

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

<b>DEPARTMENT:</b> Public Works	<b>DATE:</b> 4/26/2022
<b>DIVISION:</b> Engineer	

**Review Considerations**

X \_\_\_ Award is based on the lowest responsive and responsible bidder

\_\_\_ Award based on an Informal Selection

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:**

X \_\_\_ I 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:**

Renting office trailers to relocate Fire Station 31 crews for an 8 month duration

VENDOR'S NAME AND PHONE #	CONTACT	Local 5% Preference	AMOUNT	QUOTE EVALUATED BY
Willscot Ama Bontemps II Ama.Bontemps@willscot.com			\$208,627	Tiffany Chen
Mobile Modular Lou Escanuelas Lou.Escanuelas@mobilemodular.com			currently no trailers available with amenities requested	
Pac-Van (United Rentals) Harold ValdeRuten Jr. hvalderut@ur.com			do not carry the sizes requested	
Vesta Modular Chris Parker cparker@VestaModular.com			do not carry trailers with requested amenities	

**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:** \_\_\_\_\_ **SUPERVISOR/MANAGER REVIEWED BY:** \_\_\_\_\_

Tiffany Chen Hayden Melbourn