

Agenda Report

March 2, 2015

TO: Honorable Mayor and City Council

FROM: Pasadena Police Department

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH UNIFORM WAREHOUSE, INC.

RECOMMENDATION:

It is recommended that the City Council:

1. Find the proposed action is exempt from the California Environmental Quality Act ("CEQA") in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
2. a) Accept the bid dated November 18, 2014, submitted by Uniform Warehouse in response to the Notice Inviting Bids for Police Uniforms and Equipment, b) reject all other bids received, c) authorize the issuance of a purchase order contract to Uniform Warehouse, Inc. in an amount not to exceed \$256,226.10, for a period of three years, and d) authorize the City Manager to extend the agreement for up to three additional one-year periods without further City Council approval consistent with the terms of the specifications.

BACKGROUND:

The Pasadena Police Department has approximately 370 sworn and civilian employees. All sworn personnel are required to possess and wear a police uniform during specific assignments throughout the year. Not every civilian employee is required to wear a daily uniform; however, most civilian assignments do require a uniform. This results in many orders for new uniforms being processed each year.

On September 30, 2014, the existing contract for uniforms and equipment with Galls LLC/Quartermaster LLC. expired. A Notice Inviting Bids was posted on the City's website on October 30, 2014. Following advertising, the following bids were received and are as follows:

BIDDER

AMOUNT

- | | |
|--|-----------------------|
| 1. Uniform Warehouse, Inc. (Chatsworth, CA.) | \$85,408.70 per year |
| 2. Keystone Uniforms (Covina, CA.) | \$103,785.33 per year |
| 3. Tom's Clothing & Uniform Inc. (Alhambra, CA.) | \$113,866.75 per year |

It is recommended that Uniform Warehouse be awarded a purchase order contract, as they are the lowest responsive and responsible bidder. The proposed purchase order contract is in compliance with the Competitive Bidding and Purchasing Ordinance P.M.C.4.08 and the rules and regulations promulgated thereunder.

Uniform Warehouse, Inc. has not done business with the City previously. There are no uniform companies in Pasadena.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council's Strategic Plan Goals to maintain fiscal responsibility and ensure public safety.

ENVIRONMENTAL ANALYSIS:

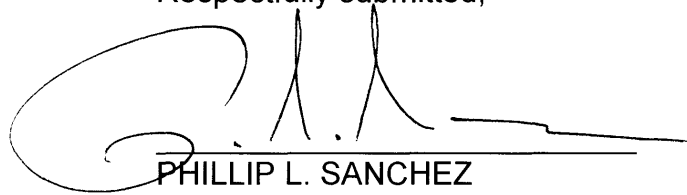
The proposed action is the purchase of uniforms and equipment to allow for ongoing supplies to our Sworn and Civilian employees of the Pasadena Police Department.

This action has been determined to be exempt from the CEQA process pursuant to State CEQA Guidelines Section 15061(b)(3), the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question, such as purchasing equipment to allow for ongoing maintenance and operation activities, may have a significant effect on the environment, the activity is not subject to CEQA. This action does not have the potential for causing a significant effect on the environment and is therefore exempt from CEQA per Section 15061(b)(3) (General Rule).

FISCAL IMPACT:

The maximum cost of this action will be \$256,226.10. Approximately 60 days before the end of any contract period the Contractor may request changes in the Bid Schedule; however, any proposed price increase shall not exceed the percentage of the then applicable Consumer Price Index (CPI) for the all urban consumers, for the Los Angeles-Orange-Riverside County area, for the most recently available 12-month period. Funding for this action will be addressed by utilizing existing funds in the Pasadena Police Department's Uniform & Equipment account 8103-101-401800.

Respectfully submitted,



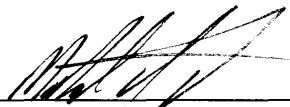
PHILLIP L. SANCHEZ
Chief of Police
Pasadena Police Department

Prepared by:



Arthur A. Chute
Lieutenant

Approved by:



MICHAEL J. BECK
City Manager