



# Agenda Report

July 15, 2019

**TO:** Honorable Mayor and City Council

**FROM:** Human Services and Recreation Department

**SUBJECT: PURCHASE ORDER CONTRACT AWARD TO SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC FEDERATION FOR SPORTS EQUIPMENT NOT TO EXCEED \$91,635**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project; and
2. Accept the bid dated February 28, 2019 submitted by Southern California Municipal Athletic Federation in response to formal bid specifications to furnish sports equipment;
3. Authorize a purchase order contract with Southern California Municipal Athletic Federation in an amount not to exceed \$91,635 or three years, whichever occurs first; and
4. Authorize the City Manager to extend the agreement up to two additional one-year terms in the annual amount of \$30,545 for a total of \$152,725 for five years.

## **BACKGROUND:**

The Human Services and Recreation Department (HSRD) offers a wide range of recreational programming to the community. Recreation activities include but are not limited to citywide youth sports (flag football, volleyball, basketball, and soccer); before and after school care; summer camps; and fitness and wellness. To implement quality programming, HSRD purchases a variety of sports equipment throughout the year.

Using multiple vendors over the past three years, the Department has spent approximately \$24,000 per year.

On January 24, 2019, a Notice Inviting Bids for sports equipment was published in the *Pasadena Journal* and *Pasadena Weekly* and posted on the City's website. This bid opportunity was distributed to 343 vendors. No local sports equipment vendors were registered in the procurement database as of this date. Potential vendors were invited to a mandatory pre-bid meeting which was held on February 14, 2019. Two prospective bidders attended.

Following advertising, bids were received on February 28, 2019 and the results are listed below.

Bidder	Total Amount*
1. Southern California Municipal Athletic Federation, South El Monte, CA	\$27,768.14
2. BSN Sports, Corona, CA	\$31,823.20

*\* Actual contract award includes an annual 10% contingency amount.*

Southern California Municipal Athletic Federation (SCMAF) was the lowest responsive and responsible bidder. Historically, the Department has purchased its sports equipment from several vendors including BSN Sports and Varsity Brands through annual purchase order contracts. This contract award marks the inaugural multi-year contract for the purchase of proprogramming sports equipment for the department.

The Department recommends that the City Council award a purchase order contract with Southern California Municipal Athletic Federation in an amount not to exceed \$91,635 or three years, whichever occurs first, with the option for two additional one-year terms in the annual amount of \$30,545. This contract may be extended for a period of up to two additional one-year renewals, totaling an amount not to exceed \$152,725, subject to the approval of the City Manager.

The proposed contract fully complies with the City's Competitive Bidding and Wage Ordinances.

**COUNCIL POLICY CONSIDERATION:**

Approval of this contract award supports the City Council's strategic planning goals to maintain fiscal responsibility and stability and support and promote the quality of life and local economy.

**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not subject to the California Environmental Quality Act

(CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378.

**FISCAL IMPACT:**

Funding for this action exists within the budgeted appropriations in the Human Services and Recreation Department Operating Budget. It is anticipated that the cost of this contract, up to \$91,635, will be spent over the next three fiscal years. Any contract renewals, one-year terms in the annual amount of \$30,545, will be spent in subsequent fiscal years totaling an amount not to exceed \$152,725.

Respectfully submitted,



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