



## Legislation Text

---

**File #:** 20-904, **Version:** 1

---

**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** May 27, 2020

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

---

### **SUBJECT**

Authorize the City Manager to purchase personal protective equipment and disinfectants items in response to the COVID-19 pandemic with various suppliers - Not to exceed \$5,000,000 - Financing: U.S. Department of Treasury - Coronavirus Relief Funds

### **BACKGROUND**

This action will authorize the City Manager to purchase personal protective equipment (PPE) and disinfectant items in response to the COVID-19 pandemic. The City has had to purchase unusual amounts of PPE and disinfectant items due to the COVID-19 pandemic. The City's need, along with other entities around the world, has strained the supply chain for PPE and disinfectant items, creating extraordinary market conditions. This global supply chain disruption requires the City's procurement process to be increasingly agile to protect public health and safety. In attempts to project public health and safety needs of the residents of the City, staff has developed data to support bona fide estimated quantities for PPE and disinfectant items for the next three months. Therefore, this agenda item will authorize the City Manager to make efficient purchases of PPE and disinfectants through individual purchase that are both price conscious and time sensitive. Items to be purchased through this action include but are not limited to:

- N95, KN95, surgical, and cloth masks
- Nitrile, latex, and non-latex gloves
- Head and boot covers
- Face shields and goggles
- Disinfecting sprays and wipes

Goods purchased through this authorization will be procured utilizing applicable procurement guidelines pursuant to State law, the City Charter, the City Code, and all applicable City rules, policies, and regulations. The Office of Procurement Services will verify the authenticity of all goods to be purchased and will ensure, to the greatest extent possible, that all goods are purchased at the lowest responsible price.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On May 13, 2020, City Council authorized a one-year master agreement for personal protective equipment in response to COVID-19 with Vira Insight LLC and Karla Alvarado dba Decoraciones Maldonado; and a resolution ratifying the City Manager's emergency purchase of personal protective equipment in response to COVID-19 with Office Depot, Vira Insight LLC, Karla Alvarado dba Decoraciones Maldonado, 3South, LLC, Don Morphy, and Restaurant Equipment Parts Supply by Resolution No. 20-0740.

**FISCAL INFORMATION**

Fund	FY 2020	FY 2021	Future Years
U.S. Department of Treasury - Coronavirus Relief Funds	\$5,000,000.00	\$0.00	\$0.00

**M/WBE INFORMATION**

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$5,000,000.00	Emergency Procurement	N/A	N/A	N/A
• The Business Inclusion and Development Plan does not apply to Emergency Procurements				

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Procurement	• Goods purchased through this authorization will be procured utilizing applicable procurement guidelines pursuant to State law, the City Charter, the City Code, and all applicable City rules, policies, and regulations. The Office of Procurement Services will verify the authenticity of all goods to be purchased and will ensure, to the greatest extent possible, that all goods are purchased at the lowest responsible price.
-------------	--