



Agenda Report

April 12, 2021

TO: Honorable Mayor and City Council

FROM: Department of Finance

SUBJECT: REPORT ON CITY PROCUREMENT- CALENDAR YEARS 2020 AND 2019

RECOMMENDATION:

It is recommended that the City Council receive the report on City procurement for calendar years 2020 and 2019.

BACKGROUND:

Pursuant to the Pasadena Municipal Code, a statistical report on City procurement is to be submitted to the City Council.

The total procurement dollars awarded by City departments for calendar year 2020 was \$162,412,568 and the total procurement dollars awarded by City Departments for calendar year 2019 was \$138,116,199. The totals provided herein exclude purchased power, water and natural gas commodity purchases, attorney services agreements, contracts with other governmental entities, petty cash purchases, and other transactions considered to be non-procurement related.

Breakdown of Procurement Spending for Calendar Year 2020

The following tables provide analysis of total procurement by general procurement categories, City Departments, and City Operating Companies. On March 16, 2020, the City Manager proclaimed a Local State of Emergency to empower the City to effectively respond to the coronavirus disease, COVID-19. In keeping with the City's Emergency Operations Plan, emergency procurements related to the COVID-19 pandemic have been tracked in the department named "Emergency Operations Center."

Pasadena Business Spend

The City procured \$12,040,111 of materials, labor and services through Pasadena businesses in calendar year 2020. The table below includes citywide totals by general procurement categories and Pasadena business totals including purchasing cards which totaled \$2,178,001.

Report Category	Total	Pasadena Businesses	%
Labor & Materials	\$32,592,976	\$1,933,390	5.9%
Equipment & Supplies	\$41,713,596	\$3,231,923	8.1%
Services	\$88,105,996	\$6,874,798	7.8%
	\$162,412,568	\$12,040,111	7.4%

In calendar year 2020, there were 185 Pasadena businesses who secured one or more contracts with the City. The top five Pasadena businesses by total contract value include contracts in the following general commodities, Civil Engineering, Automotive Repair, Information Technology, and Medical Services.

VENDOR NAME	AMOUNT
Tetra Tech Inc	\$1,500,000
Golden Hands Auto Body Inc	\$674,091
Birdi Systems Inc	\$653,513
Glen John Apramian Md Inc	\$602,999
Tricade Technology Solutions	\$577,887

In calendar year 2020, procurements from Pasadena businesses by City Departments, and City Operating companies were made through contracts, purchase orders, or purchasing cards. There were several unique procurements that increased local percentages. The Public Health Department had \$615,272 in total local spending, with their highest local procurement including the purchase of Security Services. The Parks Recreation and Community Services Department had \$2,495,364 in total local spending, with their highest local procurement including the purchase of Meal Services. The Human Resources Department had a total of \$684,141 in local spending, with their highest local procurement including the purchase of Medical Services.

Local percentages, which include purchasing card transactions (\$2,178,001) by departments is as follows:

Departments	Local %
City Attorney/City Prosecutor	0.5%
City Clerk	10.3%
City Council	3.0%
City Manager's Office	19.4%
Emergency Operations Center	34.6%
Finance	4.5%
Fire	4.2%
Housing	8.9%
Human Resources	46.2%
Information Technology	14.6%
Library	11.2%
Parks, Recreation, and Community Services	55.8%
Planning	11.5%
Police	4.4%
Public Health	55.2%
Public Works	6.3%
Transportation	4.0%
Water & Power	1.6%

Operating Companies	Local %
PCOC	23.0%
PCAC	32.5%
RBOC	6.1%

Women/Minority Business Enterprise (M/WBE) Spend

Citywide totals by general procurement categories for calendar year 2020: In calendar year 2020, 389 W/MBE businesses were successful in securing one or more contracts with the City. It may be important to note that there is no certification administered for M/WBE classifications in the City of Pasadena, businesses in this category self-identify as an M/WBE. Furthermore, as purchasing cards do not track demographic information, purchasing card totals (\$2,178,001) are not included below. Overall, the City procured \$25,497,807 of materials, labor and services from women and minority owned businesses, the table below provides the percentage by category:

2020	TOTAL	*M/WBE	%
Labor & Materials	\$32,592,976	\$2,640,265	8.1%
Equipment &Supplies	\$39,796,669	\$6,286,544	15.8%
Services	\$87,844,922	\$16,570,998	18.9%
	\$160,234,567	\$25,497,807	15.9%

The top five M/WBE businesses by total contract value include contracts in the following Civil Engineering, Plumbing Supplies, and Construction are outlined below:

VENDOR NAME	AMOUNT
Koa Corporation	\$4,118,880
Ardurra Group Inc.	\$1,512,890
Yao Engineering Inc.	\$1,054,785
Plumbers Depot Inc.	\$583,512
F.S. Contractors	\$549,570

The table below includes percentages of procurements made from M/WBE businesses from City Departments, and the City Operating Companies in calendar year 2020.

Departments	MWBE %
City Attorney/City Prosecutor	5.5%
*City Clerk	70.9%
City Manager's Office	26.6%
Emergency Operations Center	39.3%
Finance	9.0%
Fire	18.7%
Housing	3.5%
Human Resources	26.8%
Information Technology	25.7%
Library	21.8%
Parks, Recreations and Community Services	25.7%
Planning	16.4%
Police	23.5%
*Public Health	43.4%
Public Works	19.4%
Transportation	35.4%
Water & Power	8.7%

Operating Companies	MWBE %
PCOC	0.5%
PCAC	11.6%
RBOC	8.1%

**The City Clerk's Office made a rare large purchase to lease "Mail Room Equipment," which led to the percentage increase. The Public Health Department purchased consulting services, which increased their M/WBE percentage.*

Breakdown of Procurement Spending for Calendar Year 2019

In calendar year 2019, the procurement spend was \$138,116,199. The following tables provide breakdowns of total procurement dollars by general procurement categories, City Departments, and the City Operating Companies and breakdown of expenditures for Pasadena, Women and Minority owned businesses.

Pasadena Business Spend

The City procured \$11,303,440 of materials, labor, and services through Pasadena businesses in calendar year 2019. The table below includes Citywide totals by general procurement categories including Pasadena business totals with purchasing cards.

2019	TOTAL	*Pasadena Businesses	
Labor & Materials	\$36,554,241	\$510,667	1.4%
Equipment & Supplies	\$38,849,072	\$1,089,809	2.8%
Services	\$62,712,885	\$9,702,964	15.5%
	\$138,116,198	\$11,303,440	8.2%

*Purchasing Card transactions totaled \$1,982,376 for calendar year 2019.

In calendar year 2019, there were 219 Pasadena businesses who secured one or more contracts with the City. The top five Pasadena businesses by total contract value include contracts in the Security, Marketing, Homeless Services, and Temporary Staffing.

VENDOR NAME	AMOUNT
Select Patrol Agency Inc	\$3,992,464
Day One Inc	\$638,089
Union Station Homeless Services	\$429,461
Jada Systems Inc	\$400,000
Jba International Llc	\$400,000
Trinus Corporation	\$400,000

The table below includes local procurement percentages by City Department, and the City Operating Companies.

Departments	Local %
City Attorney/City Prosecutor	4.2%
City Clerk	35.5%
City Council	53.8%
City Manager's Office	22.8%
Finance	26.0%
Fire	26.8%
Housing	8.0%
Human Resources	31.8%
Information Technology	10.1%
Library	34.6%
Parks, Recreation and Community Services	23.8%
Planning	34.2%
Police	36.0%
Public Health	14.6%
Public Works	20.6%
Transportation	27.8%
Water & Power	20.5%
Operating Companies	
PCOC	15.2%
PCAC	36.4%
RBOC	12.9%

Women/Minority Business Enterprise (M/WBE) Spend

In calendar year 2019, there were 469 women/minority owned businesses who secured one or more contracts with the City. As mentioned previously, in the City of Pasadena, businesses in this category self-identify as an M/WBE. Furthermore, purchasing card data does not track minority information and is therefore not included. The table below includes citywide totals by general procurement categories, of which \$27,773,496 procurement dollars were awarded to women/minority owned businesses.

2019	TOTAL	*MWBE	
Labor & Materials	\$34,821,588	\$10,707,673	30.8%
Equipment & Supplies	\$38,849,072	\$5,870,679	15.1%
Services	\$62,463,162	\$11,195,144	17.9%
	\$136,133,822	\$27,773,495	20.4%

*Purchasing Card transactions totaled \$1,982,376 for calendar year 2019

The top five M/WBE businesses by total contract value include contracts in the following general commodities: Engineering; Construction; Landscaping; Large Equipment Vehicles; and Staffing.

VENDOR NAME	AMOUNT
Perry C. Thomas Construction Inc.	\$6,183,049.00
R I C Construction Co Inc.	\$2,205,900.00
Mariposa Landscapes Inc.	\$1,032,645.00
Haaker Equipment Company	\$749,156.00
Day One Inc.	\$638,089.00

The table below includes percentages of procurements made from M/WBE businesses from City Departments, and the City Operating Companies in calendar year 2019.

Departments	MWBE %
City Attorney/City Prosecutor	0.5%
City Clerk	36.8%
City Manager's Office	24.6%
Finance	11.9%
Fire	7.9%
*Housing	77.7%
Human Resources	10.5%
Information Technology	7.1%
Library	13.9%
*Parks, Recreation and Community Services	40.3%
Planning	9.0%
Police	10.1%
Public Health	40.3%
Public Works	14.5%
Transportation	28.3%
Water & Power	1.3%

Operating Companies	MWBE %
PCOC	0.3%
PCAC	26.1%
RBOC	14.1%

**There was no single anomaly that contributed to an increased percentage in any department. Among other purchases, the Housing Department made a combination of purchases including Consulting, Software, and Equipment Maintenance, which led to their percentage increase. The Parks, Recreation and Community Services Department made a combination of purchases including Office Supplies, Bus Transportation, and Flooring.*

Pasadena First Buy Local

Effective January 1, 2020, if a material or supply is available locally, departments will be able to use the purchasing card at a Pasadena business for purchases under \$3,000. Among other commodities, procurements under \$3,000 can generally include: construction materials; office supplies; tools and equipment. Staff continues to schedule one on one meetings with Pasadena businesses and is currently planning a virtual "Doing Business with the City" workshop for the summer of 2021. The City of Pasadena continues its commitment to Pasadena, Women and Minority owned businesses, Purchasing works with departments and evaluates formal solicitations to identify areas where purchases can be grouped differently to allow for additional competition and awards.

FISCAL IMPACT:

There is no fiscal impact as a result of this action nor will it have any indirect or support cost requirements. There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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