


**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 Department of Public Works	<b>Dept. Approval:</b> /s/ Rick Bruneau
<b>Council District(s):</b> Citywide			<b>CMO Approval:</b>  2/22/24

**SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDERS WITH STEPHEN CIARI PLUMBING & HEATING, INC. AND CASTILLO PLUMBING, INC. FOR PLUMBING SERVICES**

**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager or her designee to exercise up to four one-year options to extend the term of the purchase orders with Stephen Ciari Plumbing & Heating Inc. (San José, CA) and Castillo Plumbing Inc. (Burlingame, CA), with the last option ending on or about March 14, 2028, subject to the appropriation of funds.

**Desired Outcome:** Authorizing the City Manager or her designee to take this action provides the City with plumbing services for City facilities.

**BASIS FOR RECOMMENDATION:**

The Department of Public Works oversees the maintenance of over 400 facilities and structures across the City. Plumbing services performed as repairs and tenant improvements through preventative maintenance, emergency response, and capital projects are critical to maintaining the integrity of City facilities and structures. Plumbing services help to preserve the integrity of various water and waste systems, as well as associated parts and valves, such as backflows, water heaters, boilers, restroom and kitchen plumbing fixtures, sump and ejector pumps, and high-pressure systems throughout City facilities. Contracted services provide support for the Department of Public Works to deliver plumbing services Citywide.

In November 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. Four responsive bids were submitted, and no protests were received. Stephen Ciari Plumbing & Heating, Inc. applied and qualified for the City's local and small business preferences. Staff awarded to Stephen Ciari Plumbing & Heating, Inc. and Castillo Plumbing, Inc. as the two lowest-priced, responsive, and responsible bidders pursuant to the bidding procedures of the San José Municipal Code, Section 4.12. 310.B(2). Two purchase orders, each in the amount of \$350,000, were executed for the period of March 15, 2023 to March 14, 2024, under City Manager authority. The option period for March 15, 2024 to March 14, 2025 is projected to be in the amount of \$650,000 in total; future options will be subject to appropriation. Approval of this recommendation will ensure the City continues to receive these essential services with minimal impact to operations.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

**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)
001	0572	Non-Personal/Equipment	\$20,715,859	\$650,000	803	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).