

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 08/28/06		Item Number: <u>C-4</u>	
AGENDA ITEM: Award of a Purchasing Contract with Quake Kare, Inc. for Employee Emergency Backpacks in the Amount of \$28,530.31.			
Contact Person/Dept.: Chris Sellers, Fire Department		Phone Number: 310-253-5910	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Master Notification List (08/23/06); Quake Kare, Inc.; Rimpau Enterprises, Inc.; Memco; American Red Cross; Page Medical; LifeSecure			
Department Approval: Jeff Eastman (08/16/06)		City Manager Approval: Martin Cole for Jerry Fulwood 8/22/06	
City Controller Approval: Marlee Chang 8/21/06			
<u>RECOMMENDATION:</u> Staff recommends the City Council authorize a purchasing contract with Quake Kare, Inc. to furnish and deliver Employee Emergency Backpacks in support of the City's emergency preparedness program. <u>BACKGROUND:</u> The State of California's Government Code Section 3100 mandates the designation of municipal government employees as Disaster Services Workers, to serve the City and the community as needed in the event of an emergency or disaster, whether natural or manmade. The City's Administrative Policy No. I-08 further specifies the parameters of this employee designation. The City recognizes the need to enhance its emergency preparedness program by providing the most effective response to the community, and its commitment to all City employees engaged on its behalf should an incident occur. The FY06-07 Adopted Budget reflects an enhancement in the amount of \$50,000, administered through the Fire Department, to procure supplies for the specific needs of this program. The City's Emergency Preparedness Committee, comprised of representatives from all City Departments, established emergency backpack supply requirements for all full-time City employees to be sustained onsite for 3 days following a disaster. <u>DISCUSSION:</u>			

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Culver City Bid #1337 was issued on June 29, 2006, and was closed on July 20, 2006. The specifications for 745 individual backpacks and their contents was itemized, and prices requested for each pack, to include imprinting with City of Culver City identification, the City seal, and sequential numbering. Information on the shelf life of perishable contents was also required. The bid package further required that each Bidder indicate the period of time prices would remain fixed for additional City purchases as well as for individual employee purchases of backpack contents.

Staff received and reviewed six (6) proposals for this project:

Quake Kare, Inc.	\$ 18,530.31
LifeSecure	\$ 33,617.55
American Red Cross	\$ 35,351.25
Memco	\$ 40,155.50
Rimpau Enterprises, Inc.	\$ 43,742.00
Page Medical	\$ 60,161.47

All proposals were complete and responsive to the bid requirements. Considering the standardized nature of the backpack specifications, contents and bid requirements, Quake Kare, Inc. of Moorpark, California, appeared to provide the most affordable, most responsible and responsive bid.

However, the Emergency Preparedness Committee needed further clarification of the significant discrepancies between bids. Staff requested that the three lowest bidders submit replicas of the backpack and contents so that materials could be viewed, handled and assessed in a "blind" comparison. After performing this analysis, the majority of the Committee members agreed that the Quake Kare, Inc. bid remained the most viable. The Committee recommended upgrades to a few of the backpack items, including the work gloves, the whistle, and the flashlight. Additional costs for these items as submitted on the Quake Kare, Inc. pricing sheet would still maintain Quake Kare, Inc. as the lowest bidder.

FISCAL ANALYSIS:

Funding has been allocated in the FY06-07 Adopted Budget in Account Number 42000878 (Capital Project Number T1044) for Emergency Preparedness in the amount of \$50,000, which is sufficient to cover the cost of the employee emergency backpacks.

Staff recommends and requests that a supplemental value of \$10,000 be added to the Quake Kare, Inc. purchasing contract to accommodate the option for upgrades

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to some of the identified items, making the Purchase Order value equal to \$28,530.31.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Authorize a purchasing contract with Quake Kare, Inc. not to exceed the amount of \$28,530.31 to furnish and deliver Employee Emergency Backpacks.

AND

2. Authorize the Purchasing Officer to open a Purchase Order in the amount of \$28,530.31 for emergency preparedness purchases from Quake Kare, Inc.