



REQUEST FOR INFORMATION (RFI)

OUTSOURCING OF CENTRAL WAREHOUSE OPERATIONS

Issue Date: May 11, 2007

1 BACKGROUND

1.1 The City of San Jose (City) currently owns, manages and operates a Central Warehouse that has been in operation since 1980. The warehouse has approximately 1000 items in inventory that are delivered or will-called to the City's 23 departments at over 125 locations throughout the City. The estimated inventory value is \$ 400,000.

1.2 The City Manager was directed by the City Council to examine if it would be more cost effective to outsource the warehouse operation.

2 PURPOSE

2.1 The purpose of this Request for Information (RFI) is to provide key data and information about the warehouse operation, and gather information from the supplier community for the purpose of determining the overall cost effectiveness and feasibility of outsourcing the City's warehouse operations.

2.2 In the event that the City determines that an outsource model is feasible, it will move forward with a formal Request for Proposal (RFP) solicitation with the objective of entering into a final agreement with the selected supplier.

3 CONTACT INFORMATION

Please submit questions and responses via fax, email, regular mail, or courier to:

Carla Mehrkens
Contracts Specialist
City of San José
200 East Santa Clara St.
San Jose, CA 95113

Telephone: (408) 535-7059
Fax: (408) 292-6480

4 RFI PROCESS AND TIMELINE

4.1 Once this RFI is released, the process is as follows:

4.1.1 Receive questions from interested parties in the event that additional information is required in order to make a determination if the City's requirements meet your company's business model.

4.1.2 City responds to all questions received.

4.1.3 Tour of warehouse and operations (if requested).

4.1.4 RFI response due.

4.1.5 RFI responses evaluated.

4.1.6 Oral presentations. Not less than two companies will be invited to present capabilities to City staff, and respond to questions.

4.2 RFI TIMELINE

RFI Released	MAY 11, 2007
Deadline for supplier questions	MAY 21, 2007
City's response to questions published	MAY 29, 2007
RFI Response Due Location : 200 East Santa Clara St. 13 th Floor San Jose, CA 95113	JUNE 8, 2007 BY 2:00PM (PST)
Oral Presentations	JUNE 2007

5 RFI RESPONSE INFORMATION

5.1 GENERAL

5.1.1 Your response should include information that is sufficient for the City to make an outsource recommendation.

5.1.2 The City is not limiting or restricting responses. However, a concise summary response is preferred over volumes of marketing literature.

5.2 SPECIFIC

5.2.1 Please include the following in your response to this RFI:

5.2.1.1 Background information on your company.

5.2.1.2 Identification of the major groupings of stock items your company can provide.

5.2.1.3 References from two clients where you perform warehouse services that are similar to the City's requirements. It is preferable that references are with clients that you converted from an in-house to an outsource operation.

5.2.1.4 A budgetary estimate of cost savings that the City can achieve by outsourcing, and a high level explanation of how you are able to achieve these savings.

5.2.1.5 Please answer the following questions:

- Would your company consider the initial buy-out of the City's existing inventory valued at approximately \$400,000?
- In the event of a local emergency such as a fire or a citywide emergency such as flooding or an earthquake, how would you make emergency items (all emergency items are bolded in Exhibit B) available to the City on 7X24X365 basis?

6 GENERAL INFORMATION

- 6.1** This RFI process will not result in the recommendation of or selection of any supplier, or the issuance of a purchase order or agreement of any type.
- 6.2** Confidential or proprietary information should not be included in your response.
- 6.3** Responders are responsible for any and all expenses that may be associated with responding to this RFI.

7 WAREHOUSE INFORMATION

Key information about the warehouse operation may be found in the following Exhibits. As stated in Section 3, suppliers may ask questions if additional information is required.

- 7.1 EXHIBIT A – DESCRIPTION OF WAREHOUSE OPERATION**
- 7.2 EXHIBIT B – DETAILED INVENTORY LIST AND DEMAND**
- 7.3 EXHIBIT C – LIST OF CITY DELIVERY LOCATIONS**
- 7.4 EXHIBIT D – STATEMENT OF REVENUE AND EXPENDITURES**

Common Sections of an RFI

- Background – provides important background information on the project that helps inform the rest of the request. This can include historical information about the project and/or legal parameters. This section can provide a lot of context for what kind of information is being requested.
- Purpose – Explains very briefly what the purpose of gathering the information in the RFI.
- Timeline – Lays out the release and close dates as well as other important dates like deadline for questions.
- Procedures information – Briefly lays out important information for procedures required in the RFI such as how to ask questions and important deadlines.
- Instructions for responding – Simply lays out what the important pieces that must be included in the response, such as company description, years in business, references, etc.
- How to submit – Provides information on how the respondent should send in their information.
- Evaluation and Next Steps – Clearly lays out what happens once the RFI is closed and what the respondent can expect. For example, it could say that the City might reach out for additional information.
- Public Nature of Proposal – Legal requirement to inform all who apply that their information needs to be public because it is a City document and we must respond to the Public Records Act.

Questions to guide creating the RFI for Gender Equity Analysis

- What is a requirement for any consultant to deliver on? What are some “nice to haves”?
- What are the standards/qualifications that you will be using to pick a consultant?
- Since we are approaching this as a pilot, what scope will allow the consultant to gather information on gender equity, highlights places where the City needs to gather additional information, and that will not be either prohibitively expensive nor take a long time?

Dear Honorable Councilmember,

Our commission continues to be excited and passionate about our work for our fellow residents. As a reminder, these monthly one-page letters will serve as executive summaries of our official minutes and your appointed commissioner may of course happily share additional insights.

Our Commission would like to provide you with the best advice possible. Therefore, can you please reach out to your district Commissioner and let him or her know how best for us to pass along this information to you?

Highlights from the September Commission Meeting

Note, five of our 11 commissioners had births/deaths/major travel in their families in October and similar problems in November, so we did not have quorum for our October or November meetings. As of writing, Council has not filled the D6 position that has been vacant since June.

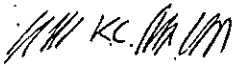
1. **Women's Bill of Rights:** Back in April, the Human Services Commission approved a plan for how to choose which city departments, policies, and programs will undergo a gender-analysis survey. It included gathering both qualitative and quantitative community input on this important decision.
 1. Qualitatively, we have received dozens of submissions from community members and advocates highlighting departments which they believe need to be reviewed for gender-bias.
 2. Quantitatively, we designed a three question, 177-word survey and lined-up community organizations eager to distribute it. The City Manager's office has been working to translate that survey into Vietnamese and Spanish for the past six months. At the September meeting, we were informed the City Attorney also needed to review our survey before we could begin outreach. As we approach the one-year anniversary of the Women's Bill of Rights' passage, we are disappointed to be unable to provide a recommendation of which city departments, policies, and programs should be reviewed, as we must complete our outreach to the community. We are ready to begin immediately, as soon as we receive the necessary approvals.
 3. In October, the City Manager's office requested that the commission provide input to a Request for Information to be sent out in January; the commission will be reviewing this request in our January meeting. This is the City Manager's response to the Mayor' June Budget Message, where Mayor Liccardo asked whether the required gender analysis survey can be done using existing resources. Given that the City Manager's office has not been able to translate a three question survey using existing resources given six months to do it, we have concerns about their capacity to conduct an independent gender analysis of the city departments, policies, or programs we select without additional resources, so we are glad they are laying the groundwork to make another budget request in 2019.
2. **Ending Domestic Violence:** Commissioner Demers of D2 (the domestic violence service provider representative on the commission) began reaching out to the relevant stakeholders to evaluate the extent to which the city has made progress on the recommendations of the 2017 Santa Clara County Blue Ribbon Intimate Partner Violence Report.
3. **Protecting the Rights of People with Disabilities:** Our two ad hoc committees focused on issues impacting this population are moving forward and expect to deliver complete reports on their findings in Feb.

Feedback on Upcoming and Recent Council Agenda Items

1. We were concerned that Chief Garcia's six-page memo, "Subject: City Council Policy Priority #10: Personal Care Business Compliance Initiative" (9/20/18) included was no mention of any labor trafficking assessment conducted by SJPD at the 191 identified illicit massage businesses. It concerns us that the Vice unit might be continuing the type of "sting" operation which resulted in the Ruiz settlement in the amount of \$125,000 (File: 18-1388). Ending human trafficking requires a survivor-centric model, with survivors receiving access to restorative services; nothing in this memo indicates this was either SJPD's approach or the outcome of their strategy (File: 18-1381). Human Services Commission 200 East Santa Clara St. Fl. #17, San José, CA 95113 tel (408) 535-8171 www.sanjoseca.gov

2. We strongly support council's resolution opposing the Public Charge rule released by the Department of Homeland Security and published in the Federal Registrar on October 10, 2018 (File: 18-1419).
3. We recommend strengthening the privacy and civil liberty protections in the Automated License Plate Recognition Policy (File: 18-1438). For example, in this line: "The City will not use ALPR Technology for the purpose of monitoring individual activities that are otherwise protected by the First Amendment to the United States Constitution." It is not clear how the city would respond if the current administration requested the license plate data from a protest where attendees parked on city property; the request would be a clear effort to chill speech as this administration has in the past, but without a clear policy on deleting this tracking information, a city employee might share the information.
4. Our colleagues on the Housing and Committee Development Committee shared a letter in September in support of increasing family-sized affordable housing in San José as part of a broad and comprehensive response to the affordable housing crisis; because access to housing impacts a number of human rights, we wish to add our support for this letter as well.

Respectfully and in-service,



Jessica Dickinson Goodman
Chair,
The San José Human Services Commission