



Agenda Report

July 27, 2020

TO: Honorable Mayor and City Council

FROM: Pasadena Police Department

SUBJECT: PURCHASE ORDER CONTRACT WITH ISEC INC. FOR PURCHASE OF FORENSIC LABORATORY CASEWORK AND LABORATORY EQUIPMENT FOR THE POLICE DEPARTMENT FOR AN AMOUNT NOT TO EXCEED \$117,857

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301 (Class 1 – Existing Facilities) and that there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances; and
2. Authorize the City Manager to enter into a purchase order contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Intermountain School Equipment Company ("ISEC, Inc.") for purchase of forensic laboratory casework and laboratory equipment in an amount not to exceed \$117,857, which includes the base contract of \$114,424 and a contingency of \$3,433 to provide for any necessary change orders.

BACKGROUND:

The Pasadena Police Forensic Services Unit is a multi-disciplined, field based, crime scene investigation unit. The primary role of the Pasadena Police Forensic Services Unit is to collect and document physical evidence collected at crime scenes. The Pasadena Police Forensic Services Unit also provides evidence collection services to the neighboring cities of South Pasadena and San Marino. Additional functions of the forensic unit include advanced processing of evidence for latent fingerprint development, DNA collection from evidence collected at crime scenes, photography of

crime scenes and victims of crimes, evidence collection and packaging, crime scene documentation and courtroom testimony and presentation of evidence.

The Pasadena Police Forensic Unit consists of six full time Forensic Specialists and one Forensic Supervisor that operate seven days a week. In 2019, the Pasadena Police Forensic Services Unit responded to 1,775 calls for evidence collection within the City of Pasadena and an additional 55 requests for evidence collection in South Pasadena and San Marino. In 2019, fingerprints were recovered in over 200 cases and 45 LAFIS (Los Angeles Automated Fingerprint Identification System) makes were positively identified by the Pasadena Police Forensic Unit.

Currently, the Pasadena Police Forensic Unit is located within the Pasadena Police Department building at 207 N. Garfield Avenue and consists of staff offices and laboratory space. The current laboratory space and equipment has not been upgraded or improved since the inception of the Forensic Unit in 1996. The fume hood located within the existing lab space was installed when the police building was constructed in 1990. The fume hood is outdated and needs to be replaced. The improvements will include additional storage, counter space and equipment for evidence packaging and processing.

Presently, Federal crime labs such as ATF, DEA, and FBI, are conforming to accreditation and oversight from outside verifying bodies such as ILAC (International Laboratory Accreditation Company) to ensure conformity and have oversight over laboratory condition and procedures. The present condition of the Pasadena Police Forensic Unit laboratory would not meet the standards for accreditation. In the near future, the Pasadena Police Department may eventually be required to adhere to accreditation standards.

As such, staff recommends the purchasing and installation of laboratory grade cabinets and countertops, including a sink and fixtures; installation of evidence storage lockers; replacement of the laboratory fume hood; installation of an evidence drying cabinet and acquisition of a metal evidence table. This project will bring the Pasadena Police Forensic Laboratory in compliance with accreditation standards. The required upgrades to the laboratory will allow Forensic Specialists more physical space to properly process and package evidence.

On May 7, 2020, a Request for Proposal for forensic laboratory casework design and installation was posted on Planet Bids, and published in a city newspaper. Notices were sent to 2,049 vendors and 35 vendors downloaded the solicitation documents. A mandatory pre-proposal meeting was scheduled for May 26, 2020, to allow vendors to measure the forensics laboratory and propose a casework design on or before the closing date. Two vendors out of the thirty five that downloaded the solicitation documents attended the mandatory pre-proposal meeting: ISEC, Inc. and Abbott Construction. One response was received by the solicitation closing date of June 2, 2020 by ISEC, Inc. Contact was made with the representative for Abbott Construction, whom attended the mandatory pre-bid meeting but did not submit a proposal, to

determine why the company did not submit a proposal. According to Abbott Construction they do not have the experience in laboratory casework or laboratory-grade materials and equipment required in the Scope of Work. Abbott Construction further stated they would have subcontracted this project to ISEC, Inc., therefore, they declined to submit a proposal on this project. ISEC, Inc. is not located in Pasadena and none were located that could provide the laboratory-grade equipment required for this project. The City has done business with ISEC, Inc., issuing purchase orders in the amount totaling over \$14,000.

The RFP solicited proposals from qualified vendors to submit their proposals for a new casework design and installation services for the forensics laboratory. Evaluation of the proposals was based on a competitive selection process, in which the evaluation of proposals was not limited to price alone. The capability of the proposers to satisfy the City requirements identified in the Scope of Services, and the experience of the proposer in providing services of this type, size and scope was considered in the selection. ISEC, Inc. was the only vendor that submitted a proposal for this project. A committee of three (3) evaluators reviewed ISEC, Inc.'s proposal to ensure the proposal satisfied all of the City requirements and requirements identified in the RFP. Attached herein as Exhibit "A" is a table that includes the criteria and their scores.

ISEC, Inc. complied with all of the requirements in the RFP. ISEC, Inc. proposed a casework design and is able to install the required laboratory equipment. All materials and supplies used by ISEC, Inc. are laboratory grade that meet accreditation standards for a forensics laboratory. The proposed contract complies with Competitive Selection and Purchase Ordinance pursuant to Pasadena Municipal Code 4.08, and the rules and regulations promulgated thereunder. It is recommended that the City Council award a purchase order contract with ISEC, Inc. in the amount of \$117,857, which includes a 3% contingency for unforeseen costs.

COUNCIL POLICY CONSIDERATION:

The proposed purchase furthers the City Council's strategic planning goal of ensuring public safety. ISEC Inc. is a qualified vendor with over 50 years of experience in designing laboratory grade casework for forensic laboratories and installing laboratory equipment. The present condition of the Pasadena Police Forensic Unit laboratory would not meet the standards for accreditation from outside verifying bodies such as ILAC (International Laboratory Accreditation Company).

ENVIRONMENTAL ANALYSIS:

The action proposed herein is exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Class 1 – Existing Facilities). Class 1 exempts from environmental

review "the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use." The proposed activity consists of the installation of laboratory grade cabinets and countertops, evidence storage lockers, and an evidence drying cabinet as well as replacement of a fume hood and purchase of a metal evidence table. The proposed project would not increase the capacity or result in an expansion of use. There are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances.

FISCAL IMPACT:

The cost of this action is \$114,424. A contingency has been added in the amount of \$3,433 for any unforeseen costs during the project. Funding for this action will be addressed by utilization of existing budgeted appropriations in Major Crimes account 10133029-811400. There will be no indirect or support cost requirements.

The following table reflects the contract summary.

Contract Summary	
Base Contract Amount	\$114,424
3% Contingency	\$3,433
Total Contract Amount	\$117,857

Respectfully submitted,



JOHN E. PEREZ
Chief of Police

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