

**CITY OF SAN JOSE  
SMALL BUSINESS DEVELOPMENT COMMISSION  
MAY 9, 2012, 6:00 – 8:00 P.M.**

**SAN JOSE CITY HALL – 200 E. SANTA CLARA ST. – TOWER 1352**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA – 1 MIN.**
- 3. APPROVAL OF FEBRUARY 9, 2012 MINUTES – 5 MIN.**
- 4. OPEN FORUM/ PUBLIC COMMENT / ORAL PETITION PERIOD – 2 MIN. EACH**  
Any person may address the Commission on any subject not on the agenda. Speakers are asked to state their name and address for the record. Since the subject is not on the agenda, the Brown Act (State Open Meeting Law) prohibits action by Commission members or City Staff. However, Commission members and City Staff may briefly respond to statements or questions and/or provide referral to Staff. The Commission may place the item on an agenda for a future meeting.
- 5. DISCUSSION OF PROCUREMENT PROCESS – 30 MIN.** STAFF, INFORMATION  
The Commission will receive information on the procurement process.
- 6. UPDATE ON CONVENTION CENTER EXPANSION – 30 MIN.** STAFF, INFORMATION  
The Commission will receive information on the Convention Center Expansion contact process.
- 7. UPDATE ON STRUCTURAL IMPROVEMENTS AND POTENTIAL CONSOLIDATION AND ELIMINATION OF BOARDS AND COMMISSIONS – 10 MIN.** STAFF, INFORMATION  
The Commission will receive information on the status of the Clerk’s recommendations.
- 8. CHAIR’S INTERVIEW ON ARAB AMERICAN TV – 10 MIN.** KHMIS, INFORMATION  
Commissioner Khamis will discuss his interview and implications for the Commission.
- 9. REVIEW OF RECOMMENDATION REGARDING WORKSHOP ON CONTRACTING, VIDEO OF WORKSHOP AND ADVANCED NOTICE OF PROCUREMENT OPPORTUNITIES – 30 MIN.** COMMISSION, ACTION  
The Commission will review the work of an Ad-Hoc Committee and may provide additional direction or approve.

**10. REPORT ON WORKPLAN AND ANNUAL REPORT SUBMISSION BY AD-HOC COMMITTEE – 20 MIN.**

COMMISSIONERS, ACTION

Commissioners will report on submission and may provide additional direction or approve.

**11. STAFF REPORT**

**12. CHAIR REPORT**

**13. NEW AGENDA ITEMS – 5 MIN.**

**14. ADJOURNMENT**

For questions regarding the agenda, please contact Dhez Woodworth at (408) 535-8181.

You may view this agenda and related documents at <http://www.sjeconomy.com/businessassistance/sbdc.asp> along with minutes, agendas and packets from previous meetings.

The City of San Jose is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public. San Jose's ethics standards are listed at [http://www.sanjoseca.gov/clerk/cp\\_manual/CPM\\_0\\_15.pdf](http://www.sanjoseca.gov/clerk/cp_manual/CPM_0_15.pdf).

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To request an accommodation or alternative format for City-sponsored meetings, events or printed materials, please call Dhez Woodworth of the Office of Economic Development at (408) 535-8181 or (408) 294-9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

**CITY OF SAN JOSE  
SMALL BUSINESS DEVELOPMENT COMMISSION**

Synopsis (Not Approved)  
February 8, 2012

200 E. Santa Clara St. – Tower 1352

START TIME: 6:23                      ADJOURNMENT 8:18

COMMISSIONERS PRESENT:

Johnny Khamis  
Brian Ho  
John Horton  
Molly Uzoh  
Raj Bhanot  
David Clancy  
Richard Reed

COMMISSIONERS ABSENT

Stephen Reiss  
Miguel Olivo  
Harmeet Bhugra  
Leo Cortez  
Zheng Huang (though present via conference call)

Council Liaison  
Anh Tran

City Staff  
Dhez Woodworth (work2future)  
BJ Sims (work2future)  
Nina Grayson (Public Works/ Office of Equality Assurance)

Public Present

1. CALL TO ORDER  
    Called to order by Khamis at 6:23 pm
2. APPROVAL OF AGENDA

Corrections:

- Remove item 6 (Helen Wang)

Motion: Approval

Motion:            1) Reed            2) Horton            X App            no

3. APPROVAL OF NOVEMBER 9, 2011 MINUTES

Motion: Approval

Motion:            1) Ho            2) Clancy            X App            no

4. APPROVAL OF JANUARY 11, 2012 MINUTES

Motion: Approval

Motion:            1) Clancy            2) Reed            X App            no

5. OPEN FORUM/ PUBLIC COMMENT / ORAL PETITION PERIOD

- Raj Bhanot is a CPA and small business operator with previous experience serving on other Commissions.

6. ACKNOWLEDEMENT OF COMMISSIONER HELEN WANG'S PARTICIPATION ON COMMISSION

- Removed from the Agenda

7. NON-PREFERENTIAL, NON-DISCRIMINATION POLICIES

- Nina Grayson, Director of the Office of Equality Assurance presented information on the policies
- OEA handles prevailing wage and disadvantaged business enterprise oversight
- Prior to passage of proposition 209, OEA set goals for DBE participation beyond that held for Federal programs. 209 forbids discrimination based on race and gender in state and local government contracts and doesn't permit affirmative action efforts. Where Federal funds are used Federal law applies which does allow affirmative action.
- All City contracts include a section requiring affirmation by the bidder that no discrimination will or has occurred.
- Prevailing wages are state mandates based on surveys of construction – related positions.
- Living wages are a minimum set by the City of San Jose based on poverty levels plus a local geographic adjustment. Varies based on

benefits versus non-benefitted. There are more guidelines and exemptions based on hours and seasonality.

8. DISCUSSION ABOUT PUBLIC MEETING REGARDING STRUCTURAL IMPROVEMENTS AND POTENTIAL CONSOLIDATION AND ELIMINATION OF BOARDS AND COMMISSIONS

- The Rules Committee expects to receive the Clerk’s report on 2/29 at 1:30pm.
- Council will consider the recommendations as part of the budget process.
- Council Aide Ahn Tran indicated that Councilmember Chu is considering the public input and welcomes additional thoughts and anticipates submitting his own recommendations.
- There were a lot of public comments pro and con for the recommendations.
- Attending the 2/29 meeting will provide an additional venue.
- Commissioner Clancy recommends continuing the group’s efforts to demonstrate value while awaiting the further consideration by Council
- Former Commissioner Charles spoke in favor of continued Commission activities and encouraged disadvantaged business support.
- Commissioner Uzoh pointed out that the Commission hasn’t been provided with much time to refocus.

9. WORKPLAN DISCUSSION

- Reviewed Commission approved workplan with focus on timeframe.
- Woodworth provided staff reflection on workplan elements

Motion: Formation of Ad-Hoc Committee of 5- 6 members Authorized to develop and submit an Annual Report with the Workplan

Motion:            1) Clancy            2) Uzoh            X App            no

- Committee composed of
  - i. Clancy – lead
  - ii. Cortez
  - iii. Horton
  - iv. Uzoh
  - v. Olivo
  - vi. Harmeet
  - vii. Khamis (alternate)

**Woodworth to send contact information**

Motion: Formation of an Ad-Hoc Committee to create a recommendation memo regarding procurement recommendations for consideration by the Commission in the May meeting.

Motion:           1) Clancy           2) Horton           X App                   no

- Committee composed of
  - i. Khamis (Lead)
  - ii. Horton
  - iii. Reed
  - iv. Bhanot

10. STAFF REPORT

- None

11. CHAIR REPORT

- None

12. NEW AGENDA ITEMS

- Review of Memo
- Staff presentation on procurement

13. ADJOURNMENT 8:18



## SUBCONTRACTING / BUYOUT MATRIX

### San Jose Convention Center Expansion & Renovation Project

PACKAGES PENDING					
BP #	SCOPE	SUBCONTRACTOR / CONSULTANT	LOCATION	SANTA CLARA COUNTY BUSINESS	SMALL BUSINESS
5	ELEVATORS / ESCALATORS	Schindler	San Leandro, CA		TBD
6	GLAZING SYSTEMS	Royal Glass	Santa Clara, CA	X	TBD
7	APPLIED FIREPROOFING	Shippy's Rolling Plains	Chandler, AZ		TBD
8	SHEETROCK SYSTEMS AND CEILINGS	Performance Contracting, Inc.	Hayward, CA		TBD
9	ROOFING & METAL PANELS	Best Contracting Services	Union City, CA		TBD
10a	MISC. METALS	Lee's Imperial Welding	Fremont, CA		
10b	ORNAMENTAL METALS	Staging Concepts	Brooklyn Park, MN		TBD
11	SITE UTILITES	A&B Contracting	San Francisco, CA		TBD
12	CONCRETE UNIT MASONRY	Spencer Masonry	San Francisco, CA		TBD
13, 15, 18	PAINTING, SEALANTS & CAULKING, FIRESTOPPING, WATERPROOFING	FD Thomas	Central Point, OR		TBD
16	DOORS, FRAMES & HARDWARE	Boyett	Hayward, CA		TBD
19	FLOORING	Cox Commercial Flooring	Contra Costa, CA		TBD
20	TILING	D&J Tile	San Carlos, CA		TBD
21	TERRAZZO FLOORING	American Terrazzo	San Francisco, CA		TBD
22	ARCHITECTURAL WOODWORK	Fetzerwood	West Valley City, UT		TBD
23	SIGNAGE	TBD	TBD	TBD	TBD
24.2	WINDOW TREATMENTS	Pacific Design Solutions	San Mateo, CA		TBD
24	EXPANSION JOINTS	BAF Specialty Inc.	San Francisco, CA		TBD
24	TOILET AND BATH ACCESSORIES	ISEC	Fremont, CA		TBD
24	OVERHEAD COILING DOORS	ISEC	Fremont, CA		TBD
24	FIRE EXTINGUISHER CABINETS	ISEC	Fremont, CA		TBD
24	LOADING DOCK EQUIPMENT	ISEC	Fremont, CA		TBD
25	IRRIGATION & LANDSCAPING	Valley Crest Landscape Development	Pleasanton, CA		TBD
26	FOOD SERVICE EQUIPMENT	Boelter	Sacramento, CA		TBD
32	PAVING AND SURFACING ASPHALT PAVEMENT	JJ Albanese	Santa Clara, CA	X	TBD
29	OPERABLE PANEL PARTITIONS	Hufcor	Mesa, AZ		TBD
D/B	CONTROLS	Mesa Energy	Morgan Hill	X	TBD
30	AUTOMATIC VERTICALLY FOLDING ACOUSTIC WALLS	PSI3G	Novato, CA		TBD
1	BUILDING DEMOLITION	CLEVELAND WRECKING	Oakland, CA		
2	FIRE PROTECTION	RLH Fire Protection	Livermore, CA		
3	CONCRETE PILES	Foundation Constructors	Oakley, CA		
4	STRUCTURAL STEEL FRAMING	The Herrick Corporation	Stockton, CA		
N/A	PLUMBING	ACCO	San Leandro, CA		



# SUBCONTRACTING / BUYOUT MATRIX

## San Jose Convention Center Expansion & Renovation Project

N/A	BASIC MECHANICAL MEATERIALS AND METHODS	ACCO	San Leandro, CA		
N/A	GENERAL ELECTRICAL REQUIREMENTS	RCE	Santa Clara, CA	X	
N/A	AUDIO AND VIDEO SYSTEMS	RCE	Santa Clara, CA	X	
N/A	CAST-IN-PLACE CONCRETE	WEBCOR	Hayward, CA		
N/A	DESIGN CENTRAL UTILITY PLANT & MISC.	HMC Architects	San Jose, CA	X	X
N/A	DESIGN ARCHITECT	POPULOUS	Kansas City, MO		
N/A	REPROGRAPHICS	PRINTS CHARLES REPROGRAPHICS	Milpitas, CA	X	X
N/A	SURVEY	HMH	San Jose, CA	X	X
N/A	STRUCTURAL ENGINEERING	RUTHERFORD AND CHEKENE	San Francisco, CA		
N/A	MEP PEER REVIEW	AEI	San Francisco, CA		
N/A	CIVIL ENGINEERING	JMH WEISS	San Jose, CA	X	X
N/A	AV CONSULTING	CHARLES M SALTER	San Jose, CA	X	X
N/A	LIGHTING DESIGN	JS NOLAN	San Francisco, CA		
N/A	FOOD SERVICE DESIGN	CINI LITTLE	San Pablo, CA		
N/A	CODE CONSULTING	HOWE ENGINEERS	Norwell, MA		
N/A	INDUSTRIAL HYGIENE	STERLING & ASSOC	Milpitas, CA	X	X
N/A	ARCHAEOLOGY	ARS	Petaluma, CA		
N/A	HAZ MAT ASSESSMENT	URS	San Jose, CA	X	
N/A	GEOTECHNICAL	URS	San Jose, CA	X	
N/A	SITE SECURITY	FIRST ALARM	San Jose, CA	X	X
N/A	JOBSITE TRAILERS	MODSPACE	Hayward, CA		
N/A	ENVIRONMENTAL SERVICES	Kaz & Associates	Benicia, CA		
N/A	DEBRIS BOXES	Legacy Sanitation	Santa Clara, CA	X	

**Attachment B**

## **Small Business Development Commission 2011 Activities & Accomplishments**

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### **1. Increase and enhance small and disadvantage business participation in city contracts and vending opportunities.**

1.1. Heard Presentation from the Public Works Department detailing the summary of the local and small business participation in the Airport's improvements and procuring opportunities.

1.2. Heard Presentation from Harry Freitas, Deputy Director for Public Works, on the details of the award of the Convention Center Expansion and the \$60 - \$70 million earmarked to be spent with subcontractors. The SBDC also provided feedback and recommendations to optimize small business sub-contract opportunities.

1.3. Heard Presentation from Nancy West on the work to develop Airport Concession Disadvantaged Business Enterprises.

1.4. Heard Presentation from Paul Marino, Senior Architect at Public Works, on the Convention Center Expansion. Paul elaborated upon the plans of design-build contractor, Hunt Construction, and discussed how outreach would be performed, the hiring of local trades, etc.

1.5. Heard Presentation from Barry Ng on Capital Improvement Program Contracts, detailing local and small business participation.

1.6. Reviewed the City's performance on contract participation by small and disadvantaged businesses in 2010. Commission continued to monitor City performance with respect to annual DBE goals.

1.7. Advocated for quarterly reports of the City's performance in contract participation by small, local and disadvantaged businesses. Ideally, utilizing the Bid Sync software to accumulate these statistics.

1.8. Accepted and reviewed input from local small businesses (public) regarding issues related to this goal.

### **2. Improve the use and effectiveness of city programs that assist small and disadvantaged businesses.**

2.1. Advocated the marketing of city programs that assist small and disadvantage businesses through Council members Newsletters, community brochures, and community television opportunities.

### **3. Increase public awareness of the existence, mission and activities of the SBDC.**

3.1. Created a plan to increase public awareness of the SBDC throughout the small business community. Discussed throughout the year.

3.2. Invited and heard from small business community partners and stakeholders at each commission meeting to leverage any relationship opportunities.

3.3. Met with Council Liaison and provided update on SBD Commission activities.