

**Council Meeting: October 22, 2013****SUBJECT: Award of Contract for the Purchase of Fire Protective Clothing, Equipment and Fire Safety Supplies (F14-28)****BACKGROUND**

Approval is requested for award of a one-year contract, not to exceed budgeted amounts, to L. N. Curtis & Sons of Oakland for fire protective clothing, equipment and safety supplies, and to authorize the City Manager to renew the contract for two additional one-year periods if pricing and service remain acceptable to the City.

**CEQA REVIEW**

N/A

**DISCUSSION**

The Department of Public Safety uses a wide variety of firefighting clothing, equipment, and supplies to support fire safety operations. Examples of these items include, but are not limited to: fire turnouts (protective clothing), helmet shields, gloves, goggles and fire hose. L. N. Curtis & Sons has been the City's provider of these supplies and services since at least 2000 and has provided superior service during that time.

Section 2.08.070(b)(3) of the Sunnyvale Municipal Code exempts from competitive bidding those purchases in which solicitations of bids or proposals would be impractical, unavailing or impossible. In this case, L. N. Curtis is the only known provider of Public Safety's current brand of turnouts on the West Coast, and provides immediate access to both the turnouts and their repair. L. N. Curtis also maintains a large stock of firefighting appliances and equipment in their Oakland warehouse, which means that items can be delivered expeditiously or, if necessary, picked up the same day.

**FISCAL IMPACT**

On average, DPS has spent \$95,000 per year for this equipment over the last six years. Contracts have been awarded under the City Manager's award authority. Annual expenses are expected to increase over the next several years due to the number of new hires and the need to replace turnouts for which replacement had been deferred. Annual expenses are anticipated to be in the range of \$120,000 over the next few years. Budgeted funds are available in Public Safety Operating Programs 472 (Fire Services) and 477 (Public Safety Administrative Services).

Additionally, Central Stores purchases boots and shield hoods from L. N. Curtis under a separate contract (for \$20,000) that DPS personnel access through the inventory process. This blanket purchase order has traditionally been kept separate in order to segregate the purchases issued through the City's inventory management system. This contract will continue to be issued under the City Manager's award authority.

**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 Web site.

**RECOMMENDATION**

It is recommended that Council:

1. Award a one-year contract to L.N. Curtis & Sons, in substantially the same form as the attached draft blanket purchase order, not-to-exceed budgeted amounts, for fire protective clothing, equipment and fire safety supplies.
2. Authorize the City Manager to renew the contract for two additional one-year periods, provided that pricing and service remain acceptable to the City.

Reviewed by:

Grace K. Leung, Director of Finance  
Prepared by: Pete Gonda, Purchasing Officer

Reviewed by:

Frank Grgurina, Director, Public Safety

Approved by:

Gary M. Luebbers  
City Manager

**Attachment**

- A. Draft Blanket Purchase Order



<b>ORDERED FROM</b> 00096 - 001  (800) 443-3556  L N Curtis & Sons Inc 1800 Peralta St Oakland, CA 94607-1603	ORDER DATE	<b>BILL TO:</b>  <b>City of Sunnyvale</b> <b>Finance Department</b> <b>Accounts Payable</b> <b>PO Box 3707</b> <b>Sunnyvale, CA 94088-3707</b>
	EFFECTIVE DATE 11/1/2013	
	EXPIRATION DATE 10/31/2014	
	CONTRACT AMOUNT NTE BUDGETED AMOUNT	
REQUISITIONING DEPARTMENT (8001) DPS/Fire	FOB DEST	FREIGHT CHARGES Destination, freight included in price
	PAYMENT TERMS N/30	BID NO

ITEM	DESCRIPTION	UNIT	UNIT COST
1	Blanket order for the purchase of fire protective clothing, equipment and fire safety supplies as required by the Sunnyvale Department of Public Safety during a one-year period. The City may, at its sole option, renew this order for two additional one-year periods.  Awarded by City Council October 22, 2012, RTC No. _____	DLR	\$1.0000

AUTHORIZED DEPARTMENT(S)		
NO	DEPT NAME	RELEASE AMT
8001	DPS/Fire	\$120,000.00

**DOCUMENT TERMS**

This purchase order is subject to the City of Sunnyvale Standard Terms and Conditions for the Purchase of Goods, dated 10/8/2010, a copy of which is attached and incorporated by reference (Form #TCBPO-G). Invoices must be sent directly to Accounts Payable by mail to the address above or by e-mail to [accountspayable@sunnyvale.ca.gov](mailto:accountspayable@sunnyvale.ca.gov) and must reference the purchase order number. Failure to comply will result in a delay in payment processing.

**BUYER:**

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Dietz, Noel

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