

# Agenda Report

**To:** CITY COUNCIL                      **DATE:** August 9, 1999

**FROM:** CITY MANAGER

**SUBJECT:** Purchase of a Mobile Shelving Storage Unit for the Pasadena Police Department Property Room

## RECOMMENDATION

It is recommended that the City Council: i) accept the bid dated July 15, 1999, submitted by McMurray Stern, Inc., in response to specifications for the purchase of a Mobile Shelving Storage Unit for the Pasadena Police Department Property Room, ii) reject all other bids and iii) authorize the Purchasing Administrator to issue a purchase order contract to McMurray Stern, Inc., in an amount not to exceed \$98,356.00.

## BACKGROUND

Due to an overflow of materials maintained in the Pasadena Police Department's property room, the Department needs to increase its current storage capacity. The property room, a secured facility located at police headquarters, houses four types of property: 1) **found property** that is not connected with a criminal matter; 2) **safekeeping property** held for protective reasons; 3) **recovered property** which is suspected stolen or obtained pursuant to a search warrant; and 4) **evidence** which are materials seized as a result of an arrest and all other physical evidence used in the prosecution of a criminal matter. When evidence or property comes into the possession of the Pasadena Police Department it is placed in the property room and a public trust is created. In November of 1997, the City of Pasadena entered into an agreement with Evidence Control Systems to audit the property room. The audit report strongly recommended that mobile shelving be installed in the property room to save space, ease retrieval and enhance employee safety. The Department has since undertaken a year-long effort to inventory and purge the property room of outdated and unclaimed property. The installation of a mobile shelving storage unit will increase the capacity of the existing property room by over sixty percent. The shelving system will also enable the property room staff to more efficiently and effectively track and retrieve items stored in the property room.

On June 17, 1999, a Notice Inviting Bids was published in *The Pasadena Journal*. In addition, specifications were sent to seven businesses on the Purchasing Division's vendor list and posted on the City's web page. Three responses were received and opened in the City Clerk's office on July 15, 1999.

The bid results are as follows:

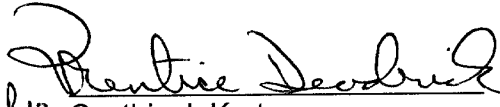
|                                  |              |
|----------------------------------|--------------|
| McMurry Stern, Inc.              | \$ 98,356.00 |
| Document Control Solutions, Inc. | \$114,571.44 |
| Specialized Business Systems     | \$120,250.00 |

The bid that was submitted by McMurry Stern, Inc. was the lowest and is responsive to the requirements of the specifications. Based on this, it is recommended that the City Council authorize the issuance of a purchase order contract to McMurry Stern, Inc.


FISCAL IMPACT

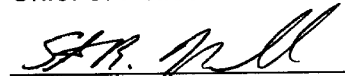
Funds in the amount of \$98,356.00 are available for use in account # 8114-201-403140.

Respectfully submitted,


  
for Cynthia J. Kurtz  
City Manager

Approved by:

  
Bernard Melekian  
Chief of Police

  
Steven B. Mermell  
Purchasing Administrator

Prepared by:

  
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