



CITY OF MILPITAS AGENDA REPORT (AR)

Item Title:	Authorize the Interim City Manager to Issue Blanket Purchase Orders to Summit Uniforms and LC Action Policy Supply for Police and Fire Departments' Uniforms and Equipment and related Services
Category:	Consent Calendar-Public Safety
Meeting Date:	1/21/2020
Staff Contact:	Chris Schroeder, Purchasing Agent, 408-586-3161
Recommendations:	<ol style="list-style-type: none"> 1. Authorize the Interim City Manager to issue blanket purchase orders for Police and Fire uniforms and equipment and related services to Summit Uniforms, in substantially the same form as the draft purchase order, in an amount not to exceed \$30,000 per year, and to LC Action Police Supply, in substantially the same form as the draft purchase order, in an amount not to exceed \$50,000 per year. 2. Authorize the Purchasing Agent to exercise the options to renew the term of the blanket purchase orders for two additional one-year periods, subject to annual appropriations, if the service remains acceptable to the City.

Background:

The City of Milpitas provides service uniforms and related equipment for sworn Milpitas Police Department and Milpitas Fire Department personnel consistent with applicable Memoranda of Understanding. Uniforms and related equipment are also provided to some non-sworn employee work groups within the police and fire departments such as Community Service Officers, Fire Prevention Officers, Police Explorers, Fire Volunteers, and Citizen Volunteers. In addition to uniforms, equipment such as holsters, belts, batons, handcuffs, flashlights, and ballistic vests are purchased and issued to officers.

Municipal Code Section I-2-3.08 Cooperative Procurement states that: The Purchasing Agent may purchase supplies and general services without complying with the quotation or bidding requirements of this Chapter, if such purchases are based on an agreement or cooperative purchasing program entered into by any public agency, regardless of whether the City is a named party to the agreement or an actual participant in such a program, provided that: (a) The underlying purchase was made using competitive negotiation or bidding procedures at least as restrictive as the City's, and may include a nationally bid cooperative contract; and (b) The public agency is a "public agency" as defined in Government Code section 6500. Working cooperatively, the City of Sunnyvale (lead agency) and the City of Milpitas issued IFB F20-25 for "Uniforms, Equipment, and Alterations for the City of Sunnyvale Department of Public Safety and the City of Milpitas Police and Fire Departments". This is the second time the two cities have cooperatively bid uniforms, equipment and alteration services.

Analysis:

The City of Sunnyvale, as the lead agency for the cooperative procurement with the City of Milpitas, solicited for Police and Fire uniforms and related equipment and services. Prior to release of the solicitation, the City of Sunnyvale consolidated information and coordinated the bidding process. Sunnyvale bid specifications were prepared by Sunnyvale Public Safety and Purchasing staff, and Milpitas bid specifications were prepared by Milpitas Police, Fire, and Purchasing staff.

The Invitation for Bids was posted on Sunnyvale's Onvia DemandStar public procurement network and directly provided to known safety uniform suppliers in the area. The bid was for a maximum three-year contract. Twenty-five suppliers were notified, five downloaded the bid and two bidders submitted responses. One responsive bid was from Summit Uniform and one from LC Action Police Supply. Both firms bid on the equipment items, although only Summit Uniforms bid on the uniforms and tailoring services. LC Action Police Supply was the low bidder on most equipment items and is recommended as the low bidder based on it having the greatest number of low bid items. Therefore, staff recommends issuing blanket purchase orders to (1) Summit Uniforms for uniform purchases and tailoring services with an annual amount not to exceed \$30,000 and (2) LC Action Police Supply for equipment, based on pricing and availability of bid items, with an annual amount not to exceed \$50,000.

The City of Milpitas spends approximately \$26,000 per year on uniforms and tailoring service with Summit Uniforms and approximately \$46,000 per year on Police and Fire equipment with LC Action Police Supply. Therefore, staff recommends that the Interim City Manager be authorized to issue annual blanket purchase orders to Summit Uniforms with a not to exceed amount of \$30,000 and to LC Action Police Supply with a not to exceed amount of \$50,000 with two additional one (1) year renewal options.

As part of the Administration's ongoing effort to streamline processes, staff recommends that the Interim City Manager be authorized to issue two blanket purchase orders. A blanket purchase order includes contractual terms and conditions as well as fixed pricing allowing departments to purchase as many items off the blanket purchase order as needed up to the annual not-to-exceed amount.

Policy Alternative:

Alternative: Do not authorize the Interim City Manager to issue blanket purchase orders to Summit Uniforms or L.C. Action Police Supply.

Pros: None.

Cons: The City would not have a contract vehicle with fixed pricing in place for various for public safety uniforms and equipment and related services.

Reason not recommended: The City would be at risk of violating the Police and Fire MOUs requiring the provision of uniforms to Police and Fire personnel and would need to seek out an alternative procurement process for these uniforms.

Fiscal Impact:

Budgeted funds are available in both Police and Fire operating budgets.

California Environmental Quality Act:

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment

Recommendations:

- (1) Authorize the Interim City Manager to issue blanket purchase orders for Police and Fire uniforms and equipment and related services, in substantially the same form as the draft purchase order, to Summit Uniforms in an amount not to exceed \$30,000 per year, and to LC Action Police Supply in an amount not to exceed \$50,000 per year.
- (2) Authorize the Purchasing Agent to exercise the options to renew the term of the blanket purchase orders for two additional one-year periods, subject to annual appropriations, if the service remains acceptable to the City.

Attachments:

1. Draft Blanket Purchase Order for Summit Uniforms
2. Draft Blanket Purchase Order for LC Action Police Supply