contract year.

(c) General Services Contracts. General services contracts, where the term does not exceed three years, and the contract price and any price contingency established for change orders or additional services, but excluding sales tax or use tax, do not exceed \$85,000.00 in the first contract year, and do not exceed \$85,000.00 and any unexpended monies carried forward from a prior contract year, in any subsequent contract year.

(d) Professional Services Contracts. Professional services contracts, where the term does not exceed three years, and the contract price, and any price contingency established for additional services, but excluding sales tax or use tax, do not exceed the sum of \$85,000.00 in the first contract year, and do not exceed the sum of \$85,000.00 and any unexpended monies carried forward from a prior contract year, in any subsequent contract year.

(e) Software and Hardware Purchase, Licensing, Maintenance and Support Contracts. Notwithstanding Subsection 2.30.200(c), the Procurement Officer may award and sign contracts other than general services agreements, including, without limitation, vendor-based standard form hardware and software purchase and licensing contracts, for the purchase of hardware and software, the licensing of software, and the maintenance and support of hardware and software, where the term of licensing or maintenance and support services does not exceed five years and the contract price, excluding sales tax or use tax, does not exceed \$85,000.00 per year in the first contract year and does not exceed the sum of \$85,000.00 and any unexpended monies carried forward from a prior contract year, in any subsequent contract year. The contracts referred to herein may include contracts for data storage services, which shall be subject to the city's information security policies, terms, conditions and other requirements established by the chief information officer with the concurrence and approval of the City Attorney.

(Ord. 5494 § 9, 2020: Ord. 5387 § 1 (part), 2016: Ord. 4827 § 1 (part), 2004)

2.30.210 City Manager contract award authority.

The City Manager may award and sign the following contracts:

(a) Public Works Contracts. Public works contracts, where the term does not exceed three years, and the contract price and any price contingency established for change orders, but excluding sales tax or use tax, do not exceed \$250,000.00 in the first contract year, and do not exceed the sum of \$250,000.00 and any unexpended monies carried forward from a prior contract year, in any subsequent contract year.

(b) Contracts for Goods. Contracts to purchase goods, where the term does not exceed three years and the contract price and any contingency established for change orders, but excluding sales tax or use tax, do not exceed \$250,000.00 in the first contract year, and do not exceed the sum of \$250,000.00 and any unexpended monies carried forward from a prior contract year, in any subsequent contract year.

(c) General Services Contracts. Contracts for services associated with the leasing or licensing of personal property other than hardware or software, where the term does not exceed seven years, and the contract price and any price contingency established for change orders, but excluding sales tax or use tax, do not exceed \$85,000.00 in the first contract year, and do not exceed the sum of \$85,000.00 plus any unexpended monies carried forward from a prior contract year, in any subsequent contract year.

(d) Contracts for Studies and Services Related to Private Development. Professional services contracts for: (1) the preparation of environmental assessments or other studies deemed necessary by the director of planning and development services for the processing of applications for private development projects, or (2) inspection and plan review services deemed necessary by the director of planning and development services to evaluate conformity of private development projects with applicable building codes, regardless of the cost or term thereof, provided the applicant for the private development project agrees, in writing, to bear responsibility for the entire contract cost, and the contract does not require the expenditure of city funds in any amount.

(e) Rewards. The City Manager may offer and pay rewards where the amount of the reward does not exceed \$25,000.00, in accordance with the procedures of Section 2.30.800.

(f) Emergency Contracts. The City Manager is authorized to expend city funds for emergency contracts, as defined in Section 2.30.160, without limitation on the contract cost or amount and without following the contract solicitation and award procedures otherwise required by this chapter, provided that any procurement of goods and services obtained during an emergency declared by the Federal Emergency Management Agency shall comply with applicable FEMA Public Assistance Program's procurement orders, rules, regulations, guidelines and control procedures for cost reimbursement purposes. Expenditures made during an emergency must be reported to the Council at the next regular meeting if approval for such expenditures would otherwise have been made by the Council. The City Manager may issue a verbal report to the Council before a written report is delivered.

(g) Contracts to Rent, Lease, License, Acquire, Transfer or Purchase Interests in Real Property from Other Parties. Contracts for the rental, leasing, licensing, or purchase by installment interests in real property from other parties for a term of seven years or less, where the contract price does not exceed \$85,000.00 per year, or to encumber or transfer any interest in real property from other parties for any term of years. The City Manager may enter into and sign a contract to acquire or purchase an interest in real property, where the contract price does not exceed \$85,000.00.

(h) Contracts to Rent, Lease, or License City Real Property to Other Parties. The authority granted under this Section is distinct from the authority of the director of community services to grant individuals and groups permits for the exclusive temporary use of buildings and facilities located in, and the areas of, city parks and open spaces, as described in Chapter 22.04 of this municipal code or in the park and open space regulations. The City Manager may award and sign contracts to rent,

lease or license city real property to other parties regardless of the price for a term not exceeding three years. Notwithstanding the preceding sentence, the City Manager may enter into and sign contracts for the rental, lease or licensing of real property at the Cubberley Community Center for terms of up to five years.

(i) Contracts to Provide Municipal Services to other Public Entities or Utilities. A contract to provide municipal services and functions to any other public agency, public utility or other public entity in any amount for a term not exceeding three years, provided the contract is in compliance with all Council-adopted policies covering such contracts. The authority granted herein does not include the authority of the City Manager to add permanent employee positions.

(j) Contracts Providing for Indemnity or Risk of Loss. The City Manager, with the concurrence and approval of the City Attorney and the insurance risk manager, may enter into and sign contracts, otherwise within the limits of his or her authority under Section 2.08.140 of this municipal code, that provide for the city or its officers or employees to defend, indemnify, or assume the risk of damage, loss, or liability for, or subrogate to any other contracting party respecting claims, demands, actions, losses or liabilities arising from the city's performance or non-performance under the contract.

(k) Wholesale Utility Commodities and Services Contracts. Wholesale utility commodities and services contracts, where the term does not exceed five years and the contract price does not exceed \$250,000.00 in any contract year.

(l) Software and Hardware Purchase, Licensing, Maintenance and Support Contracts. Notwithstanding Subsection 2.30.210(c), the City Manager may award and sign contracts other than general services agreements, including, without limitation, vendor-based standard form hardware and software purchase and licensing contracts, for the purchase of hardware and software, the licensing of software, and the maintenance and support of hardware and software, where the term of licensing or maintenance and support services does not exceed seven years and the contract price, excluding sales tax or use tax, does not exceed \$85,000.00 per year in the first contract or fiscal year and does not exceed the sum of \$85,000.00 and any unexpended monies carried forward from a prior fiscal year, in any subsequent contract or fiscal year. The contracts referred to herein may include contracts for data storage services, which shall be subject to the city's information security policies, terms, conditions and other requirements established by the chief information officer with the concurrence and approval of the City Attorney.

(m) Other Contracts. All other types of contracts for which the contract term does not exceed three years and the total expenditure by the city does not exceed \$85,000.00 in the first contract or fiscal year, and does not exceed the sum of \$85,000.00 and any unexpended monies carried forward from a prior fiscal year, in any subsequent contract or fiscal year.

(Ord. 5494 §§ 3, 10, 2020: Ord. 5387 § 1 (part), 2016: Ord. 4827 § 1 (part), 2004)