

Agenda Report

September 27, 2021

TO: Honorable Mayor and City Council

FROM: Police Department

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT FOR NITRILE GLOVES WITH MINI WING, USA NOT-TO-EXCEED THE AMOUNT OF \$255,940

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. a) Accept the bid dated August 17, 2021, submitted by Mini Wing USA in response to the Notice Inviting Bids for the Freeform EC Nitrile Gloves for Patrol Logistics for \$63,985 per year; b) Reject all other bids received; c) Authorize the issuance of a purchase order contract to Mini Wing USA in an amount not to exceed \$255,940 for a period of two years and two one-year extensions subject to the approval of the City Manager, subject to Consumer Price Index adjustments.

BACKGROUND:

The Pasadena Police Department has approximately 370 sworn and civilian employees that are required to wear Nitrile gloves during their normal business activities.

The Pasadena Police Department submitted a Notice Inviting Bids for the purchase of Nitrile Gloves for the Pasadena Police Department's Patrol Logistics. The Purchase Order contract would be for two years, with the option of two additional years.

The Notice of Inviting Bids was posted online through PlanetBids on July 29, 2021. On August 17, 2021, 22 bids were received.

The first 11 lowest bidders were non-responsive. One company bid per box rather than the case. Once a case cost was calculated, that company's bid became one of the highest bidders. Six of the companies submitted bids on gloves that did not meet the specification in thickness of the fingers, palms, and length that the Police Department was requesting. In each case, the fingers and palms were too thin and the length was too short. Three of the companies submitted bids on gloves that did not meet the requested tensile strength. The gloves they submitted for the bid were too weak. One company submitted a bid on a glove whose length was too long which would interfere with employees wearing long-sleeve uniforms.

The next 3 lowest responsive bidders are from the following vendors:

<u>Bidders</u>	<u>Amount</u>
Mini Wing USA	\$63,985.22
Bound Tree Medical, LLC	\$65,449.91
Life Assist, Inc.	\$66,646.13

Mini Wing USA was the lowest responsive and responsible bidder and complied in all respects with the requirements of the specifications.

The vendor will ship the orders directly to the Pasadena Police Department. Therefore there is no need for the vendor to come on City property.

The purchase order will be managed by the Event Planning section, to ensure accurate tracking for all orders and invoices.

Mini Wing USA has not done business with the City previously. There are no companies in Pasadena that participated in the bid.

It is recommended that Mini Wing USA be awarded a purchase order contract, as they are the lowest responsive and responsible bidder. The proposed purchase order contract is in compliance with the Competitive Bidding and Purchasing Ordinance P.M.C.4.08 and the rules and regulations promulgated thereunder.

COUNCIL POLICY CONSIDERATION:

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

ENVIRONMENTAL ANALYSIS:

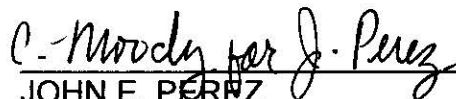
The proposed action is the purchase of Freeform EC Nitrile Gloves for Patrol Logistics to allow for ongoing supplies to our Sworn and Civilian employees of the Pasadena Police Department.

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 nitrile gloves. No physical changes to the environment will result from the proposed contract authorization.


FISCAL IMPACT:

The cost of this action will be \$255,940 over the four years, subject to CPI. Funding for this action will be addressed by the utilization of existing and future budgeted appropriations in the Pasadena Police Department's Materials and Supplies account 10133006-810100.

Respectfully submitted,


JOHN E. PEREZ
Chief of Police
Pasadena Police Department

Prepared by:


Johnny L. Mercado, Lieutenant
Event Planning Section

Approved by:


STEVE MERMELL
City Manager