

# Agenda Report

December 4, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Fire Department

**SUBJECT: AUTHORIZATION TO ENTER INTO A FIVE-YEAR CONTRACT WITH L N CURTIS & SONS TO PROVIDE PERSONAL PROTECTIVE EQUIPMENT (PPE) CLEANING, INSPECTION AND REPAIR SERVICES FOR AN AMOUNT NOT TO EXCEED \$380,000**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the recommended actions are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061(b)(3), the "Common Sense" exemption that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to enter into a contract as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code (P.M.C.), with L N Curtis & Sons for Personal Protective Equipment (PPE) Cleaning, Inspection and Repair Services in an amount not to exceed \$380,000 for five years. Competitive Bidding is not required pursuant to City Charter Section 1002 (F) contracts for professional or unique services.

## **BACKGROUND:**

Maintaining personal protective equipment (PPE) is imperative for protecting firefighters from serious injuries while on the job. Cleaning PPE properly reduces employee exposure to the harmful substances that contaminate the PPE during fire incidents. The reduced exposure helps in lowering the risk to developing cancer and other diseases caused by chemical exposure.

On September 29, 2014, the Governor signed AB 2146: Occupational safety: fire fighters personal protective equipment. As instructed by the Bill, the Department of Industrial Relations convened advisory committee meetings to evaluate if California's safety orders pertaining to fire fighters' personal protective clothing and equipment need

to be updated. Board staff convened advisory committee meetings to compare California’s existing safety orders to the National Fire Protection Association (NFPA) standards. The advisory committee concluded that the existing safety orders for fire fighters’ PPE are largely outdated and need to be updated, and that amending the existing safety orders would provide a greater degree of personal protection. Additionally, the 2020 revision of *NFPA 1851: Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* included updates for proper cleaning and maintenance of PPE, limiting exposure to fireground contaminants, disinfection of microbial contamination, and other specialized considerations, such as handling of asbestos contaminated PPE and bulk chemicals. The revised standard implemented tools to better determine efficacy of the processes, technologies and formulations used for addressing exposures.

With NFPA 1851 (2020) now in place for a little more than three years, the Pasadena Fire Department (PFD) has been actively working to implement these requirements into our PPE program. Historically, the Fire Department has opened annual purchase order contracts averaging approximately \$30,000 for this service with various vendors. However, in order to fully comply with the revised NFPA 1851 (2020) standard, the Department would like to initiate a multi-year contract to cover services ranging from \$70,000 to \$90,000 annually.

A Request for Proposal (RFP) was issued on June 29, 2023. The RFP was advertised on the City’s procurement website through the Purchasing Department. Notification of the RFP was sent to 217 vendors, with eleven (11) vendors downloading the RFP document. The due date was July 26, 2023 and the Department received two proposals. An evaluation panel was assembled consisting of two independent evaluators from the Fire Operations Bureau. Proposals received in response to the RFP were scored based on the criteria shown in Table 1:

**Table 1: RFP Scoring Criteria**

<b>Scoring Criteria</b>	<b>Maximum Points</b>
Proposed Solution	40 points
Experience	30 points
Cost Proposal	20 points
Local Pasadena Business receive a 5 point preference	5 points
Small / Micro-Businesses Preference entitlement	5 points

Table 2 summarizes the average scores of the proposal by the two evaluators:

**Table 2: Proposal Evaluations**

<b>Proposer</b>	<b>Average Total Points (Out of 100)</b>
L N Curtis & Sons, Walnut Creek, CA	70
Advanced PPE Company, Camarillo, CA	60

Staff recommends to proceed with L N Curtis & Sons as the selected vendor based on the vendor proposal, experiences, and pricing. The scope of work includes PPE cleaning, inspecting, and repairs for personnel structural turnouts, as well as detailed documentation of the care and maintenance. Services will be in full compliance with all applicable manufacturing, Occupational Safety and Health Administration (OSHA) and NFPA regulations, standards, and recommendations.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract furthers the City Council's strategic planning goals to ensure public safety.

**ENVIRONMENTAL ANALYSIS:**

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061(b)(3), the "Common Sense" exemption that CEQA only applies to projects that may have an effect on the environment. The action proposed herein, services for PPE cleaning, inspection and repairs will not have a potentially significant environmental effect.

**FISCAL IMPACT:**

The total cost of this action will be \$380,000 for the five-year term of the contract. Funding will be addressed by the utilization of existing and future budgeted appropriations in the Fire Department's General Fund operating budget account for Emergency Medical Services (10131011-811400-91017 and 10131011-811400). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

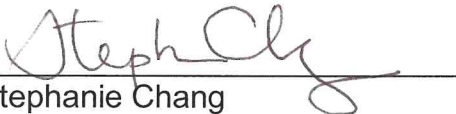
Respectfully submitted,



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