

Agenda Report

September 18, 2023

TO: Honorable Mayor and City Council

FROM: Office of the City Manager – Career Services Division

**SUBJECT: REJECTION OF BIDS FOR VANS PURCHASE FOR Foothill
WORKFORCE DEVELOPMENT BOARD**

RECOMMENDATION:

It is recommended that the City Council:

1. Find the project (Vans Purchase for Foothill Workforce Development Board) is statutorily exempt from the California Environmental Quality Act (“CEQA”) in accordance with CEQA Guidelines Sections 15061(b)(4) and 15270 (projects which are disapproved); and
2. Reject all bids received on April 12, 2023, in response to the Notice Inviting Bids for Vans Purchase for Foothill Workforce Development Board.

BACKGROUND:

Twenty-three years ago, the City of Pasadena Career Services Division (Foothill Workforce Development Board / FWDB) of the City Manager’s Office introduced an innovative approach to mobilize job training services via a Mobile Training Unit (MTU). The MTU is FWDB’s inventive strategy to bring Workforce Innovation and Opportunity Act (WIOA) services to where they are needed most, i.e. company layoffs, closures, mass hiring events, and locations easily accessible to communities with higher unemployment rates, can benefit from job training services and those with fewer transportation resources.

The MTU is a converted 37-foot recreational vehicle with twelve computer workstations, printers, copiers, and internet connectivity. Earlier this year, the FWDB received approval from the State of California Employment Development Department to purchase two transit vans to convert into new mini-MTUs. The idea was conceived with the COVID-19 epidemic at the heart of its purpose.

The new vans will allow for greater mobility in deploying to neighborhoods in need and a safer environment to operate. The current MTU is a closed space of operation where individuals would need to enter and sit inside the vehicle to access services. The current MTU cannot provide COVID-19's at least six feet away from others' distance recommendations. The mini-MTUs will provide pop-up job training services in an outside environment. The mini-MTUs will carry all necessary equipment for pop-up services and a mobile office for staff. Finally, the mini-MTUs will provide the flexibility to deliver service to multiple areas simultaneously.

On March 23, 2023, a Notice Inviting Bids was posted on the City's website OpenGov and published in the *Pasadena Journal* and the *Pasadena Press*. The posting generated notices to 2,106 vendors and was downloaded by nine vendors, of which none were local.

Two responses were received by the bid closing date of April 12, 2023. The lowest bid was disqualified as the proposal did not meet the minimum bid specifications. The second bid exceeded the project budget by 75%. As such, staff has concluded it is in the City's best interest for City Council to reject the bids received as required by Pasadena Municipal Code. Staff will subsequently refine the project specifications for the scope of work and readvertise the project to obtain more competitive bids while continuing to reach out to local vendors.

COUNCIL POLICY CONSIDERATION:

This proposed action is consistent with the City Council Strategic Planning Goals to maintain fiscal responsibility and stability.

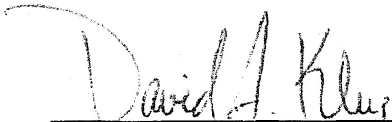
ENVIRONMENTAL ANALYSIS:

The project (Vans Purchase for Foothill Workforce Development Board) is exempt from the California Environmental Quality Act ("CEQA") in accordance with CEQA Guidelines Section 15061(b)(4) (rejection or disapproval of project) and 15270 (projects which are disapproved). CEQA does not apply when a project is rejected or disapproved by the lead agency, as is the case here.

FISCAL IMPACT:


There is no fiscal impact as a result of this action.

Respectfully submitted:



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Economic Development Director

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DIANNE RUSSELL-CARTER
Executive Director
Foothill Workforce Development Board

Approved by:



MIGUEL MÁRQUEZ
City Manager