

Agenda Report

June 13, 2022

TO: Honorable Mayor and City Council

FROM: Parks, Recreation and Community Services

SUBJECT: PURCHASE ORDER CONTRACT AWARD TO TRIANGLE SPORTS INC., FOR PROGRAM AND EVENT TROPHIES, MEDALS AND AWARDS NOT TO EXCEED \$117,909

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a "project" subject to the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15378(b)(2) and, as such, no environmental review is required;
2. Accept the bid dated December 22, 2021 submitted by Triangle Sports Inc. to furnish trophies, medals and awards and authorize the interim City Manager to enter into a contract with Triangle Sports Inc. in an amount not exceed \$39,303 per year or the grand total amount of \$117,909 over a three year period; and
3. Authorize the City Manager to extend the contract for up to two additional one-year terms in the annual amount of \$39,303, at the sole discretion of the City Manager, for a maximum total contract length of five years and grand total contract amount not to exceed \$196,515, if all options are exercised.

BACKGROUND:

The Parks, Recreation and Community Services Department (PRCS) offers a wide range of recreational programming and community services events. Recreation programs and activities include but are not limited to: youth sports leagues (basketball, flag football, volleyball, and soccer), cheer and boxing. Community Services cultural events include the Black History parade and festival and the Latino Heritage parade and festival. To recognize participants in our programming, PRCS purchases a variety of trophies, medals and awards.

Over the past three years, the Department has utilized multiple vendors and spent an average of \$24,997 per year.

On December 9, 2021, a Notice Inviting Bids for trophies, medals and awards was published in the *Pasadena Journal* and *Pasadena Weekly* and posted on Planet Bids. This bid opportunity was distributed to 429 vendors. One local trophies, medals and awards vendor was registered in Planet Bids. The one other local vendor was not registered on Planet Bids and elected not to participate in the competitive bidding process.

Following advertising, two bids were received on December 22, 2021 and the results are listed below.

Bidder	Total Amount*
1. Triangle Sports Inc., La Puente, CA	\$35,729.92
2. Pasadena Promos, Pasadena CA (non-responsive)	\$26,871.87

**Actual contract award includes an annual 10% contingency amount.*

Triangle Sports Inc. was the only responsive and responsible bidder. Staff recommends the City Council award this vendor a contract in an amount not to exceed \$117,909 or three years, whichever occurs first, with the option for two additional one-year terms in the annual amount of \$39,303 each for a total amount not to exceed \$196,515. Pasadena Promos' bid was deemed non-responsive since the vendor did not bid on all items listed in the RFP (i.e. provide specialized trophies). Further, the samples they provided did not meet the requested specifications.

COUNCIL POLICY CONSIDERATION:

Approval of this contract award supports the City Council's strategic planning goals to maintain fiscal responsibility and stability and support and promote the quality of life and local economy.


ENVIRONMENTAL ANALYSIS:

The California Environmental Quality Act applies to "projects." If an action is not a "project", CEQA does not apply. (State CEQA Guidelines Section 15060(c) (3).) A "project" is an action which have the potential for resulting in either a direct physical change or a reasonably foreseeable indirect physical change in the environment. The action proposed herein is the purchase of supplies, which is specifically excluded from the definition of a "project" as set forth in State CEQA Guidelines Section 15378(b) (2).

FISCAL IMPACT:

Funding for this action exists within the budgeted appropriations in the Parks, Recreation and Community Services Department Operating Budget. It is anticipated that the cost of this contract, up to \$117,909, will be spent over the next three years. Any contract renewals, in the annual amount of \$39,303, will be spent in subsequent fiscal years totaling an amount not to exceed \$196,515.

Respectfully submitted,


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