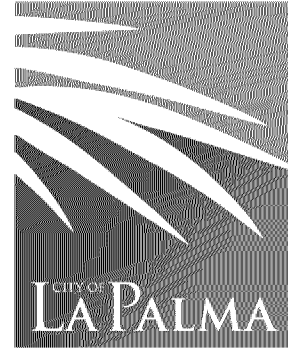


City of La Palma

Agenda Item No. 7



MEETING DATE: July 7, 2020

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBMITTED BY: Ron Wilkerson, Police Captain

AGENDA TITLE: Award of Contract to Marathon Business Solution for the Police Department Evidence Storage Project No.20-BLDG-02

RECOMMENDED ACTION:

It is recommended that the City Council authorize the City Manager to enter into a Professional Services Agreement with Marathon Business Solutions for the Police Department Evidence Storage Project, Project No. 20-BLDG-02, funded through a grant from the California Proposition 69 Committee; specifically, for the supply and installation of a temporary evidence storage locker system and a non-porous metal rolling shelf system for the storage of evidence.

BACKGROUND:

In November 2019, the Police Department applied for a competitive grant to modernize and increase its evidence storage capacity which is currently nearly full. The grant is funded by California Proposition 69 through the Orange County Board of Supervisors' Prop 69 Committee. The Police Department submitted an application with a requested amount of \$80,000 for the purchase of; a walk-in freezer for the evidence room for the purposes of increasing storage capacity of DNA related evidence that must remain frozen; a temporary evidence locker system with refrigeration capability for the temporary storage of DNA related evidence; and a non-porous metal rolling shelf system for the evidence room to maximize the long-term storage capacity and to reduce the risk of contamination of DNA related evidence.

On December 18, 2019, the Police Department received preliminary approval from the Prop 69 Committee for the full \$80,000 and was advised that a final approval would be given after a vote by the Orange County Board of Supervisors. On January 28, 2020, the Orange County Board of Supervisors unanimously voted to approve the grant. Under the terms of the grant, the Police Department would incur the cost of the project up front, and it would later be reimbursed by the County.

SUMMARY:

During the project research, the Police Department learned that the temporary evidence storage lockers and the rolling shelving system can be provided by one vendor, while the walk-in freezer would have to be purchased from another vendor. The research also showed that the estimated cost for the temporary storage lockers and rolling shelving system would exceeded \$50,000, which required a Request for Proposal (RFP) for that component of the project.

The Police Department issued an RFP on May 19, 2020 to solicit proposals from qualified vendors. The RFP closed on June 4, 2020, and only one proposal was received from a qualified vendor, Marathon Business Solutions. The Police Department reviewed the proposal and evaluated it based on the criteria specified in the RFP and determined that the vendor met all of the criteria in the RFP. Reference checks were also conducted with several law enforcement organizations who have used Marathon Business Solutions for similar projects. Marathon Business Solutions came highly recommended for the cost, quality and dependability of the products, and the excellent responsiveness from the company.

Marathon Business Solutions' proposed cost for the supply and installation of the temporary evidence locker system with refrigeration capability and the non-pores metal rolling shelf system are listed in the table below.

Consultant	Cost
Marathon Business Solutions	\$50,235.25

The walk-in freezer will be installed during a different phase of the project, and it will be purchased from a different vendor as mentioned above. The cost of the walk-in freezer is estimated at around \$25,000, and the Police Department will be soliciting quotes from vendors at an appropriate time.

FISCAL IMPACT:

Funds for this project have been awarded through a grant from the California Proposition 69 Committee on a reimbursement basis in the amount of up to \$80,000. The total proposed cost by Marathon Business Solutions will be covered by the grant. The actual budget authority and corresponding off-setting revenue will be adjusted during the annual mid-year budget process.

APPROVED:



Police Chief



Financial Consultant



City Manager

Attachments:

1. Request for Proposal
2. Bid Proposal from Marathon Business Solutions
3. Agreement for Construction Services
4. Grant Approval Document
5. Reimbursement Request Form