

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Kerrie Romanow

SUBJECT: SEE BELOW

DATE: February 20, 2024

Approved



Date

2/21/24

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 City Council on the Environmental Services Department Director's awarding of public contracts. Title 27 of the San José 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 Department. 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 three actions to negotiate and execute change orders. No new Public Works contracts under \$1,200,000 were executed. This activity is summarized in the **Attachment** - Report of the Director of the Environmental Services Department July 1, 2023 to December 31, 2023.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office and City Manager's Budget Office.

/s/

KERRIE ROMANOW

Director of Environmental Services

HONORABLE MAYOR AND CITY COUNCIL

February 20, 2024

Subject: Report on Contract Award Activities Undertaken by the Director of the Environmental Services Department Pursuant to Title 27 of the San José Municipal Code for the Period of July 1, 2023 – December 31, 2023

Page 2

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

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

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

(Pursuant to Chapter 27.50 of the San José Municipal Code):

Contract Activity of the Director of the Environmental Services Department

(Construction contracts up to \$1,000,000, per San José Municipal Code section 27.10.560, or other amounts over \$1,000,000 as delegated by the City Council, per San José Municipal Code section 27.04.060B)

There are no items in this reporting period.

Change Orders

(Change Orders that meet the requirements set forth in San José Municipal Code section 27.30.080 or San José Municipal Code section 27.30.090)

Project ID	Project Name	Contractor	Change Order Amount	Approval Date
9670	Alviso Main Replacement	Cratus, Inc.	\$105,525.00	9/11/2023
Adds hours for railroad inspection as required by Union Pacific Railroad; reduces quantities of line items for waterline and fire hydrants, and adds quantities for additional services identified as needed during construction.				

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

Project ID	Project Name	Contractor	Change Order Amount	Approval Date
10175	Drainage Improvement at Pump Station Nos. 8 & 11 and Zone 3 Reservoir	Central Pacific	\$6,635.73	9/18/2023
Adds quantities for relocating unforeseen existing utilities that conflict with the drainage system.				