



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 9

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Public Works Department
MEETING DATE: October 21, 2019

SUBJECT:
Contracts with Contingency Component – Update

RECOMMENDATION:

Receive the report on contingency fund expenditures on Public Works contracts for the period from July 1, 2015 through June 30, 2019.

BACKGROUND:

When presenting contracts to the City Council for award, the Public Works Department typically requests approval of additional contingency funds and authorization for the Public Works Director to approve additional work or issue change orders up to the contingency amount. The contingency amount is typically 10% of the total contract. This approach provides flexibility and efficiency in that projects may continue without having to return to the City Council for approval of change orders.

The current report shows all active contracts citywide with contingencies greater than \$25,000 awarded from July 1, 2015 through June 30, 2019. This report also includes an attachment that shows completed projects with contingencies from this same period.

These updates are provided three times annually at a City Council meeting generally in January, May, and September.

BUDGET IMPACT:

Since this is an update on previously awarded contracts, there is no budget impact. Sufficient funds have been allocated to each of the contracts including the contingency amounts.

ENVIRONMENTAL DETERMINATION:

This informational update is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Contingency Fund Status Worksheet
Att 2 – Completed Projects with Contingencies

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