

FILE NO. 98-1379

ORDINANCE NO. 344-98

1 [Purchaser's Solicitation Authority]

2 ADDING SECTION 21.55 TO CHAPTER 21 OF THE SAN FRANCISCO ADMINISTRATIVE
3 CODE TO ALLOW THE PURCHASER TO USE REQUESTS FOR PROPOSALS TO
4 SOLICIT CONTRACTS FOR COMBINED COMMODITIES AND SERVICES, AND FOR
5 GENERAL SERVICES.

6 Note: This entire section is new.

7 Be it ordained by the People of the City and County of San Francisco:

8 Section 1. FINDINGS. The Board of Supervisors hereby finds and declares that:

9 1. The complexity of procuring commodities for the use of City departments has
10 increased since Administrative Code Chapter 21 was enacted to define appropriate
11 procedures for commodities procurement, in that:

12 (a) The functions and operations of City departments have become more
13 complex; and

14 (b) Technological developments have increased the variety of commodities
15 that are available for City procurement; and

16 (c) There is an increased need for expert assistance in conducting needs
17 analysis, assembling, installing and providing consultation and training City
18 employees in the operation of certain equipment and systems.

19 2. The traditional system of awarding contracts for commodities to low bidders is not
20 always the best value to the City, considering the need for warranties and services from
21 vendors.

22 3. The traditional system of awarding contracts for general services (e.g. janitorial,
23 security and pest control services) to low bidders does not always produce the best value to
24 the City, as non-price related factors, such as the quality of personnel and the experience and
25 references of a firm can be critical to the successful performance of a contract.

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BOARD OF SUPERVISORS

1 4. The option to use a request for proposal for the purpose of selecting providers of
2 commodities in combination with general or professional services, or for general or
3 professional services alone, will give the Purchaser increased flexibility to procure
4 commodities and services using selection criteria that will result in higher quality commodities
5 and services being provided to City departments while still allowing the Purchaser to take
6 price into account in the selection process.

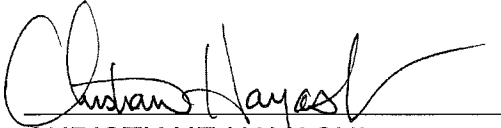
7 Section 2. Chapter 21 of the San Francisco Administrative Code is hereby amended by
8 adding Section 21.55, to read as follows:

9 **SEC. 21.55 SOLICITATIONS FOR COMBINED COMMODITIES AND SERVICES.**

10 The Purchaser may conduct a solicitation for combined commodities ~~and professional or~~
11 general services, or for ~~professional or~~ general services, by means of a request for proposals
12 in lieu of an award to the lowest bidder. Award of a contract based on such solicitations shall
13 be based on the evaluation of criteria for selection specified in the request for proposal, which
14 may include price.

15
16 APPROVED AS TO FORM:

17 LOUISE H. RENNE, City Attorney

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20 By: 
21 CHRISTIANE HAYASHI
22 Deputy City Attorney

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SUPERVISOR KATZ
BOARD OF SUPERVISORS



City and County of San Francisco

Veterans Building
401 Van Ness Avenue, Room 308
San Francisco, CA 94102-4532

Tails Ordinance

File Number: 981379

Date Passed:

Ordinance amending Administrative Code by adding Section 21.55 to allow the purchaser to use requests for proposals to solicit contracts for combined commodities and services, and for general services.

November 2, 1998 Board of Supervisors — PASSED ON FIRST READING

Ayes: 10 - Ammiano, Bierman, Brown, Katz, Kaufman, Leno, Medina, Newsom,
Teng, Yaki

Noes: 1 - Yee

November 9, 1998 Board of Supervisors — FINALLY PASSED

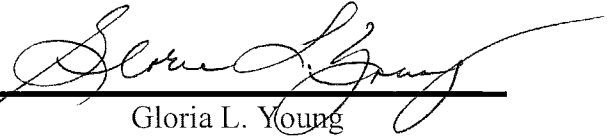
Ayes: 8 - Ammiano, Bierman, Katz, Kaufman, Leno, Newsom, Teng, Yaki

Noes: 2 - Medina, Yee

Absent: 1 - Brown

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I hereby certify that the foregoing Ordinance was FINALLY PASSED on November 9, 1998 by the Board of Supervisors of the City and County of San Francisco.

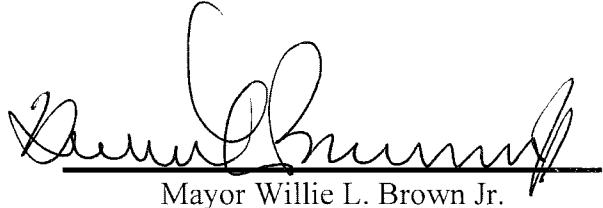


Gloria L. Young
Clerk of the Board

NOV 19 1998

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Date Approved



Mayor Willie L. Brown Jr.