



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
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Consent
 November 6, 2007

Honorable Mayor and
 Members of the City Council

Title: Contract Amendment: Personal Protective Equipment Cleaning, Inspection, Maintenance and Repair (Requires two-third vote)

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** 1) ratifying past payments to Scott's PPE Recon, Inc. for cleaning, inspection, maintenance and repair services of personal protective equipment issued to Fire Department personnel in excess of the original contract amount; 2) suspending competitive bidding; and 3) authorizing the City Manager to execute Amendment No. 1 to Contract No. 2003-400 to increase the total contract not-to-exceed amount to \$180,000 through June 30, 2009.

Contact: Lloyd Ogan, Deputy Chief, (916) 808-1603

Presenters: Not applicable

Department: Fire

Division: Operations

Organization No: 2532

Description/Analysis

Issue: The Fire Department entered into a contract with Scott's PPE Recon, Inc., on May 1, 2003 (City Manager Agreement No. 2003-400), to provide cleaning, inspection, maintenance and repair services of personal protective equipment issued to Fire Department personnel. The agreement is a one-year agreement with five (5) one-year options to renew. The original not-to-exceed amount was set for \$65,000, which has been exhausted. Further, the use of these services with Scott's PPE Recon, Inc. has exceeded City Manager spending authority. To remain compliant with National Fire Protection Association standards, the total contract not-to-exceed amount needs to be increased to \$180,000 through June 30, 2009.

The Fire Department is requesting the suspension of competitive bidding because the original contract was a sole source contract. Scott's PPE Recon, Inc. is the only vendor in Northern California certified to provide cleaning, inspection, maintenance and repair services of personal protective equipment. Continuation of service with this vendor is in the best interests of the City, and

will ensure uninterrupted quality service in the cleaning, inspection, maintenance and repair process of personal protective equipment.

Policy Considerations: The recommendations in this report are consistent with Sacramento City Code, Section 3.56.530(c), which allows for the suspension of competitive bidding by two-thirds vote if it is in the best interests of the City.

Environmental Considerations: This recommendation is not subject to the California Environmental Quality Act (CEQA) because it does not constitute a "project" as defined in section 15378 of the CEQA Guidelines, and it otherwise exempt pursuant to Section 15061(b)(3) (no significant effect of the environment) of the CEQA Guidelines.

Commission/Committee Action: None.

Rationale for Recommendation: Scott's PPE Recon, Inc. provides cleaning, inspection, maintenance and repair services of personal protective equipment issued to Fire Department personnel. As firefighters perform their normal duties, such as extinguishing fires and administering medical aid, their personal protective equipment is exposed to biological agents and hazardous materials which can be carcinogenic in nature or which could physically compromise the equipment. It is necessary to have personal protective equipment inspected and cleaned on a regular basis to maintain the integrity and the life of the equipment, and to remain compliant with National Fire Protection Association Standards (NFPA 1851).

This spending increase is necessary due to increases in Firefighter Full Time Equivalent (FTE) positions, lower firefighter vacancy rates, and the issuance of two sets of personal protective equipment for each Firefighter. The original contract did not anticipate the issuance of two sets of personal protective equipment per employee nor did it anticipate the steady increase in Departmental staffing levels since the contract's inception.

Suspension of competitive bidding for the remainder of this contract is in the City's best interest because the original contract was a sole source contract, Scott's PPE Recon, Inc. is the only vendor in Northern California certified to clean, inspect, maintain, and repair personal protective equipment, and the continuation of service with this vendor will ensure uninterrupted quality service.

Financial Considerations: The primary financial considerations of the cleaning, inspection, maintenance, and repair services of personal protective equipment agreement is to remain compliant with National Fire Protection Association Standards (NFPA 1851), and to maintain the integrity and the life of the equipment.

Since the inception of the contract with Scott's PPE Recon, Inc., there have been steady increases in Departmental staffing. In addition, personnel are issued two sets of personal protective equipment. Due to these changes, the original contract not-to-

exceed amount of \$65,000 has been exhausted. The last payment made to Scott's PPE Recon was in mid-September, however, there remains an outstanding balance of \$3,428, and additional monies are accumulating because Scott's PPE Recon, Inc. continues to provide the City service.

Staff is recommending that the current contract with Scott's PPE Recon, Inc. be increased from \$65,000 to a not-to-exceed amount of \$180,000 for the remainder of the contract which is set to end on June 30, 2009. This program is funded out of the department's Fire Suppression operating budget. The department has the necessary budgetary resources to amend this contract.

Emerging Small Business Development (ESBD): Not applicable.

Respectfully Submitted by: *Lloyd Ogan*
Lloyd Ogan, Deputy Chief

Approved by: *Forrest Adams*
Forrest Adams, Fire Chief

Recommendation Approved:

Ray Kerridge
Ray Kerridge
City Manager

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Attachment 1**Background**

The Fire Department has a continuing need for cleaning, inspection, maintenance, and repair of personal protective equipment. As firefighters perform their normal duties such as extinguishing fires and administering medical aid, their personal protective equipment is exposed to biological agents, and to hazardous materials, which can be carcinogenic in nature or could physically compromise the equipment.

To maintain the integrity and life of the equipment, and to remain compliant with standards set forth by the National Fire Protection Association, it is necessary to have personal protective equipment cleaned, inspected, maintained and repaired on a regular schedule.

The present contractor who provides these services is Scott's PPE Recon, Inc. located in nearby Lodi, CA. Scott's PPE Recon, Inc., is the only certified vendor located in Northern California with the ability to clean, inspect, maintain and repair personal protective equipment. Other certified vendors exist; however, they are located in Southern California. To utilize such a vendor would require expensive shipping charges and lengthy turn around times for service. As outlined in the current contract, Scott's PPE Recon, Inc., is to provide regularly scheduled (weekly) pick-up and delivery of personal protective equipment in need of required service with a turn around time of seven (7) days. If repairs should require more than seven (7) days, the vendor will notify the Sacramento Fire Department. Since Scott's PPE Recon Inc., is located in nearby Lodi, CA, shipment and delivery costs are eliminated as Scott's PPE Recon, Inc. is currently contracted to pick-up and deliver personal protective equipment in need of required services.

Staff recommends increasing Scott's PPE Recon, Inc.'s current contract from \$65,000 to a not-to-exceed amount of \$180,000 for the remainder of the contract with the contract set to end June 30, 2009. This increase in funding will allow personnel to continue to have personal protective equipment inspected and cleaned on a regular basis to maintain the integrity and the life of the equipment, and to remain compliant with National Fire Protection Association Standards (NFPA 1851).

Suspension of competitive bidding would be in the best interest of the City. This contract was last put to bid in 2003. Staff recommends suspension of because the original contract with Scott's PPE Recon was a sole source contract, past payments need to be ratified, and no other certified vendor exists in Northern California.

When the contract was initiated with Scott's PPE Recon, Inc. in 2003, the Fire Department had two recruit academies with an average of 15 graduates each, and one lateral academy with 9 graduates. As of last year, 2006, the Fire Department held two recruit academies with an average of 32 graduates. In addition, all personnel are issued two sets of personal protective equipment, whereas in the past, personnel only received one set.

RESOLUTION NO.

Adopted by the Sacramento City Council

AUTHORIZATION TO INCREASE SPENDING FOR CLEANING, INSPECTION, MAINTENANCE, AND REPAIR OF PERSONAL PROTECTION EQUIPMENT

BACKGROUND

- A. The Fire Department has a continuing need for cleaning, inspection, maintenance, and repair of personal protection equipment. The present contractor who provides these services is Scott's PPE Recon, Inc., which is located in Lodi, CA. A contract between Scott's PPE Recon, Inc and the City was entered into on May 1, 2003 (contract number is 2003-400).
- B. The contract between Scott's PPE Recon, Inc. and the City provided for a base period of one year with the option to extend for 5 additional one-year terms, up to a total contract term of six years (including the base period and all extensions). The original not-to-exceed amount was \$65,000.
- C. Increases in Firefighter Full Time Equivalent (FTE) positions, lower firefighter vacancy rates, and the issuance of two sets of personal protective equipment for each firefighter, coupled with requirements to remain compliant with standards set forth by the National Fire Protection Association, have unexpectedly increased the need for cleaning, maintenance, inspection and repair services of personal protection equipment for Fiscal Year 2007/08.
- D. It is in the City's best interests to suspend competitive bidding to allow an amendment to the contract with Scott's PPE Recon, Inc., to increase the total contract not-to-exceed amount to \$180,000 because (1) the contract was a sole source contract, and Scott's PPE Recon, Inc., is the only certified vendor in Northern California, (2) this increase in funding will allow personnel to continue to have personal protective equipment inspected and cleaned on a regular basis to maintain the integrity and the life of the equipment, and to remain compliant with National Fire Protection Association Standards (NFPA 1851), and (3) all other terms and conditions of the original contract remain unaltered.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. All past payments made to Scott's PPE Recon, Inc., for cleaning, maintenance, inspection and repair services of personal protection equipment rendered pursuant to Cit Manager Agreement No. 2003-400, but in excess of the original contract amount, are ratified.
- Section 2. In the best interests of the City, formal competitive bidding is hereby

PPE Cleaning, Inspection, Maintenance, and Repair
suspended.

November 6, 2007

Section 3. The City Manager is hereby authorized to sign an amendment to Contract No. 2003-400 to increase the total contract not to exceed amount to \$180,000 through June 30, 2009.

City of Sacramento

AMENDMENT No. 1 to CONTRACT City Manager Agreement No. 2003-400.

This is an amendment to the contract for Personal protective equipment cleaning, inspection, maintenance and repair dated May 1, 2003, by and between the City of Sacramento, a municipal corporation ("City") and Scott's PPE Recon, Inc. ("Contractor"). Contract is amended as follows:

1. In consideration of the additional and/or revised services the maximum not-to-exceed amount is increased by \$115,000 and said maximum not-to-exceed amount is amended as follows:

Original not-to-exceed amount	\$65,000
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New not-to-exceed contract amount	\$180,000
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2. Contractor agrees that the amount of increase in the not-to-exceed amount specified in section 1, above, shall constitute full compensation for the additional and/or revised services based on the unit price.
3. Contractor warrants and represent that the person or persons executing this Amendment on behalf of Contractor has or have been duly authorized by Contractor to sign and bind Contractor to the terms hereof.
4. Except as specifically revised herein, all terms and conditions of the Contract shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Contract, as modified by this Amendment.
5. The original contract term was for a period one year from the date of issuance of the original purchase order(May 1, 2003), with the option of up to five additional one-year extensions.

City of Sacramento

Approved By: Scott's PPE Recon, Inc.

Ray Kerridge
City Manager


Contractor Name and Title

Approved as to Form:


Lan Wang, Senior Deputy City Attorney

Approval Recommended By:

Forrest Adams
Fire Chief

City Clerk