

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: SCOTT WESTROPE, FIRE CHIEF, FIRE DEPARTMENT
SUBJECT: AMENDMENT TO BLANKET PURCHASE ORDER NUMBER
165561 WITH EMERGENCY EQUIPMENT MANAGEMENT, INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Fire and Finance Departments that the Council, by resolution, approve an Amendment to Blanket Purchase Order Number 165561 with Emergency Equipment Management, Inc., Petaluma, California, for Class B uniforms, to extend for a one-year period with a 5% increase in unit price, and increase compensation by \$30,000 for a total cumulative not to exceed amount of \$104,000.

EXECUTIVE SUMMARY

The City of Santa Rosa Fire Department has a need for Class B uniforms for Fire personnel. The Class B uniform is made from fire-resistant, synthetic fabric, which retains its structural strength after heat and fire exposure. It provides a level of protection without exacerbating the metabolic heat stress of the firefighter. The Class B uniform is a symbol of professionalism and is also worn during public functions.

BACKGROUND

On October 18, 2021, Request for Quotes (RFQ) 21-52 was solicited by the Buyer to establish a one-year Blanket Purchase Order (BPO), with four one-year renewal options for the purchase of Class B uniforms for the City of Santa Rosa Fire Department.

On November 8, 2021, the Purchasing Agent approved BPO 165561 to the lowest responsive bidder, Emergency Equipment Management, Inc., for a not to exceed amount of \$49,000.

On January 17, 2023, the City Manager approved a six-month extension with no increase in unit cost and an increase in compensation in the amount of \$25,000. At that time, Emergency Equipment Management, Inc. was not able to extend for one year with no cost increase due to anticipated manufacturer cost increases.

PRIOR CITY COUNCIL REVIEW

Not applicable

ANALYSIS

On May 15, 2023, Emergency Equipment Management, Inc. submitted a one-year extension proposal with a 5% rate increase. This is the first cost increase of the PO. Emergency Equipment Management, Inc. justified the cost increase based on an increase of 5% by the manufacturer of the goods. The new unit pricing will be held for the one-year term.

Under the City's Contract/Purchase Order Modification Policy III-9, the Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this purchase are included in the FY 2023-24 adopted budget within the Fire Operations budget under Charge Key 060200-5332 as a regular operating expenditure and will be included in subsequent years' budget requests when presented to the City Council. There is no direct fiscal impact to the General Fund.

ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under sections 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution

PRESENTER

Anthony Westergaard, Division Chief
Brandalyn Tramel, Purchasing Agent