



Memorandum

TO: TREATMENT PLANT
ADVISORY COMMITTEE

FROM: Kerrie Romanow
Director

SUBJECT: SEE BELOW

DATE: January 30, 2024

Approved

Date

INFORMATION

SUBJECT: REPORT ON CONTRACT AWARD ACTIVITIES UNDERTAKEN BY THE DIRECTOR OF THE ENVIRONMENTAL SERVICES DEPARTMENT PURSUANT TO TITLE 27 OF THE SAN JOSE MUNICIPAL CODE FOR THE PERIOD OF JULY 1, 2023 – DECEMBER 31, 2023

BACKGROUND

This memorandum updates the Committee on the Environmental Services Department Director's (Director) award of public contracts related to the operation of the San Jose-Santa Clara Regional Wastewater Facility. Title 27 of the San Jose Municipal Code authorizes the Director to award and execute "Public Works Contracts" of \$1.0 million (\$1.2 million when adjusted for inflation per section 27.10.560) or less for those contracts within the Environmental Services Division. San José Municipal Code Section 27.50.560 requires a bi-annual report of actions taken. This memorandum details the Director's actions taken under this delegation for the period of July 1, 2023 through December 31, 2023.

During this reporting period, the Director approved one (1) action to negotiate and execute a change order to a South Bay Water Recycling (SBWR) activity. No new Public Works contracts under \$1,200,000 were executed. This activity is summarized in Attachment A.

COORDINATION

Preparation of this report has been coordinated with the City Attorney's Office and City Manager's Budget Office.

For questions, please contact Jeff Provenzano Assistant Director, Environmental Services Department, at (408) 425-2821.

/s/ *Jeff Provenzano*

KERRIE ROMANOW

Director of Environmental Services Department

TREATMENT PLANT ADVISORY COMMITTEE

February 2, 2023

Subject: Report on Activities Taken By The Director Of ESD Pursuant To Title 27 Of The SJMC For The Period Of July 1, 2023 to December 31, 2023

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Attachment A: Report of the Director of the Environmental Services Department July 1, 2023 to December 31, 2023

Attachment A

Report of the Director of the Environmental Services Department
July 1, 2023 to December 31, 2023

(Pursuant to Chapter 27.50 of the Municipal Code):

Contract Activity of the Director of the Environmental Services Department

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(Construction Contracts up to \$1,000,000, per SJMC 27.10.560, or other amounts over \$1,000,000 as delegated by the City Council, per SJMC 27.04.060B)

None.

Change Orders

(Change Orders that meet the requirements set forth in SJMC 27.30.080 or SJMC 27.30.090)

Project ID	Project Name	Contractor	Change Order Amount	Approval Date
10106	SBWR Pump Station No. 5 Bypass System CCO No.1	Central Pacific	\$3,750.00	12/13/2023
Adds field verification services to existing utilities that include pipes and fitting materials for pipe size, thickness and pressure rating to allow connections of new pipes and valves.				