


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	Coordination: City Attorney's Office; City Manager's Budget Office; and Public Works Department	Dept. Approval: /s/ Rick Bruneau
Council District(s): Citywide			CMO Approval:  5/23/24

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER WITH WINDOW INNOVATIONS, INC. FOR ANTI-GRAFFITI FILM PRODUCTS AND SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager or her designee to exercise up to three one-year options to extend the term of the purchase order with Window Innovations, Inc. (Brentwood, CA), with the last option ending on or about May 19, 2027, subject to the appropriation of funds.

BASIS FOR RECOMMENDATION:

The Public Works Department oversees the maintenance of over 400 facilities and structures within the City. Anti-graffiti and related products and services are needed to provide protection from vandalism damage and theft to City facilities. Anti-graffiti and related products and services are used for anti-graffiti, shatter resistance, and ultraviolet protection purposes and help to preserve the integrity of the various window and door systems throughout City facilities. These products and services are essential for safety and to ensure the continuous operation of City programs.

In May 2022, a competitive Request for Quotes was released by the Finance Department to procure these products and services. The Request for Quotes provisioned for a one-year initial term with four additional one-year options for the City to extend the term. One responsive bid was submitted, and no protests were received. The sole bidder did not qualify for the City's local or small business preference. Staff awarded to Window Innovations, Inc. as the sole, responsive, and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(1). The charges for the option period from May 20, 2024 to May 19, 2025 is projected to be in the amount of \$350,000 and future options will be subject to appropriation. Approval of this recommendation ensures the City continues to receive these essential products and 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	\$24,265,859	\$350,000	803	2/13/24, 31040

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance – Purchasing and Risk Management, at Albie.Udom@sanjoseca.gov.