



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Authorize the Issuance of Two Blanket Purchase Orders for Department of Public Safety Uniforms and Equipment (F20-025)

REPORT IN BRIEF

Approval is requested to authorize the issuance of two (2) three-year blanket purchase orders with Summit Uniforms of San Jose and LC Action Police Supply of San Jose. Summit Uniforms will be the primary supplier of uniforms, and is recommended to have an initial contract amount not-to-exceed \$600,000 (\$200,000 annually), and LC Action Police Supply will be the primary supplier of equipment, and is recommended to have an initial contract amount not-to-exceed \$300,000 (\$100,000 annually). Authorization is also requested for the City Manager to amend and renew the purchase orders for two additional one-year periods, subject to available budget, if pricing and service remain acceptable to the City.

EXISTING POLICY

Pursuant to Section 2.08.040 of the Sunnyvale Municipal Code (SMC), City Council approval is required for contracts for the procurement of goods and/or services exceeding \$100,000 in any one transaction.

ENVIRONMENTAL REVIEW

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.

BACKGROUND AND DISCUSSION

The Department of Public Safety (DPS) provides uniforms and related equipment for Public Safety Officers pursuant to the City's Memorandum of Understanding (MOU) with the Public Safety Officers Association and in compliance with the Department of Public Safety General Orders Manual. Uniforms are also provided to some non-sworn employees working in support functions such as Animal Control, Crime Prevention, Property and Evidence, and Records, and to staff in the Division of Fire & Environmental Services and Community Services Officers. In addition to uniforms, equipment such as holsters, belts, batons, handcuffs, and ballistic vests are purchased.

The City of Sunnyvale, as the lead agency, solicited for these goods and services with the City of Milpitas as a cooperative procurement. The City of Sunnyvale consolidated information and coordinated the bidding process. Bid specifications were prepared by Sunnyvale Public Safety and Purchasing staff and Milpitas Police, Fire, and Purchasing staff.

The Invitation for Bids (IFB) was posted on the City's Onvia DemandStar public procurement network and directly provided to known safety uniform suppliers in the area. Two responsive bids were received, from Summit Uniform and LC Action Police Supply. As summarized in the Bid Summary (Attachment 1 of the report), 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 a purchase order to Summit Uniforms for uniform and tailoring services and to LC Action Police Supply for equipment, based on pricing and availability of bid items. The City of Milpitas will award separate contracts to one or both bidders.

FISCAL IMPACT

Budgeted funds are available in the Public Safety Administrative Services program, and in special projects for recruitment, selection and training of Public Safety officers.

Funding Source
General Fund

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

RECOMMENDATION

Take the following actions:

- Authorize the issuance of a blanket purchase order to Summit Uniforms, in substantially the same form as Attachment 2 to the report, in an amount not-to-exceed \$600,000,
- Authorize the issuance of a blanket purchase order to LC Action Police Supply, in substantially the same form as Attachment 3 to the report, in an amount not-to-exceed \$300,000, and
- Authorize the City Manager to amend and renew the purchase orders for two additional one-year periods, not-to-exceed budgeted amounts, if pricing and service remain acceptable to the City.

Prepared by: Gregory S. Card, Purchasing Officer
Reviewed by: Timothy J. Kirby, Director of Finance
Reviewed by: Ngo Phan, Director of Public Safety
Reviewed by: Teri Silva, Assistant City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

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