



Agenda Report

May 24, 2021

TO: Honorable Mayor and City Council

FROM: Pasadena Police Department

SUBJECT: AUTHORIZE THE INCREASE OF PURCHASE ORDER 1210172 TO \$300,000 WITH VITAL MEDICAL SERVICES, LLC AND AUTHORIZE ONE ADDITIONAL ONE-YEAR TERM CURRENTLY SET AT \$200,000 IN AN AMOUNT NOT TO EXCEED \$800,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption);
2. Authorize the increase of Purchase Order No. 1210172 with Vital Medical Services, LLC from \$200,000 to \$300,000, to continue to provide non-emergent medical services to inmates housed in the Pasadena City Jail. Competitive Bidding is not required pursuant to the City Charter Section 1002(F), Contracts for professional or unique services;
3. Authorize one additional one-year term at an amount not-to-exceed \$300,000; and
4. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is further recommended that the City Council grant the contract an exemption from the Competitive Selection Process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

Vital Medical is a sole source provider and on May 18, 2020, Council approved an increase to the existing purchase order for Vital Medical, however due to COVID guidelines set by the Los Angeles County Sheriff's Department, medical clearances and associated costs for inmates being transferred to LA County Jail has increased significantly. These costs could not have been anticipated due to the dynamic nature of the COVID-19 pandemic. In order to lessen the exposure risk in LA County Jail, LASD requires any inmate exhibiting symptoms or who has expressed a potential for being exposed to COVID-19 be medically cleared prior to transfer to their facility. In addition, inmates remaining in the Pasadena City Jail exhibiting COVID symptoms or potential exposure have also been medically cleared further contributing to the increase in medical clearances.

The three year term increase approved by Council in May 2020 brought the then existing purchase order to a not-to-exceed amount of \$600,000. If the two \$100,000 increases are approved, it will bring the total amount not-to-exceed to \$800,000 over the original three year term.

During FY 2020, Vital Medical Services provided 298 medical clearances for arrestees booked into the Pasadena City Jail. In FY 2021, 281 medical clearances have been billed through February 2021. Based on this, it is believed that an increase to the existing purchase order not to exceed \$300,000 will be sufficient to cover costs associated with medical clearances through the fiscal year.

This purchase order contract will continue to provide the Police Department with a mechanism to better control the actual costs associated with medical clearances via the flat rate charged by Vital Medical unlike the various costs associated with taking inmates to Huntington Memorial Hospital which is medical service provided based.

The ability of the Police Department to operate more efficiently, coupled with the mechanism to control costs through the almost exclusive use of Vital Medical is expected to represent a long term cost saving to the City. As such, it is in the best interest of the City to move forward with the increase of the purchase order and to allow for one one-year extension of the purchase order contract.

The Pasadena City Jail books and houses approximately 6,000 inmates annually. Title 15 of the California Code of Regulations, "Minimum Standards for Local Detention Facilities," requires the provision of medical services (sick call) to any inmate complaining or exhibiting indications of illness or injury.

Vital Medical Services, LLC is a medical provider that has been providing on-site non-emergent medical services to inmates housed in the Pasadena City Jail on an "on-call" basis since 2015. Vital Medical is the only company currently providing on-site non-emergent medical services to include booking clearances to Type I jail facilities in Los

Angeles County. This has been confirmed through market research pertaining to on call medical services for Type I jail facilities.

The Police Department currently has an open purchase order with Vital Medical in the amount of \$200,000. To date, approximately \$184,000 of the purchase order has been expended for invoices billed through February 2021. Additionally, invoices through the remaining of the fiscal year will be coming due by June 30, 2021 which will exceed the Police Department's current purchase order.

COUNCIL POLICY CONSIDERATION:

The proposed purchase order contract with Vital Medical Services, LLC is consistent with the City Council's Strategic Planning Goal to maintain fiscal responsibility and ensure public safety by providing medical care (sick call) to inmates as required in Title 15 of the California Code of Regulations, "Minimum Standards for Local Detention Facilities."

ENVIRONMENTAL ANALYSIS:

The proposed contract is exempt from CEQA per section 15061(b) (3), the common sense exemption (formerly 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. The proposed action is to enter into an agreement with a contractor to provide non-emergency medical services to inmates housed in the Pasadena City Jail Facility. No construction or other direct physical changes in the environment would occur. Any indirect effects (e.g., emissions from vehicle use associated with the service) would be immeasurably small and would be equal to or less than the indirect effects caused by the current practice.

May 24, 2021

Page 4 of 4

FISCAL IMPACT:

The total cost of this action will not exceed \$300,000 annually over the term of the purchase order contract. The amount to increase the purchase order by \$100,000 will be addressed by the utilization of existing budgeted appropriations in 10133016 (Special Operations Division- Jail Section). There are no indirect and support costs associated with this contract, nor are any additional FTE's required to support this contract. Once approved, the Police Department will process a change order to purchase order number 1210172 for Vital Medical, LLC.

Respectfully submitted,


JOHN E. PEREZ
Chief of Police

Prepared by:


Michelle Mercier Robinson
Police Administrator

Approved by:


STEVE MERMELL
City Manager