

Agenda Report

July 31, 2023

TO: Honorable Mayor and City Council

FROM: Police Department

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH SUPPLYMATES NOT-TO-EXCEED \$366,388

RECOMMENDATION:

It is recommended that the City Council:

1. Find the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have the potential for causing a significant an effect on the environment; and
2. a) Accept the bid dated June 29, 2023, submitted by Supplymates in response to the specifications for office supplies for the Police Department, b) authorize the issuance of a purchase order contract with Supplymates in an amount not to exceed \$183,194 for a period of two years, c) and authorize the City Manager to extend the agreement for up to two additional one-year periods in the annual amount of \$91,597 for a total over four years of \$366,388 without further City Council approval consistent with the terms of the specifications.

BACKGROUND:

The Pasadena Police Department Patrol Division is responsible for ordering materials and office supplies to manage day-to-day operations for every division and section of the police department.

On June 8, 2023, a Notice Inviting Bids for Office Supplies was published in the City's eProcurement system which resulted in seven prospective bidders.

The bid notification specified that the winning bidder must provide a cost for a list of materials and supplies most commonly used by the police department. The quantities contained in the bid documents are an approximation only and are for the sole purpose

of comparing bids. The City may, in accordance with the specifications, order more equipment and/or materials as necessary at the City's sole discretion, and payment will be made for the amount of material and supplies actually provided as determined by the City and accepted at the unit price indicated in the bid. Materials and supplies furnished shall be new, complete, ready-for-use and of the latest model, shall not have been used in a demonstration or other services and have all the usual equipment as shown by the manufacturer's current specifications and catalogs unless otherwise specified.

Three vendors submitted complete bids, two vendors did not bid, and two vendors did not bid on all listed items.

<u>Bidder</u>	<u>Location</u>	<u>Amount</u>
Supplymates	Pasadena, CA	\$ 91,597.30
Ink Systems	Washington, DC	\$ 102,599.86
Rosie's Supply Corps	Auburn Hills, MI	\$ 107,796.88

It is recommended that Supplymates be awarded a purchase order contract, as they are the lowest, responsive and responsible bidder.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council's Strategic Plan Goals to ensure public safety and maintain fiscal responsibility and stability.

ENVIRONMENTAL ANALYSIS:

The proposed action is the purchase of material and office supplies for the police department. The proposed contract has been determined to be exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3), the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.

Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Such is the case with the proposed purchase order contract authorization of materials and office supplies. No physical changes to the environment will result from the proposed purchase order contract authorization.

Supplymates Office Supplies Purchase Order Contract

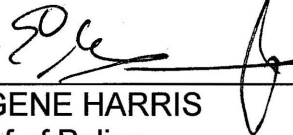
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FISCAL IMPACT:

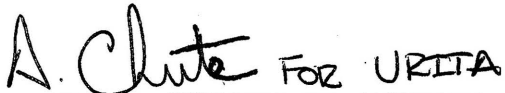
The total cost of this action is an amount not-to-exceed \$366.388 for a two-year term and two optional one-year extensions. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Pasadena Police Department's materials and supplies account 10133005-810100.

Respectfully submitted,



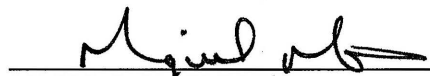
EUGENE HARRIS
Chief of Police
Pasadena Police Department

Prepared by:



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Approved by:



MIGUEL MARQUEZ
City Manager