



# Agenda Report

July 22, 2019

**TO:** Honorable Mayor and City Council

**FROM:** Police Department

**SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH SUPPLYMATES NOT-TO-EXCEED AMOUNT OF \$300,000**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the project proposed herein is exempt under the California Environmental Quality Act (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; and
2. Authorize staff to extend a one year purchase order contract with Supplymates for office supplies and materials, for an additional term of two years, consistent with a competitive bidding process, and to authorize two additional one year extensions, at the sole discretion of the City Manager. Staff had entered into a one year purchase order on a trial basis, and City Council approval is required for an extension. The total is not to exceed the amount of \$60,000 for each year of the purchase order contract. If all extensions are authorized, the maximum length would be 5 years, and the total is not to exceed the amount of \$300,000.

**BACKGROUND:**

The Pasadena Police Department Administrative Services Division is responsible for ordering materials and office supplies to manage day-to-day operations for every division and section of the police department.

On July 26, 2017, a Notice Inviting Bids for Office Supplies was published by the City Clerk's office and posted on Planet Bids which generated notices to 13 prospective bidders.

The bid notification specified that the winning bidder must provide a cost for a list of materials and supplies most commonly used by the police department. The quantities

contained in the bid documents are an approximation only and are for the sole purpose of comparing bids. The City may, in accordance with the specifications, order more equipment and/or materials as necessary at the City's sole discretion, and payment will be made for the amount of material and supplies actually provided as determined by the City and accepted at the unit price indicated in the bid. Materials and supplies furnished shall be new, complete, ready-for-use and of the latest model, shall not have been used in a demonstration or other services and have all the usual equipment as shown by manufacturer's current specifications and catalogs unless otherwise specified.

One vendor submitted a bid by the closing date of August 7, 2018. The bid results represent the cost of specifically identified materials and supplies for one year. The bid received is as follows:

<u>Bidder</u>	<u>Location</u>	<u>Amount</u>
Supplymates	Pasadena, CA	\$51,293

Staff recommended the original purchase order to the City Manager for approval as a one-year purchase order. As a result, the City Manager approved the contract for one year in the amount of \$60,000.

Staff recommends awarding Supplymates the purchase order contract for the remaining two years with the option to extend the agreement for up to two additional one-year periods. Supplymates is a local Pasadena business, provided pricing for the term, and performed satisfactorily. The contract extension is consistent with the original bid specifications. As such, staff recommends increasing the Supplymates purchase order contract as they were deemed the lowest responsive and responsible bidder.

**COUNCIL POLICY CONSIDERATION:**

The proposed action is consistent with the City Council's Strategic Plan Goal to maintain fiscal responsibility and stability.

**ENVIRONMENTAL ANALYSIS:**

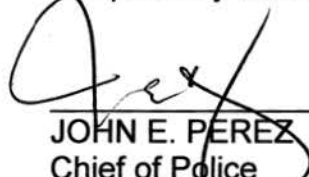
The proposed action is the purchase of material and office supplies for the police department. The proposed contract has been determined to be exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3), the general rule that CEQA applies only to 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 may have a significant effect on the environment, the activity is not subject to CEQA. Such is the case with the proposed contract authorization of materials and office supplies. No physical changes to the environment will result from the proposed contract authorization.

**FISCAL IMPACT:**

Funding for this action will be addressed by the utilization of existing budgeted funds in the Pasadena Police Department's Uniform and Equipment account 10132009-810300.

Respectfully submitted,

  
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