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# CITY OF POMONA COUNCIL REPORT

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May 7, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Mike Olivieri, Chief of Police

Subject: **Approve Keystone Uniforms as a Sole Source Vendor for the Remainder of Fiscal Year 2017-18, to Supply Uniforms, Equipment and Services for the Police Department's Sworn and Professional Staff in an Amount Not to Exceed \$55,000**

## OVERVIEW

**Recommendations** - That the City Council approve Keystone Uniforms as a sole source vendor to supply uniforms, equipment and services for the Police Department's sworn and professional staff.

**Fiscal Impact** – There is no additional fiscal impact with this action. Remaining annual expenditures shall be funded in accordance with the Police Department's adopted and proposed budget for the Uniform Related Expense line item as follows:

- 1) In an amount not to exceed \$55,000 for FY 2017-18

**Previous Related Action** – The City Council approved Keystone Uniforms as a sole source vendor for uniforms and supplies for Police Department staff on June 6, 2016.

**Authority** – Pomona City Code 2-970(1)(c), *Formal Bid Procedure*, under the *Exceptions* clause, states that "an award of purchase may be made without competitive bidding after conducting a good faith review of all available alternatives and sources which result in a finding that there is only one practical source available for the required supplies, services or equipment and that there is no other practical option or alternative available (sole source).

## EXECUTIVE SUMMARY

Action on this item will approve Keystone Uniforms as a sole source vendor for the remainder of Fiscal Year 2017-18 to supply uniforms, equipment and services for the Police Department's sworn and professional staff in an amount not to exceed \$55,000.

## DISCUSSION

Currently, the Police Department is authorized to purchase uniforms, equipment and services from Keystone Uniforms in an amount not to exceed \$30,000 for FY 2017-18, based on an informal quote that was awarded July 11, 2017. The Police Department is seeking approval to increase the annual purchase from this vendor by \$25,000 for a total amount not to exceed the FY 2017-18 adopted budget of \$55,000. The Department has filled several vacancies and the uniform requirement will exceed the allowable purchase amount of \$30,000 pursuant to City policy. The Police Department has hired sixteen (16) Officers, one (1) Parking Enforcement Technical Specialist, two (2) Community Service Officers, four (4) Jailers and three (3) Cadets. All of these positions are uniformed positions, thirteen (13) of which also require academy uniforms.

Subsequently, the Police Department anticipates hiring twelve (12) additional officers to cover current vacancies and upcoming retirements in FY 2017-18 and FY 2018-19. The Police Department is requesting to retain Keystone Uniforms as the sole source vendor for the remainder of FY 2017-18 for a total amount not to exceed \$55,000. Police staff will research market options for FY 2018-19.

Keystone is located in Covina, CA, and is only nine (9) miles from the Pomona Police Department, which is an important time saving factor for duty personnel. The next closest uniform vendor is located fourteen (14) miles away and does not stock all the uniforms the Police Department requires. Keystone supplies and stocks 100% of the mandatory uniforms for Pomona Officers, professional staff, SWAT, academy cadets, Jailers and volunteers and provides onsite alterations, heat press, embroidery services and unmatched customer service. This is the only full service vendor in this area that stocks 100% of the uniforms required by the Police Department, exceeding the Department's standards.

Since Keystone is located within nine (9) miles of the Police's main facility, and stocks 100% of the uniforms and equipment required by the Police Department, it is considered the most practical full service source available for the required supplies, services and equipment needed. Therefore, Keystone meets the sole source requirement under the exception clause. The following chart is a good faith review of available alternatives.

Vendor	Address	Review	Distance
Keystone Uniforms	125 N. Citrus Ave. Covina, CA	Stocks 100% of all mandatory uniforms for sworn and professional staff.	9 miles
Pristine Uniforms	11996 Jack Benny Drive Rancho Cucamonga, CA	Does not carry some of the same products. Distance is a factor.	16 miles
Galls Uniforms	1865 Iowa Ave. Riverside, CA	Some items are not stocked and must be ordered. Distance is a factor.	28 miles
LA Police Gear	4440 Ontario Mills Pkwy Ontario, CA.	Does not carry some of the same products. No embroidery or heat press services. Distance is a factor.	14 miles