TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER

DEPARTMENT: ADMINISTRATIVE SERVICES

DATE: NOVEMBER 8, 2004

CMR: 458:04

SUBJECT: CONTRACTS AWARDED BY THE CITY MANAGER FROM APRIL 2004 THROUGH JUNE 2004

This is an informational report and no Council action is required.

DISCUSSION
On June 7, 2004, the Council approved the revision of the Chapter 2.30 of the Palo Alto Municipal Code (PAMC) regarding contracting and purchasing guidelines (CMR: 259:04, Ordinance No. 4827). These guidelines became effective on July 7, 2004. Under Chapter 2.30, the City Manager is required to provide a semiannual report to Council consisting of contracts awarded by the City Manager or the Purchasing Manager for: 1) public works and goods contracts in excess of $65,000; 2) general and professional service contracts in excess of $25,000; and (3) all leases and rentals of city property with third parties. Staff plans to provide the first semiannual report to Council under the new PAMC requirement in early 2005.

The final report covering the old PAMC contractual reporting requirement is attached. The old PAMC required quarterly reports for supply (material and equipment) contracts awarded by the City Manager in excess of $65,000 and for service contracts awarded from $25,000 to $65,000. Attachment A provides service contracts from $25,000 to $65,000 and Attachment B provides supply contracts over $65,000 awarded from April through June 2004. For items where no bids were received, awards were made in accordance with the PAMC.

ATTACHMENT
Attachment A: Service Contracts Awarded from April through June 2004
Attachment B: Supply Contracts Awarded from April through June 2004