



**Council Meeting: September 1, 2009**

**SUBJECT: Award of a Contract for Miscellaneous Piping Supplies  
(#F0805-82)**

**REPORT IN BRIEF**

Approval is requested to award a one-year contract, with an option to extend for one additional one-year period, to Roberts & Brune Company of San Jose for the purchase of piping supplies as required by the Departments of Public Works and Community Services.

**BACKGROUND**

City staff regularly use piping supplies, such as valve parts, fittings and couplings. The majority of these supplies are used by the Department of Public Works Environmental and Field Services Divisions, although the Community Services staff also require piping supplies from time to time. Although items used on a regular basis are stocked at Central Stores, the majority of items are purchased on an "as needed" basis.

**DISCUSSION**

Bid specifications were prepared by Public Works and Purchasing staff, and potential local suppliers were directly notified and the bid document was advertised on the City's Internet site and broadcast to potential suppliers through the Onvia DemandStar public procurement network. Sealed bids were publicly opened on August 5, 2009.

One responsive bid was received from Roberts and Brune.

**FISCAL IMPACT**

Funds are budgeted in various operating and project accounts in the Public Works and Community Services Departments. Expenditures against this contract will not exceed these budgeted amounts.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

**RECOMMENDATION**

It is recommended that:

1. Council award a one-year contract in substantially the same form as the attached draft, not-to-exceed the budgeted amount, to Roberts and Brune Company of San Jose for piping supplies; and
2. Delegate authority to the City Manager to exercise an option to extend the contract for one additional one-year period, provided that price and service remain acceptable to the City.

Reviewed by:

Mary J. Bradley, Director of Finance

Prepared by: Pete Gonda, Senior Management Analyst

Reviewed by:

Marvin Rose, Director of Public Works

Approved by:

Gary M. Luebbers

City Manager

**Attachments**

1. Draft Blanket Purchase Order



<b>ORDERED FROM</b> 02146 - 002  Roberts & Brune Co 910 Bern Ct #150 San Jose, CA 95112  (408) 297-7935	ORDER DATE	<b>BILL TO:</b>  City of Sunnyvale Finance Department Accounts Payable PO Box 3707 Sunnyvale, CA 94088-3707
	EFFECTIVE DATE 9/1/2009	
	EXPIRATION DATE 8/31/2010	
	CONTRACT AMOUNT NOT TO EXCEED Budgeted Amount	
REQUISITIONING DEPARTMENT (9023) PW/FS - Water	FOB DEST	FREIGHT CHARGES Destination, freight included in price
	PAYMENT TERMS BELOW	BID NO

ITEM	DESCRIPTION	UNIT	UNIT COST
1	Blanket order for the purchase of miscellaneous piping supplies, including valve parts, fittings and couplings, as required by the City of Sunnyvale per Invitation For Bids #F0805-82 terms and conditions and vendors response.  Miscellaneous piping supplies not listed on bid form are authorized and will be offered at a 40% discount from list price. Payment terms shall be 2% 10th of the Month, Net 30 days  All deliveries to be to City facilities Only. All orders to be placed by authorized City employees ONLY.  This order awarded by Council 9/1/2009, RTC # _____ Requisition Number: RQ004931	DLR	\$1.0000

AUTHORIZED DEPARTMENT(S)		
NO	DEPT NAME	RELEASE AMT
3450	Finance/Stores	\$35,000.00
9023	PW/FS - Water	\$35,000.00

**DOCUMENT TERMS**

This purchase order is subject to the City of Sunnyvale Standard Terms and Conditions for the Purchase of Goods, dated 1/15/2000, a copy of which is attached and incorporated by reference (Form #TCBPO-G).

Invoices must reference the purchase order number. Failure to include the purchase order number on the invoice will result in a delay in payment processing.



**BUYER:**

Howard, Dreama

PHONE (408) 730-7396

FAX (408) 730-7710