San Francisco Office of the City Administrator
City Administrator Carmen Chu

Citywide Electrical Supplies & Fixtures Contracts

Contract 1000005805 (TC 77524)

File 23-1250

Contract 1000023404 (TC 77001)

File 23-1249

Office of Contract Administration

Board of Supervisors' Budget and Finance Committee

January 24, 2024

Citywide Electrical Supplies & Fixtures Contracts

- **Contract 1000005805 (TC 77524)**
  - Supplier: Buckles-Smith Electric Co
  - Awarded in July 2017 after a competitive solicitation
  - Discounts range from 15% to 99% off the offered manufacturers/brands and product types.
  - Current NTE $17,446,868, ending on June 30, 2024
  - **Proposed Amendment:** Increase NTE by $2,053,132, to **$19,500,000**
- **Contract 1000023404 (TC 77001)**
  - Supplier: Alameda Electrical Co.
  - Awarded in December 2017 after a competitive solicitation
  - Discounts range from 5% to 98% off the offered manufacturers/brands and product types.
  - Current NTE $9,900,00, ending on April 30, 2024
  - **Proposed Amendment**: Increase NTE by $600,000, to **$10,500,000**

Contract Expenditures to Date

Buckles - Smith Electric Co

Estimated Need Based on PO Encumbrance Data between July 5, 2017 and September 27, 2023		
Total Encumbered Amount to Date	$	17,289,971
Avg Monthly Encumbered Amount	$	231,192
Total Remaining Months Until Contract End Date of 6/30/24		9
Total Needed for Remaining Months	$	2,105,196
Available Contract Balance in PeopleSoft	$	156,897
Contingency (15%)	$	315,779
Total Additional Funds Needed through Contract End Date	$	2,264,079
Current NTE	$	17,446,868
Revised NTE	$	**19,710,947**
Revised NTE (Rounded)	$	**19,800,000**
Amount to be Added	$	**2,353,132**

Top 2 Depts using this contract:
PUC: $11,081,660
AIR: $2,094,813

Contract Expenditures to Date

Alameda Electrical Co.

Estimated Need Based on PO Encumbrance Data between May 1, 2018 and November 12, 2023		
Total Encumbered Amount to Date	$	8,558,566
Avg Monthly Encumbered Amount	$	128,823
Total Remaining Months Until Contract End Date of 4/30/24		6
Total Needed for Remaining Months	$	719,919
Available Contract Balance in PeopleSoft	$	157,267
Contingency (15%)	$	107,988
Total Additional Funds Needed through Contract End Date	$	670,640
Current NTE	$	9,900,000
Revised NTE	$	**10,570,640**
Revised NTE (Rounded)	$	**10,600,000**
Amount to be Added	$	**700,000**

Top 2 Depts using this contract:
AIR: $6,281,413
PUC: $1,066,109

Justification

- OCA has been working on rebidding both contracts since May 2023.
- Numerous factors have impeded OCA's ability to issue a new solicitation in its anticipated timeline, including staffing limitations and data constraints.
- OCA expects to issue a new solicitation in early 2024 with new contracts in place by June 2024.
- The requested increase to each Contract's NTE will ensure City departments can continue to use these contracts through their end dates of April 30, 2024(Alameda Electrical Co, PS 1000023404) and June 30, 2024 (Buckles-Smith Electric Co, PS 1000005805) while OCA works to replace each contract through a new solicitation.

Thank You