

**CITY OF PASADENA
DEPARTMENT OF FINANCE, PURCHASING DIVISION**

DEPARTMENT: Public Health	DATE: 8/16/2020
DIVISION: Social and Mental Health	

Review Considerations

Award is based on the lowest responsive and responsible bidder

Award based on an Informal Selection

DHM grant funded

Does the Quote Include Tax? YES NO
 Is the Shipping/Freight Included? YES NO
 Did all vendors provide the required services, supplies or materials? YES NO
 Does the selected bidder/proposer have a Pasadena Business License? YES NO
 Is there any Federal Funding? If so, Attach the Estimate; the Price Analysis; and the Cost Analysis.

Please Initial (acknowledge) the following statement:

[Signature] understand and am in compliance with the City's Conflict of Interest and Disclosure policies (See Human Resources Personnel Manual).

Brief description of product or service being purchased:

Vehicle to transport GEM and TAY unhouseed Participants

VENDOR'S NAME AND PHONE #	CONTACT	Local 5% Preference	AMOUNT	QUOTE EVALUATED BY
ACME Auto Leasing	Rosa Hill (203) 234-6850		\$1,880.00 per month	isabel Olmedo
Bliss Holding Group, Inc.	Isaac Bliss Tanihaha (213) 257-6594		\$2,540.00 per month	isabel Olmedo

EVALUATION GUIDELINES FOR APPLYING AN ETHICAL STANDARD: Staff is strongly advised to comply with all ethics standards administered by the Human Resources Department. Staff is generally advised to eliminate any known bias from their evaluation process. Additionally, staff is advised that the City's purchasing processes are all public processes and therefore, they should make known any impact a contract award can have on them personally or professionally. Furthermore, examples of instances where staff is advised to recuse themselves from being an evaluator include but are not limited to: Staff was a previous manager of a contract with any of the vendors in contention; Staff has a current or previous personal or professional relationship with any of the Vendors in contention; Staff will be evaluating alongside a subordinate or a supervisor; Staff have already received a presentation related to the current proposal from any of the vendors in contention; Staff has the potential of receiving a direct or indirect benefit based on the award or non-award of the contract.

QUOTES PREPARED BY:

Isabel Olmedo

SUPERVISOR/MANAGER REVIEWED BY

Angelica Palmeros