

Agenda Report

September 18, 2023

TO: Honorable Mayor and City Council

FROM: Police Department

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER WITH V & V MANUFACTURING, INC. NOT-TO-EXCEED \$255,156

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 "Common Sense" exemption 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 August 22, 2023, submitted by V & V Manufacturing, Inc. in response to the specifications for Police Badges for the Police Department, b) authorize the issuance of a purchase order with V & V Manufacturing, Inc. in an amount not to exceed \$127,578 for a period of a two years, and c) authorize the City Manager to extend the agreement for up to two additional one-year periods in the annual amount of \$63,789 for a total over four years of \$255,156 without further City Council approval consistent with the terms of the specifications.

BACKGROUND:

The Pasadena Police Department Patrol Division is responsible for ordering and managing police badges for the department's sworn and non-sworn officers and civilian employees. These badges are issued for promotions, new employees, and replacements.

On August 2, 2023, a Notice Inviting Bids for Police Badges was published on the eProcurement system which resulted in two prospective bidders.

The bid notification specified that the winning bidder must provide a cost for a list of police badges (chest, flat and hat) most 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 badges as necessary at the City's sole discretion, and payment will be made for the amount of orders provided as determined by the City and accepted at the unit price indicated in the bid. The badges will be new, repaired and/or refurbished, ready-for-use, and of the department's standards listed in the specifications.

Two vendors submitted complete bids, and two vendors did not bid.

<u>Bidder</u>	<u>Location</u>	<u>Amount</u>
V & V Manufacturing, Inc.	City of Industry, CA	\$ 53,789.00
Lawmen's & Shooters', Inc.	Titusville, FL	\$ 55,012.00

The Department is also requesting a \$10,000 contingency per year for each of the two-year PO contract and for each of the one-year optional extended years. The total amount of \$255,156 includes the contingency in the not-to-exceed amount.

It is recommended that V & V Manufacturing, Inc. 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 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 "Common Sense" exemption 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.

FISCAL IMPACT:

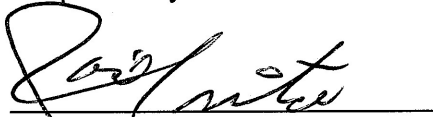
The total cost of this action is an amount not-to-exceed \$255,156 for a two-year term and two optional one-year extensions. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Pasadena Police Department's Police Uniforms account 10133005-810300.

Respectfully submitted,



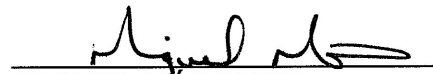
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