



# MEMORANDUM

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**TO:** HONORABLE MAYOR &  
CITY COUNCIL

**FROM:** Margaret O'Brien  
Interim Finance Director

**SUBJECT:** Emergency Contract Report

**DATE:** March 24, 2021

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City Administrator Approval 

Date:

Apr 1, 2021

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## INFORMATION

### EXECUTIVE SUMMARY

This Informational Memorandum satisfies the reporting requirements specified under Oakland Municipal Code (OMC) Sections 2.04.020.F and 2.04.020.G, which require the City Administrator to present an informational report to the City Council on all emergency contracts awarded by the City Administrator. This report presents information on all COVID-19 emergency contracts executed by the City Administrator as authorized by Resolution 88075 CMS up to March 9, 2021.

### BACKGROUND / LEGISLATIVE HISTORY

On March 9, 2020, due to an outbreak of COVID-19, the City Administrator declared an existence of a Local Emergency and on March 12, 2020, the Oakland City Council confirmed and ratified the existence of a Local Emergency by passing Resolution 88075. In a situation deemed as an emergency by the City Administrator, the Oakland Municipal Code Sections 2.04.020.F and 2.04.020.G provide the City Administrator with the authority, without previous specific action of the City Council, to bind the City by written contract or purchase order exceeding the City Administrator's non-emergency purchase authority (\$250,000.00) in any single transaction or term agreement for the purchase of supplies or payment of services or a combination of both.

### ANALYSIS AND POLICY ALTERNATIVES

Since the declaration of Local Emergency on March 9, 2020 up till March 9, 2021, the City Administrator or designee has approved a total of \$6.9 million in COVID-19 related emergency contracts. Individual contract awards are reported in *Attachment A*. This attachment lists each emergency procurement authorized by the City Administrator under Resolution 88075, sorted by vendor. A brief description of the purpose of each procurement is also provided.

For questions, please contact Pooja Shrestha, Assistant Controller at 510-238-6776.

**HONORABLE MAYOR & CITY COUNCIL**

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Respectfully submitted,

*Margaret L. O'Brien*

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MARGARET O'BRIEN  
Interim Finance Director  
Finance Department

Reviewed by:  
Stephen Walsh, Controller

Prepared by:  
Pooja Shrestha, Assistant Controller

Attachment (1)

**Attachment A:** City Administrator's Office – Approved COVID-19 Emergency Contracts under Resolution 88075

| SUPPLIER                                                               | DESCRIPTION                                                                                                                                                                         | AMOUNT           |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| BELFOR USA GROUP INC                                                   | EMERGENCY COVID DECONTAMINATION SVCES PMTS                                                                                                                                          | \$84,000         |
| <b>BELFOR USA GROUP INC Total</b>                                      |                                                                                                                                                                                     | <b>\$84,000</b>  |
| BUILDING FUTURES WITH WOMEN AND CHILDREN                               | RESOS: HSD/CHS, # 88075, COVID-19 GRANT, SUPPORT RAPID REHOUSING SUBSIDIES, COVID19 RELATED SHELTER UPGRADES AND INCREASE ADMIN COST, TERM TERMS 4/1/20-3/31/21, PER REQ# 202101597 | \$92,096         |
| <b>BUILDING FUTURES WITH WOMEN AND CHILDREN Total</b>                  |                                                                                                                                                                                     | <b>\$92,096</b>  |
| CDW-G INC.                                                             | RESOP: ITD 88075 EMERGENCY CV19 LAPTOPS                                                                                                                                             | \$138,406        |
| <b>CDW-G INC. Total</b>                                                |                                                                                                                                                                                     | <b>\$138,406</b> |
| E & K SCIENTIFIC PRODUCTS INC                                          | RESOP: OPD 88075 EMERGENCY CV19 HAND SANITIERS                                                                                                                                      | \$2,431          |
| <b>E &amp; K SCIENTIFIC PRODUCTS INC Total</b>                         |                                                                                                                                                                                     | <b>\$2,431</b>   |
| ENTERPRISE RENT- A -CAR                                                | H02P020-21CT # CAO(JOHNNY) GREAT PLATES CAR RNTL SVCES PMTS                                                                                                                         | \$21,553         |
| <b>ENTERPRISE RENT- A -CAR Total</b>                                   |                                                                                                                                                                                     | <b>\$21,553</b>  |
| FASTENAL COMPANY                                                       | RESOP: EOC 88075 EMERGENCY CV19 COVERALLS                                                                                                                                           | \$5,394          |
|                                                                        | RESOP: EOC 88075 EMERGENCY CV19 GLOVES                                                                                                                                              | \$6,579          |
|                                                                        | RESOP: EOC 88075 EMERGENCY CV19 N95 MASKS                                                                                                                                           | \$16,065         |
|                                                                        | RESOP: HSD 88075 EMERGENCY CV19 HYGIENE KITS AND WATER CONTAINERS                                                                                                                   | \$6,983          |
|                                                                        | RESOP: OFD 88075 EMERGENCY CV19 GLOVES                                                                                                                                              | \$28,888         |
|                                                                        | RESOP: OFD 88075 EMERGENCY CV19 INFRARED THERMOMETERS                                                                                                                               | \$16,224         |
| <b>FASTENAL COMPANY Total</b>                                          |                                                                                                                                                                                     | <b>\$80,132</b>  |
| GRAINGER INC.                                                          | RESOP: HSD 88075 EMERGENCY CV19 TENTS AND SLEEPING BAGS                                                                                                                             | \$30,817         |
| <b>GRAINGER INC. Total</b>                                             |                                                                                                                                                                                     | <b>\$30,817</b>  |
| HOTSYPACIFIC                                                           | RESOP: OPR, ELECTROSTATIC BACKPACK SPRAYERS, RESO 88075 EMERGENCY CV19, REQ 202102283                                                                                               | \$83,133         |
|                                                                        | RESOP: PWA 88075 EMERGENCY CV19 ELECTROSTATIC SPRAYER                                                                                                                               | \$22,943         |
|                                                                        | RESOP: PWA 88075 EMERGENCY CV19 OXIDE FOR ELECTROSTATIC SPRAYER                                                                                                                     | \$3,360          |
| <b>HOTSYPACIFIC Total</b>                                              |                                                                                                                                                                                     | <b>\$109,435</b> |
| J.C. NELSON SUPPLY COMPANY                                             | RESOP: EOC 88075 EMERGENCY CV19 GLOVES                                                                                                                                              | \$3,317          |
|                                                                        | RESOP: EOC 88075 EMERGENCY CV19 HAND SANITIZERS                                                                                                                                     | \$23,598         |
|                                                                        | RESOP: EOC EMERGENCY CV19 HAND SANITIZERS                                                                                                                                           | \$2,157          |
| <b>J.C. NELSON SUPPLY COMPANY Total</b>                                |                                                                                                                                                                                     | <b>\$29,071</b>  |
| MALLORY SAFETY AND SUPPLY LLC DBA SANDERSON SAFETY SUPPLY              | RESOP: EOC 88075 EMERGENCY CV19 NITRILE GLOVES                                                                                                                                      | \$902            |
| <b>MALLORY SAFETY AND SUPPLY LLC DBA SANDERSON SAFETY SUPPLY Total</b> |                                                                                                                                                                                     | <b>\$902</b>     |
| MEDLINE INDUSTRIES INC                                                 | RESOP, DHS HEAD START, GLOVES, RESSO 88075, REQ 202013089                                                                                                                           | \$4,540          |
|                                                                        | RESOP, DHS-HEADSTART, EMERGENCY SUPPLIES FOR CLASSROOMS -COVID-19, RESO 88075, REQ 202012696                                                                                        | \$16,863         |
|                                                                        | RESOP, DHS-HEADSTART, EMERGENCY SUPPLIES FOR CLASSROOMS -COVID-19, RESO 88075, REQ 202012754                                                                                        | \$61,834         |
|                                                                        | RESOP, DHS-HEADSTART, EMERGENCY SUPPLIES FOR CLASSROOMS, RESO 88075, REQ 202012696                                                                                                  | \$16,873         |
|                                                                        | RESOP, DHS-HEADSTART, INFANT FORMULA CONCENTRATE, COVID-19 RESO 88075, REQ 202013082                                                                                                | \$435            |
|                                                                        | RESOP, DHS-HEADSTART, PERSONAL PROTECTIVE EQUIPMENT (PPE), COVID-19 RESO 88075, REQ 202013308                                                                                       | \$162            |

| SUPPLIER                                         | DESCRIPTION                                                                                                                                                            | AMOUNT             |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|                                                  | RESOP: DHS 88075 EMERGENCY CV19 COVERALLS                                                                                                                              | \$859              |
|                                                  | RESOP: ITD 88075 EMERGENCY CV19 GLOVES                                                                                                                                 | \$398              |
|                                                  | RESOP: OFD 88075 EMERGENCY CV19 GOWNS                                                                                                                                  | \$4,896            |
|                                                  | RESOP: OFD 88075 EMERGENCY CV19 GOWNS AND SAFETY GLASSES                                                                                                               | \$8,357            |
|                                                  | RESOP: OFD 88075 EMERGENCY CV19 GOWNS SHOE COVERS IR THERMOMETER                                                                                                       | \$54,473           |
|                                                  | RESOS, DHS, COVID SUPPLIES FOR FAMILIES, RESO 88075, REQ 202015940                                                                                                     | \$7,489            |
|                                                  | RESOS, DHS-HEAD START, MEDICAL SUPPLIES, COVID-19, RESO 88075, REQ 202013744                                                                                           | \$2,942            |
| <b>MEDLINE INDUSTRIES INC Total</b>              |                                                                                                                                                                        | <b>\$180,121</b>   |
| MELROSE NAMEPLATE AND LABEL COMPANY              | RESOP: EOC 88075 EMERGENCY CV19 FACE SHIELDS                                                                                                                           | \$15,045           |
| <b>MELROSE NAMEPLATE AND LABEL COMPANY Total</b> |                                                                                                                                                                        | <b>\$15,045</b>    |
| MICROSOFT CORP.                                  | RESOP: ITD 88075 EMERGENCY CV19 LAPTOPS                                                                                                                                | \$68,961           |
| <b>MICROSOFT CORP. Total</b>                     |                                                                                                                                                                        | <b>\$68,961</b>    |
| MSC INDUSTRIAL SUPPLY COMPANY INC                | RESOP: OFD 88075 EMERGENCY CV19 COVERALLS                                                                                                                              | \$9,252            |
| <b>MSC INDUSTRIAL SUPPLY COMPANY INC Total</b>   |                                                                                                                                                                        | <b>\$9,252</b>     |
| OFF THE GRID SERVICES LLC                        | CAO GREAT PLATES OAKLAND MEAL PICK UP SVCES PMTS                                                                                                                       | \$897,191          |
| <b>OFF THE GRID SERVICES LLC Total</b>           |                                                                                                                                                                        | <b>\$897,191</b>   |
| OPERATION DIGNITY INC.                           | RESOS: DHS, 88075, CES AND COVID RESPONSE - HOTEL VOUCHERS, OUTREACH MATERIALS AND AGENCY HAZARD PAY, PER REQ # 202016901                                              | \$211,523          |
| <b>OPERATION DIGNITY INC. Total</b>              |                                                                                                                                                                        | <b>\$211,523</b>   |
| OVERDRIVE INC.                                   | RESOP: OPL 88075 EMERGENCY CV19 EBOOKS AUDIO PURCHASES                                                                                                                 | \$4,999            |
| <b>OVERDRIVE INC. Total</b>                      |                                                                                                                                                                        | <b>\$4,999</b>     |
| ROOTS COMMUNITY HEALTH CENTER                    | RESOP: PWA 88075 EMERGENCY CV19 HAND SANITIZERS REQ 202012321                                                                                                          | \$12,192           |
|                                                  | RESOP: RESO 88075 CMS, DOT, GERMICIDES, CLEANERS, AND RELATED SANITATION PRODUCTS FOR HEALTH CARE PERSONNEL (EMERGENCY CV19 HAND SANITIZERS) 435.00, REQ 202012404     | \$503              |
| <b>ROOTS COMMUNITY HEALTH CENTER Total</b>       |                                                                                                                                                                        | <b>\$12,695</b>    |
| SAFESHIELDS INC.,                                | RESOS, PWA, FISCAL-RESO# 88075-EMERGENCY CARE FUNDING/GLASS MAINTENANCE& REPAIR, DUE TO CIVIL UNREST                                                                   | \$42,558           |
|                                                  | RESOS, PWA, FISCAL-RESO# 88075-EMERGENCY CARE FUNDING/GLASS MAINTENANCE& REPAIR, DUE TO CIVIL UNREST-PER REQ# 202101640                                                | \$42,558           |
| <b>SAFESHIELDS INC., Total</b>                   |                                                                                                                                                                        | <b>\$85,115</b>    |
| SNAP SOLUTIONS INC                               | RESOP; PWA; FISCAL-RESO# 88075-PURCHASE ONLY-IP SAFE ZONE 850M9-UVC DISINFECTANT SANITIZER MACHINE, W/CORD,WHEEL BASE,AND REMOTE, CARES ACT FUNDING-PER REQ# 202105894 | \$145,521          |
| <b>SNAP SOLUTIONS INC Total</b>                  |                                                                                                                                                                        | <b>\$145,521</b>   |
| SUSTAINABLE URBAN NEIGHBORHOODS                  | RESOS,HSD/CHS, EMERGENCY HOMELESS SAFE TRAILER SHELTER, RESO 88075, REQ 202015941                                                                                      | \$1,624,409        |
| <b>SUSTAINABLE URBAN NEIGHBORHOODS Total</b>     |                                                                                                                                                                        | <b>\$1,624,409</b> |
| ULINE INC.                                       | RESOP: DHS 88075 EMERGENCY CV19 GROCERY BAGS                                                                                                                           | \$5,387            |
|                                                  | RESOP: OPL 88075 EMERGENCY CV19 GROCERY BAGS                                                                                                                           | \$2,992            |
| <b>ULINE INC. Total</b>                          |                                                                                                                                                                        | <b>\$8,380</b>     |
| WORLD CENTRAL KITCHEN INC                        | CAO GREAT PLATES MEALS PREPARATION SVCES PMTS                                                                                                                          | \$3,065,018        |
| <b>WORLD CENTRAL KITCHEN INC Total</b>           |                                                                                                                                                                        | <b>\$3,065,018</b> |
| <b>Grand Total</b>                               |                                                                                                                                                                        | <b>\$6,917,076</b> |