

Agenda Report

December 11, 2017

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZE TO INCREASE PURCHASE ORDER CONTRACT 1181389 WITH MY BARK CO. INC., BY \$214,990 FOR A TOTAL AMOUNT NOT TO EXCEED \$264,990 FOR FIBAR ENGINEERED WOOD FIBER MATERIALS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section §15031, Existing Facilities, which exempts minor alterations of existing public facilities where no expansion of use will take place; and
2. Authorize an increase to purchase order contract 1181389 with My Bark Co. Inc. in an amount not to exceed \$52,998 annually to purchase Fibar engineered wood fiber materials, for an amount of \$158,994 for a three-year period; with the option for two additional one-year terms each not to exceed \$52,998 subject to approval of the City Manager, for a maximum contract length of five years and a total contract amount of \$264,990.

BACKGROUND:

The Parks and Natural Resources (PNR) Division of the Department of Public Works purchases and utilizes Fibar engineered wood fiber (Fibar) material under and around designated City playground equipment. Fibar is an engineered wood fiber material designed to cushion the impact of a fall. Through the City's Playground Inspection Program, PNR performs weekly inspections of 26 playgrounds to ensure proper wood fill depth requirements are met to prevent injuries.

On September 7, 2017, the City undertook a competitive bidding process for the purchase of Fibar engineered wood fiber materials. Bids were published in *The Pasadena Journal* and were posted on the City's website Planet Bids, which generated notices to 228 vendors. Nine vendors downloaded the bid documents, none were local. Three vendors submitted bids by the bid closing date of September 20, 2017 and the bid results are as follows:

Bidder	Annual Amount (\$)
1. My Bark Co. Inc., Linden, CA	48,180
2. Great Western Installations, Wellsville, UT	62,687
3. Dekan CC, Valencia, CA	77,701

Bid specifications required vendors to submit unit prices for 1,600 cubic yards to allow PNR staff to properly cover all park playgrounds in compliance with safety standards annually. My Bark Co. Inc. was the lowest responsive and responsible bidder. PNR opened a FY 18 purchase order with My Bark Co. Inc., for \$50,000 based on the September 7, 2017 competitive bid posting in compliance with the Competitive Bidding and Purchasing Ordinance P.M.C. 4.08. The bid notification allowed for an award of an initial three year term, with two optional one-year extensions subject to City Manager approval. To retain the lowest price from the competitive bid process, PNR requests to apply the contract term duration to the existing purchase order with My Bark Co. Inc.

The Department of Public Works recommends that the City Council authorize an increase to purchase order contract with My Bark Co. Inc. for the purchase of Fibar engineered wood fiber playground landing materials for a three year period in an amount not to exceed \$158,994 (\$48,180 with a 10% contingency amount of \$4,818 totaling \$52,998 annually). The contract may be extended for two additional one-year terms not to exceed \$52,998 annually, with the approval of the City Manager and without further City Council action for a total cost of \$264,990.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goals to improve, maintain and enhance public facilities and infrastructure; support and promote the quality of life and local economy; and ensure public safety.

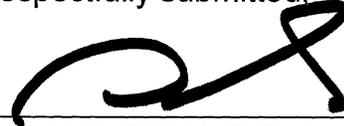
ENVIRONMENTAL ANALYSIS:

Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section §15031, Existing Facilities, which exempts minor alterations of existing public facilities where no expansion of use will take place.

FISCAL IMPACT:

The cost of this action is \$264,990. The purchase order contract is subject to CPI increase that will be covered by the annual contingency. Funding for this fiscal year will be addressed by the utilization of existing budgeted appropriations in the Department of Public Works, PNR operating budget (account 810100-10122040).

Respectfully submitted,



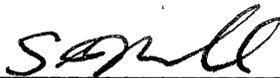
ARA MALOYAN, P.E.
Director of Public Works

Prepared by:



Melissa Alva
Management Analyst IV

Approved by:



STEVE MERMELL
City Manager