

# Agenda Report

December 4, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Parks Recreation and Community Services Department

**SUBJECT: PURCHASE ORDER CONTRACT AWARD TO JCL TRAFFIC SERVICES FOR BARRICADE RENTAL FOR AN AMOUNT NOT TO EXCEED \$98,369**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the recommended action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15304 Minor Alterations to Land (Class 4) and 15323 Normal Operations of Facilities for Public Gatherings (Class 23) and that there are no features that distinguish the project from others in the exempt classes and, therefore, there are no unusual circumstances; and
2. Accept the bid dated October 2, 2023 submitted by JCL Traffic Services in response to specifications for parade barricade rentals and authorize the City Manager to enter into a purchase order with JCL Traffic Services for an amount not to exceed \$59,021 (which includes a \$5,366 contingency) over a three-year period with the option of two additional one-year extensions in the annual amount of \$19,674 per year (which includes a \$1,789 contingency) subject to the approval of the City Manager, for a maximum contract length of five years and a total contract amount of \$98,369.

## **BACKGROUND:**

The Parks, Recreation and Community Services Department (PRCS) annually rents wood barricades for the Rose Parade. Barricades are used to manage pedestrian traffic and crowd control near the VIP grandstands along Orange Grove Boulevard and the post-parade float viewing area at Pasadena High School and Victory Park.

On September 11, 2023, a Notice Inviting Bids was published in *The Pasadena Journal* and *Pasadena Independent* and posted on OpenGov. A total of 2,546 vendors received the notice, and nine downloaded the formal bid specifications. On October 2, 2023, one vendor submitted a bid. The lone vendor is not located in Pasadena.

The bid result is as follows:

<u>Bidder</u>	<u>Location</u>	<u>Annual Amount</u>
JCL Traffic Services	Montebello, CA	\$17,885

As the responsive and responsible bidder, PRCS recommends awarding this purchase order contract to JCL Traffic Services for a three-year period in an amount not to exceed \$59,021 (\$17,885 per year plus \$5,366 contingency) with two, one-year optional renewals at \$19,974 each for a possible five-year grand total of \$98,369. The City has previously conducted business with JCL Traffic Services from 2016 - 2023 and issued purchase orders totaling \$353,639 for barricade rentals.

**COUNCIL POLICY CONSIDERATION:**

This action is consistent with the City Council's priorities to ensure public safety and maintain fiscal responsibility and stability.

**ENVIRONMENTAL ANALYSIS:**

The proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15304 Minor Alterations to Land (Class 4) and 15323 Normal Operations of Facilities for Public Gatherings (Class 23). Class 4 exempts from environmental review minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry or agricultural purposes. Specifically included in this categorical exemption is "minor temporary use of land having negligible or no permanent effects on the environment, including carnivals." The rental of barricades for use for the Tournament of Roses New Year's Day parade would be a temporary use that does not involve the removal of trees. Therefore, the proposed action is categorically exempt pursuant to Class 4.

Class 23 exempts from environmental review the normal operations of existing facilities for public gatherings. The subject barricades would be used for the annual Tournament of Roses New Year's Day parade, which has been held in Pasadena for more than 100 years and normally includes the use of such barricades. There are no features that distinguish the project from others in the exempt classes and, therefore, there are no unusual circumstances.

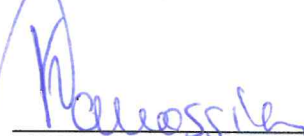
**FISCAL IMPACT:**

The maximum cost of this action will be \$98,369 if all options are exercised. Funding for barricade rentals for New Year's activities are budgeted in the New Year's Day Fund.

The purchase order contract amounts are as follows:

	Year 1 to 3	Year 4 Optional 1st Extension	Year 5 Optional 2nd Extension	Total
Base Bid	\$59,021	\$19,674	\$19,674	\$98,369

Respectfully submitted,




KOKO PANOSSIAN  
Director of Parks, Recreation &  
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Approved by:

  
MIGUEL MARQUEZ  
City Manager

Attachments:

Attachment A: Taxpayer Protection Amendment (TPA)