



# Agenda Report

March 11, 2024

**TO:** Honorable Mayor and City Council

**FROM:** Parks, Recreation and Community Services Department

**SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT FOR \$145,000 WITH COLLEGIATE PROMOTIONS INC. FOR STAFF AND YOUTH PROGRAMMING UNIFORMS FOR THE PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 150606(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required; and
2. Authorize the City Manager to enter into a contract, as a result of competitive bidding, as specified by Section 4.08.045 of the Pasadena Municipal Code, for staff and youth programming uniforms with Collegiate Promotions Inc. in an amount not-to-exceed \$29,000 per year for a three-year contract with two one-year extension options subject to the approval of the City Manager. If all options are exercised, the total contract value is \$145,000.

## **BACKGROUND:**

The Parks, Recreation and Community Services Department (PRCS) provides recreational and educational opportunities to the community. The department needs uniforms for after school program staff, fitness instructors, sports coaches, seasonal staff, special event staff and volunteers, and general office staff; as well as youth programming such as tiny tots, cheer, and summer day camps.

Various uniform needs were identified in the project including staff polos and t-shirts, jackets, beanies and hats, as well as shirts for Youth Ambassadors, R.O.S.E. Interns, Boxing Camp, Parks After Dark, Recreation Aides and Teen Center participants. A large volume of youth t-shirts are ordered annually for summer day camp participants so they can be easily identified while on field trips.

On January 25, 2024, a notice inviting bids was published on OpenGov and posted on the City of Pasadena website. Notices were sent electronically to 2,801 vendors. A total of 57 vendors downloaded the project, including six local vendors. Sixteen bids were submitted, four were local vendors. Bids were due on February 14, 2024, as follows:

<u>Bidder</u>	<u>Total Amount</u>
1. Collegiate Promotions Inc., Fall River, MA	\$32,976.61
2. Mellow Meadow, Ladera Ranch, CA	\$40,613.51
3. Uniform Accessories Warehouse, Chatsworth, CA	\$41,380.90
4. Digital Dash Creative LLC, Bridgeport, CT	\$42,663.07
5. Crown Promotions Group Inc., Pasadena, CA	\$44,939.87
6. Jonah's Enterprises Inc., Brooklyn, NY	\$45,211.25
7. Bordova Innovations Inc., Linden, NJ	\$45,653.04
8. Sailand USA Inc., SunriseWear.com, South El Monte, CA	\$48,436.13
9. Pacific Ameritrade Company LLC, Glendale, CA	\$49,611.29
10. Modella Uniforms LLC, Pasadena, CA	\$54,212.68
11. Ink Head Prints, Paramount, CA	\$60,473.50
12. Pistonbones Printing Inc., Corona, CA	\$63,725.45
13. Brands4Promotions.com, Ontario, Canada	\$66,871.58
14. S Claz Productions, Pasadena, CA	\$74,931.41
15. Hardway Enterprise, Pasadena, CA	\$75,540.40
16. Impression Prints, Memphis, TN	\$105,833.54

PRCS recommends awarding a contract to Collegiate Promotions Inc., in the amount not-to-exceed \$29,000 per year. The initial term is three years, with two optional one-year extensions at the discretion of the City Manager. This company is recommended for award of the proposed contract based upon being the lowest responsive and responsible bidder.

**COUNCIL POLICY CONSIDERATION:**

The proposed action is consistent with the City Council's strategic planning goal to maintain fiscal responsibility and stability.

**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization to enter into a contract for staff and youth programming uniforms is a continuing administrative and maintenance activity (i.e., purchasing of supplies). This action would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment; therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since this action is not a project subject to CEQA, no environmental document is required.

**FISCAL IMPACT:**

The total cost of this action will be \$87,000 for three years with two, one-year options for a total of \$145,000. Funding will be addressed by the utilization of existing budgeted appropriations in the Parks, Recreation and Community Services Department budget accounts.

Respectfully submitted,



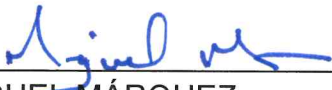
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