CITY OF BEVERLY HILLS
STAFF REPORT

Meeting Date: February 5, 2008

To: Honorable Mayor & City Council

From: Scott Miller, Chief Financial Officer and Director of Administrative Services

Subject: 2007-08 2nd QUARTER PURCHASE ORDER REPORT

Attachments: 1. 2007-08 2nd Quarter Purchase Order Report

INTRODUCTION

Attached is the second quarter Purchase Orders Issued Report (for P.O.s between $10,000 and $50,000) for Fiscal Year 2007-2008. This is the revised form, implementing the suggestions made by City Council in October of 2006.

Sharon Rahban, CPA S.R.
Finance Approval

Scott Miller
Approved By

Date: 1/3/08

Purchase orders issued between $10,000 and $50,000 from 10/01/2007 through 12/31/2007

Vendor No. and Vendor Name	PO Number	PO Purpose	PO Amount	Date	Blanket	Aprvd by
00638 - JACOPO'S CATERING SERVICES INC	08201528	EMPLOYEE HOLIDAY LUNCH-DEC 5, 2007	10,743.81	11/26/2007	N	Staff
01790 - SECURE COMPUTING CORPORATION	08201659	APPLIANCE SUPPORT- FOR IRONMAIL APPLIANCE (HARDWARE AND SOFTWARE) WHICH FILTERS THE CITY'S EMAILS.	24,031.50	12/13/2007	N	Staff
01948 - ALL LABOR TIRE	08201171	TIRE REPAIR & DISPOSAL FOR CITY VEHICLES AS NEEDED-BLANKET PO.	45,000.00	10/09/2007	N	Staff
02153 - CENTURY CITY HOSPITAL INC	08201267	EMPLOYEE MEDICAL SERVICES PAYMENT FOR OUTSTANDING INVOICES FOR SERVICES PROVIDED IN FISCAL YEAR 2006-2007	20,629.83	10/23/2007	N	Staff
02593 - MARK BARNETT	08201623	ADA CONSULTANT SERVICES BLANKET PO	10,000.00	12/06/2007	N	Staff
02611 - OFFICE RELIEF INC	08201723	ERGONOMIC EQUIPMENT - CITYWIDE CHAIRS, KEYBOARD TRAYS, AND OTHER MISCELLANEOUS ERGONOMIC EQUIPMENT FOR CITY EMPLOYEES	15,000.00	12/24/2007	N	Staff
03420 - JENNIFER GORDON	08201485	INSTRUCTOR FOR YOUTH MUSICAL THEATRE CLASS INSTRUCTION-BLANKET PO.	31,000.00	11/15/2007	N	Staff
03468 - ADVANCED INFRASTRUCTURE	08201435	MISCELLANEOUS TOOLS & PARTS FOR THE SANITARY SEWER MAINTENANCE-BLANKET PO.	10,000.00	11/07/2007	N	Staff
03662 - PLUMBERS DEPOT INC	08201434	MISCELLANEOUS TOOLS & PARTS FOR THE SANITARY SEWER MAINTENANCE-BLANKET PO.	10,000.00	11/07/2007	N	Staff
03771 - AFS, INC.	08201513	FILTERS - PURCHASE AND INSTALLATION OF CLEAIRE HORIZON M ELECTRICAL REGENERATED DPF AT VENDOR'S LOCATION. SPECIFICATIONS ARE PER QUOTE # 18024A	28,181.88	11/19/2007	N	Staff
04165 - ANTE MARIJANOVIC	08201173	CRESCENT DRIVE PARKING STRUCTURE-RETENTION PAYMENT FOR WORK COMPLETED	21,689.00	10/10/2007	N	Staff
04944 - STEGEMAN AND KASTNER, INC.	08201726	9268 W 3RD STREET PROPERTY -PROJECT MANAGEMENT CONSULTANT SERVICES	30,000.00	12/24/2007	N	Staff
08581 - L N CURTIS & SONS	08201511	MAXIFORCE HIGH PRESSURE AIR BAGS	10,500.00	11/16/2007	N	Staff
		SHIPPING				
		SMOKE EJECTORS				

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08551 - L N CURTIS & SONS...	08201511...	WATER VACUUM	10,500.00 ...	11/16/2007..	N...	Staff...
	08201683	FIRE HOSE - ULTRA-SHIELD COATED NYLON BY NORTH AMERICAN REPLACEMENT OF FIRE EQUIPMENT	25,675.82	12/18/2007	N	Staff
08867 - NORMAN BEREZOWSKY	08201584	MANAGEMENT/CONSULTANT SERVICES RELATED TO THE CITY'S CAPITAL IMPROVEMENT PROJECTS	20,500.00	12/03/2007	N	Staff
09068 - THE BEVERLY HILLS HOTEL	08201570	2007 VOLUNTEER BRUNCH. BLANKET PO	13,784.00	11/28/2007	N	Staff
10000191 - H W HUNTER INC	08201654	CALIFORNIA TIRE FEE	44,846.00	12/13/2007	N	Staff
		VEHICLE - 2008 NEW UNUSED JEEP WRANGLER, 4WD, R/H DRIVE, 2DR, HARD TOP INCLUDING ALL STANDARD EQUIPMENT LISTED IN MANUFACTURER'S BROCHURE FOR DIVISION				
10000758 - MICHAEL DAVIS	06201794	DESIGN & IMPLEMENTATION OF EMPLOYEE PERFORMANCE STANDARDS AND MEASURES COVERED UNDER AGREEMENT 402-07.	33,000.00	10/24/2007	N	Staff
10001240 - ANNE BROWNING MCINTOSH	08201241	PLANNING, COORDINATION , GUIDANCE AND ASSISTANCE FOR COMMUNITY DEVELOPMENT DEPARTMENT	17,500.00	10/17/2007	N	Staff
10001655 - BACCARAT	08201182	CRYSTAL SNOWFLAKE DISPLAY - FOR HOLIDAY DECORATION PROGRAM 2007	10,362.50	10/10/2007	N	Staff
10001885 - LEAPING ARTS, LLC	08201702	INSTRUCTOR - YOUTH AND ADULT ART CLASSES-BLANKET PO.	10,000.00	12/19/2007	N	Staff
10002181 - WALKER PARKING CONSULTANTS	08201681	CREATION OF AN OPERATIONS PLAN FOR THE 455 NORTH CRESCENT PARKING FACILITY.	12,000.00	12/17/2007	N	Staff
10002221 - JOYCE PARKER-BOZYLINSKI, AICP	08201329	HILTON/ROBINSONS-MAY PROJECTS ENVIRONMENTAL/TECHNICAL CONSULTING SERVICES	50,000.00	10/26/2007	N	Staff
10002458 - JOSHUA PARKER	08201569	INSTRUCTOR - MATHEMAGIC AND CHESS. BLANKET PO.	10,000.00	11/28/2007	N	Staff
10002672 - ABM ENGINEERING SERVICES	08200701	CITY COUNCIL CHAMBERS - HVAC SERVICES REPLACEMENT OF RETURN AIR FAN PER AGREEMENT #495-07, APPROVED BY CITY COUNCIL ON 12/18/2007	41,348.00	12/31/2007	N	Staff

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10002688 - ENGINEERING ECONOMICS, INC.	08201164	CONTINGENCY	16,498.00	10/08/2007	N	Staff
		FIRE STATION #3 HVAC UPGRADES - COMMISSIONING CONSULTING SERVICES				
10003695 - MBN SERVICES, INC	08201277	RECRUITMENT SERVICES FOR CITY PLANNER	14,021.45	10/30/2007	N	Staff
10003701 - RAGLAND CONSTRUCTION CO.	08201532	CITY HALL THIRD FLOOR OFFICE ADDITION	38,450.00	11/27/2007	N	Staff
		CONTINGENCY				
10003858 - KOURY ENGINEERING & TESTING, IN	08201273	CONSTRUCTION INSPECTION AND MATERIAL TESTING SERVICES FOR THE VEHICLE SHOP CONSTRUCTION PROJECT	50,000.00	10/23/2007	N	Staff
10003911 - FRONTIER TECHNOLOGY LLC	08201248	DATA STORAGE DISK- IBM DISK DRIVE MODULE HARD DRIVE -750 GB- SATA -300-7200 RPM PART#43W9714. FOR THE USE OF ARCHIVING AGED DATA & FOR THE USE OF LESS MISSION	38,572.59	10/17/2007	N	Staff
		DISK LICENSE- IBM FIBER CHANNEL/SATA ENCLUSTRE INTERMIX LICENSE FOR ACTIVIATION PART#41Y5217				
	08201733	COMPUTER SERVER EQUIPMENT-IBM HARD DRIVE	44,477.37	12/28/2007	N	Staff
		COMPUTER SERVER EQUIPMENT-IBM MEMORY				
		COMPUTER SERVER EQUIPMENT-IBM POWER SUPPLY				
		COMPUTER SERVER EQUIPMENT-IBM SERVERAID 8K SAS				
		COMPUTER SERVER EQUIPMENT-IBM SERVICEPAC EXTENDED SERVICE AGREEMENT				
		COMPUTER SERVER EQUIPMENT-INTEL DUAL-CORE XEON 5160 / 3 GHZ PROCESSOR				
		COMPUTER SERVER- IBM SYSTEM X3650 7979 FOR WEBSITE REDESIGN				

Purchase orders issued between $10,000 and $50,000 from 10/01/2007 through 12/31/2007

Vendor No. and Vendor Name	PO Number	PO Purpose	PO Amount	Date	Blanket	Aprvd by
10004034 - INTERSERVICE	08201431	CHAIRS - TROOPER MIDBACK WITH FULLY ADJ ARMS FOR POLICE DEPARTMENT. SPECIFICATIONS ARE PER QUOTE #10783 PER PHIL POPE 714.282.5720.	11,851.21	11/07/2007	N	Staff
10004388 - OJAI VALLEY INN AND SPA	08201520	EXECUTIVE MEETING FACILITES AND SERVICES FOR JANUARY RETREAT (JANUARY 15-18, 2008)	39,500.00	11/20/2007	N	Staff
10004404 - ZIMMERMAN & CRONEN, LLP	08201354	ONE-HOUR SPEAKING ENGAGEMENT BY JOHN WOODEN ON INNOVATIONS DAY, OCT. 8, 2007	10,000.00	10/29/2007	N	Staff
10004489 - AON CONSULTING & INSURANCE SEI	08201577	ACTUARIAL STUDY FOR OPEB LIABILITY	14,000.00	11/30/2007	N	Staff
10004494 - CMGRP, INC	08201533	90210 SMOKING ORDINANCE - CONSULTANT SERVICES FOR MARKETING CAMPAIGN	10,500.00	11/26/2007	N	Staff
10004511 - STAFF PRO INC.	08201578	UN-ARMED SECURITY FOR COMMUNITY SERVICES DEPARTMENT SPECIAL EVENTS-BLANKET PO.	16,000.00	12/03/2007	N	Staff
10004518 - WHITIN DESIGN WORKS	08201724	GREYSTONE PARK LANDSCAPE CONCEPT DESIGN CONSULTING SERVICES	50,000.00	12/24/2007	N	Staff
10004519 - MOSS BROS CHRYSLER	08201580	CALIFORNIA TIRE FEE	34,602.20	12/04/2007	N	Staff
		VEHICLE - SEDAN 2008 CHRYSLER 300C, WD, NEW AND UNUSED. SPECIFICATIONS ARE PER QUOTE BY KEVIN BUZZARD 951.688.6200 1163.				
10004520 - VERMONT CHEVROLET INC.	08201579	CALIFORNIA TIRE FEE	26,192.21	12/04/2007	N	Staff
		DOCUMENT FEE				
		VEHICLE - SEDAN MID-SIZE, 2008 CHEVROLET IMPALA SS NEW AND UNUSED. SPECIFICATIONS ARE PER QUOTE BY CALVIN GHANIAN 213.383.5100 X 1213.				
10004548 - JLEE ENGINEERING, INC	08201739	PLAN REVIEW AND OTHER AS-NEEDED CONSULTING SERVICES	50,000.00	12/31/2007	N	Staff
12723 - L A TIMES	08201602	ADVERTISING FOR SPECIAL EVENTS DIVISION- BLANKET PO.	17,000.00	12/03/2007	N	Staff
18783 - VALET PARKING SERVICE	08201452	VALET AND SHUTTLE SERVICES FOR GARDEN AND DESIGN SHOWCASE AT GREYSTONE MANSION. BLANKET PO	24,250.00	11/13/2007	N	Staff

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21600 - PACIFIC COAST CABLING INC	08201227	COMMUNICATIONS INFRASTRUCTURE SERVICES RELATED TO CITY CAPITAL INPROVEMENT PROJECTS	37,466.73	10/18/2007	N	Staff
26301 - ACCOUNTEMPS	08201209	TEMPORARY HELP FOR PUBLIC WORKS CONTRACT ADMINISTRATION ASSISTANT POSITION - BLANKET PO.	23,000.00	10/11/2007	N	Staff
27514 - SWRCB FEES	08201498	ANNUAL FEES - FACILITY NAME: BEVERLY HILLS CITY CS, 455 REXFORD DRIVE NORTH BEVERLY HILLS, CA ID #4SSO10370 INVOICE #0713490	14,860.00	11/16/2007	N	Staff
		ANNUAL FEES - FACILITY NAME: CITY PRODUCTION WELLS OF BEVER BURTON WAY MEDIAN BY FOOTHILL ROAD BEVERLY HILLS, CA ID #4B196000142 INVOICE #0719250				
		ANNUAL FEES - FACILITY NAME: MUN PARATE STORM SEWER, MS4, BEVERLY HILLS, CA ID #4B190132002 INVOICE #0718393				
		ANNUAL FEES FOR WASTE DISCHARGE REQUIREMENTS, 07/01/07-06/30/08. FACILITY NAME: BEVERLY RO TREATMENT PLANT, 345 FOOTHILL ROAD, BEVERLY				
28754 - ALL SAINTS PARISH BH	08201163	COMMUNITY FUNDING BI-ANNUAL INSTALLMENTS FOR HOMELESS CASE ANAGEMENT SERVICES. BLANKET PO	10,000.00	10/08/2007	N	Staff
		COMMUNITY FUNDING QUARTERLY INSTALLMENTS TO PURCHASE BUS TOKENS FOR HOMELESS PERSONS WHO REQUIRE TRANSPORTATION TO SHELTERS. BLANKET PO				
32523 - FEHR & PEERS	08201281	SANTA MONICA BLVD DESIGN - TRAFFIC CONSULTING SERVICES. AGREEMENT#355-06 EXPIRES 09-30-08	12,000.00	10/23/2007	N	Staff
34002 - ROBINSON,TAKAHASHI,KATZ & ASSOC I	08201305	PUBLIC WORKS FACILITY FIRST FLOOR REMODELING- RELATED ARCHITECTURAL AND ENGINEERING DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES	28,955.00	10/24/2007	N	Staff

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34002 - ROBINSON,TAKAHASHI,KATZ & ASSOC I	08201527	FIRE STATION NO. 1 REMODEL-CONSULTING DESIGN SERVICES PER AGREEMENT #460-07, EXPIRES 01/31/08	19,200.00	11/21/2007	N	Staff
34864 - CALIF RESTORATION & WATERPROOFIN	08201300	GREYSTONE PARK-MAINTENANCE AND REPAIR SERVICES PER PROPOSAL DATED 09/12/07	24,460.00	10/24/2007	N	Staff
35072 - 3 T EQUIPMENT CO INC	08201433	MISCELLANEOUS TOOLS & PARTS FOR THE SANITARY SEWER MAINTENANCE-BLANKET PO.	15,000.00	11/07/2007	N	Staff
37444 - ALLSTEEL INC	08201455	CHAIRS - TROOPER MIDBACK WITH FULLY ADJUSTABLE ARMS FOR POLICE DEPARTMENT. SPECIFICATIONS ARE PER QUOTE #10783 PER PHIL POPE 714.282.5720.	11,851.21	11/13/2007	N	Staff
38404 - SOUTHLAND PRINTING CO INC	08201175	BAR CODE TICKETS - FEDERAL APD BAR CODE, MAGNETIC STRIPE AND HAND ISSUE TICKETS. SPECIFICATIONS ARE PER QUOTE BY BRUCE COOK 800.241.8662.	21,521.23	10/09/2007	N	Staff
39132 - COMMUNITY WORKS DESIGN GROUP	08201147	WILL ROGERS/BEVERLY GARDENS PARK - DESIGN CONSULTING SERVICES	34,690.00	10/05/2007	N	Staff
41565 - PSOMAS & ASSOCIATES	08201216	REPAIR OF STORM DRAIN LINING AT 624 DOHENY ROAD.	24,970.00	10/12/2007	N	Staff
44065 - OFFICE TEAM	08201210	TEMPORARY HELP FOR PUBLIC WORKS SECRETARIAL POSITION - BLANKET PO.	19,000.00	10/11/2007	N	Staff
	08201672	TEMPORARY ASSISTANCE FOR FILM/EVENT PERMITS OFFICE. BLANKET PO	11,000.00	12/14/2007	N	Staff
45251 - 911 VEHICLE.COM	08201183	LABOR HOURS TO EQUIPMENT RADIO COMPONENT FOR BATTALION CHIEF'S VEHICLE ON 8/20/07 INVOICE#5521	13,731.48	10/10/2007	N	Staff
		LABOR HOURS TO EQUIPMENT RADIO COMPONENT FOR BATTALION CHIEF'S VEHICLE ON 8/28/07 INVOICE#5538				
		RADIO PARTS & MATERIALS FOR BATTALION CHIEF FIRE VEHICLE ON 8/20/07 INVOICE#5521				
		RADIO PARTS & MATERIALS FOR BATTALION CHIEF FIRE VEHICLE ON 8/28/07 INVOICE#5538				

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45369 - MORAN MANAGEMENT & CONSULTING II	08201401	TEMPORARY LABOR SERVICES FOR FALL AND SPRING ART SHOW - BLANKET PO.	20,000.00	11/07/2007	N	Staff
		TEMPORARY LABOR SERVICES FOR SPECIAL EVENTS- BLANKET PO.				
		Total:	**1,403,413.02**			