

Agenda Report

October 2, 2023

TO: Honorable Mayor and City Council

FROM: Housing Department

SUBJECT: AUTHORIZATION TO INCREASE PURCHASE ORDER NO. 1240955, WITH END HOMELESSNESS CALIFORNIA DBA SHOWER OF HOPE BY \$15,184 FOR A REVISED TOTAL NOT-TO-EXCEED AMOUNT OF \$31,804

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 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" provision that CEQA only applies to projects that may have an effect on the environment;
- 2) Authorize the City Manager to increase Purchase Order No. 1240955 with End Homelessness California dba The Shower of Hope with State of California Homeless Housing, Assistance, and Prevention Round 3 ("HHAP-3") funding in the amount of \$15,184 for a revised total not-to-exceed amount of \$31,804 and to extend the term through December 30, 2023;
- 3) Authorize the City Manager to approve an additional increase to Purchase Order 1240955 such that, subject to available funding, the total purchase order may be increased by \$15,184 for a total not-to-exceed amount of \$46,988 and extend the term through June 30, 2024; and
- 4) To the extent the contract amendment could be considered a separate procurement subject to the Competitive Bidding and Competitive Selection process, grant an exemption from the Competitive Section process pursuant to Pasadena Municipal Code (PMC) 4.08.049(B), contracts for which the City's best interests are served; it is exempt from competitive bidding pursuant to City Charter Section 1002(F) based on contracts for labor, materials, supplies or services available from only one vendor.

BACKGROUND:

Shortly after COVID-19 was declared a pandemic in March 2020, the Department procured a mobile shower operator, End Homelessness California dba The Shower of Hope to ensure access to low-barrier basic hygiene services. The showers have operated every Monday morning on the property of All Saints Church with federal Emergency Solutions Grant CARES (ESG-CV) funding since April 2022. These federal grant funds recently expired on September 30, 2023. As such, the Department recommends authorizing the addition of \$15,184 of State of California Homeless Housing, Assistance, and Prevention Round 3 ("HHAP-3") funds to Purchase Order No. 1240955 for a revised total not-to-exceed amount of \$31,804 and extending the term through December 30, 2023 to maintain shower services once a week at All Saints Church. While the new not-to-exceed total is less than \$75,000, the City has funded Shower of Hope since April 2022 across three separate purchase orders totaling \$125,512. Subject to the availability of additional HHAP-3 funds, staff recommends a second increase of \$15,184 of HHAP funds to Purchase Order No. 1240955 for a total not-to-exceed amount of \$46,988 and extending the term through June 30, 2024.

The provision of showers is a critical ongoing preventative measure to reduce the transmission of infectious diseases, including those beyond COVID-19, and is necessary to maintain the health and hygiene of this particularly vulnerable population. This purchase order was granted exemption from competitive bidding for services available from only one vendor as well as exemption from competitive selection for contracts in which the City's best interests are served. The Shower of Hope is the only vendor in the Southern California region that offers full-service mobile shower services, which includes the round-trip cost of transporting the mobile shower trailers, management and coordination of staff and volunteers, provision of towels and hygiene supplies, and operating the showers for 4 to 5-hour time slots, which is highly cost effective.

It is in the City's best interests to ensure continuity of services with this vendor who has built a relationship with the church where the services are provided and who has built a rapport with Pasadena's unhoused residents over the past three years.

ENVIRONMENTAL ANALYSIS:

The actions proposed herein are exempt from the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15061 (b)(3), the "common sense" provision of CEQA which applies to projects which may 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. The approval of an amendment to an existing contract to add funding and extend the term will not have a significant effect on the environment and, hence, is not subject to CEQA.

COUNCIL POLICY CONSIDERATION:

Approval of the recommended action will ensure the Department is able to maintain the availability of shower services for people experiencing homelessness. This action is consistent with the City Council's goal to support and promote the quality of life and local economy. The proposed actions are in accordance with the Pasadena Continuum of Care system, General Plan Housing Element, Five-Year Consolidated Plan, and Five-Year Public Housing Authority Plan.

FISCAL IMPACT:

The recommended action will have no direct fiscal impact. The funds recommended to be used to increase the subject Purchase Order are included in the Department's Fiscal Year 2024 Operating Budget.

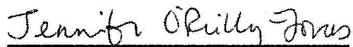
Respectfully submitted,



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Approved by:



MIGUEL MÁRQUEZ
City Manager