

**CITY COUNCIL ACTION REQUEST**

<b>Department(s):</b> Finance	<b>CEQA:</b> Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	<b>Coordination:</b> City Attorney's Office, City Manager's Budget Office, and Environmental Services Department	<b>Dept. Approval:</b> /s/ Rick Bruneau
<b>Council District(s):</b> Citywide			<b>CMO Approval:</b>  5/14/24

**SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER WITH ACCO ENGINEERED SYSTEMS, INC. FOR MECHANICAL MAINTENANCE AND REPAIR SERVICES**

**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager or her designee to exercise up to three additional one-year options to extend purchase order term with ACCO Engineered Systems, Inc. (Pasadena, CA) for mechanical maintenance and repair services, with the last option ending on June 30, 2027, subject to the appropriation of funds.

**BASIS FOR RECOMMENDATION:**

The San José-Santa Clara Regional Wastewater Facility utilizes outside vendors for maintenance services to repair and maintain worn equipment. These services provide support for existing and failing equipment and are used to help to extend the equipment service life. Projects include the maintenance and repair of the air handling system for the secondary blower building, replacement of the water fan coil in the administration building, and other necessary repairs. These services are utilized for projects which do not fall under the Capital Improvement Program's umbrella.

In April 2022, a competitive Request for Bids was released by the Finance Department to procure these services. The Request for Bids provisioned for a one-year initial term and an additional four one-year options for the City to extend the term. Three responsive bids were submitted, and no protests were received. One bidder qualified for the City's local business preference. Staff awarded to ACCO Engineered Systems, Inc. as the lowest priced, responsive, and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(1). The option period cost for July 1, 2024 to June 30, 2025 is projected to be in the amount of \$270,000, and future options will be subject to appropriation. Approval of this recommendation ensures the City continues to receive these essential services with minimal impact to operations.

Commission Recommendation/Input: The Treatment Plant Advisory Committee will consider this item on May 23, 2024. A supplemental memorandum with the committee's recommendation will be included in the amended June 4, 2024 City Council meeting agenda.

**COST AND FUNDING SOURCE:**

Fund #	Appn #	Appn. Name	Total Appn.	Amt. for Recommendation	2023-2024 Adopted Operating Budget Pg.	Last Budget Action (Date, Ord. No)
513	0762	Non-Personal / Equipment	\$39,415,055	\$270,000	1054	10/17/2023, 30966

**FOR QUESTIONS CONTACT:** Albie Udom, Deputy Director of Finance – Purchasing and Risk Management, at [Albie.Udom@sanjoseca.gov](mailto:Albie.Udom@sanjoseca.gov).