



Agenda Report

February 26, 2018

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZATION TO ENTER INTO CONTRACT WITH GALLS, LLC TO PROVIDE FIRE PERSONNEL UNIFORMS AS REQUIRED FOR AN AMOUNT NOT TO EXCEED \$425,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed actions herein are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule); and
2. Accept the bid dated November 29, 2017 submitted by Galls, LLC in response to a Bid Invitation to provide fire personnel uniforms and authorize the City Manager to enter into a contract not to exceed \$425,000 which includes \$255,000 for an initial three year term and two optional one-year terms with each year not to exceed \$85,000, subject to approval by the City Manager.

BACKGROUND:

Historically, the Fire Department has partnered with multiple vendors to meet uniform needs for all staff members within the organization. The partnerships have been based on specific uniform requirements for each division, as well as competitive pricing, customer service, and accessibility of the vendors. Based upon the total annual expenditures made by the Fire Department for all uniform needs, the Department would like to initiate a formal multi-year contract.

On November 9, 2017, the City published a Notice Inviting Bids to provide fire personnel uniforms as required by the Fire Department. The bid was posted on the City's online bidding site, Planet Bids, and notices were advertised in the Pasadena Journal and the Pasadena Weekly in accordance with City Charter and Municipal Code provisions. A total of 269 vendors were notified, of which 11 prospective vendors downloaded the bid. None of the prospective bidders were local to Pasadena. To evaluate pricing, staff

requested for vendors to bid on estimated quantities of 29 of the most commonly ordered uniform products and services purchased by the Department.

One bid was received and publicly opened on November 29, 2017. Of the responsive bids received, the bid results were as follows:

<u>Bidders</u>	<u>Total Weighted Bid Price</u>
Galls, LLC, Lexington, KY	\$85,821.17

The bid proposal was evaluated by Fire Department staff and Galls, LLC was found to be a responsive and responsible bidder, and is able to provide all specified goods and meet all indicated requirements. While only one bid was received, staff has determined the bid amount to be reasonable and wishes to proceed with Galls, LLC as the selected vendor for the contract.

Based on actual expenditures from prior years for uniform needs, staff estimates the need for contract authorization of \$255,000 for an initial three-year term, with two optional one-year terms not to exceed \$85,000 each year. Total expenditures under the contract are not to exceed \$425,000.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning goals to ensure public safety.

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061 (b) (3), the general rule that CEQA only applies to projects that may have an effect on the environment. The action proposed herein, the purchase of fire personnel uniforms, will not have a potentially significant environmental effect.

FISCAL IMPACT:

The total cost of this action will be \$425,000 if the two additional one-year terms are exercised. Funding will be addressed by the utilization of existing budgeted appropriations in the Fire Department's General Fund operating budget account for Fire Personal Protective Equipment (10131011-810900), Fire Prevention (10131005-810900) and Fire Administration (10131000-810100). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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STEVE MERMELL
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