



# CITY COUNCIL AGENDA REPORT

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MEETING DATE: JULY 15, 2014

ITEM NUMBER:

**SUBJECT:** APPROVE THE PURCHASE REQUEST FOR THE REPLACEMENT AND INSTALLATION OF OUTDOOR DUTY LOCKERS PURSUANT TO THE TERMS OF THE PROFESSIONAL SERVICE AGREEMENT WITH OLPIN

**DATE:** JULY 15, 2014

**FROM:** POLICE DEPARTMENT – FIELD OPERATIONS DIVISION

**PRESENTATION BY:** BRYAN GLASS, LIEUTENANT – FIELD OPERATIONS DIVISION

**FOR FURTHER INFORMATION CONTACT:** BRYAN GLASS – 714.754.5603

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## **RECOMMENDATION:**

1. Approve and authorize the CEO to sign the Professional Services Agreement for the Replacement and Installation of Outdoor Duty Lockers with Olpin Group, Inc., 3520 E. Enterprise Drive, Anaheim, CA 92807 in the amount of \$82,761.36, including tax.
2. Approve Budget Adjustment #15-002 for the appropriation of Narcotics Asset Forfeiture Fund undesignated funds in the amount of \$82,761.36 for the purchase of duty lockers.

## **BACKGROUND:**

Over the years, the duty gear and equipment required of a police officer to maintain and carry in the regular course of their duties has greatly increased. An officer assigned to Patrol Services typically deploys to the field with a duty bag, personal protective equipment (PPE) gear bag, crowd control gear, and a patrol rifle during every shift. Inclement weather gear would be included during the winter season.

This duty gear and equipment is assigned to each patrol officer. It is stored in their downstairs locker and/or temporary outside locker which were refurbished and have limited space. At the beginning of each shift the duty gear and equipment must be loaded into a patrol unit and unloaded prior to going home for the day. Additionally, some of the equipment, i.e., radios, flashlights, and L-3 transmitters, utilized by the officers must be recharged daily before the officer's next shift. The majority of this gear is hauled to the locker rooms in the basement of the Police Department facility where there is no option for staff to charge equipment.

## **ANALYSIS:**

The Police Department does not have adequate lockers capable of storing all the duty gear and equipment maintained by patrol officers to perform their regular duties. Additionally, the department does not possess the capability to provide patrol officers a location where they can individually charge the equipment assigned to them. Officers are required to swap out radio batteries and L-3 transmitters at the beginning of their shift, preventing the equipment from properly charging and remaining serviceable throughout the officer's entire shift.

The proposed duty lockers from Olpin will be customized to meet the specifications needed to resolve the issue of adequate storage and challenges of charging equipment. The Olpin proposal is for thirty-seven (37) double tiered lockers, for a total of seventy-four (74) individual lockers, and

a stainless-steel work table for the locker area. This is the quantity which fits into the designated area for the project and provides lockers for personnel assigned to the patrol and traffic.

The lockers will be installed under the Police Department's heliport where they can be easily accessible to officers. The designated location also has electrical junction boxes which can be accessed to run power to the locker banks. Each locker will be equipped with the electrical hardware required to provide power and charging capabilities. Each locker will also include a shelf and combination locking system. The lockers will be assigned to officers, so they can secure their duty gear and equipment, while charging electrical equipment.

On December 20, 2013, staff issued a Request for Proposals, RFP No. 1165, and received three (3) responses. Olpin Group, Inc. was selected as the top vendor, following an evaluation of proposals facilitated by the City and the Purchasing Division.

**ALTERNATIVES CONSIDERED:**

Staff can pursue the option to remodel the locker room within the basement of the Police Department and install larger lockers which meets the storage and charging needs of officers. This option would be cost prohibitive, while interfering with normal operations and still require the gear to be carried from and to the locker room daily.

Staff may also evaluate other offices and/or storage rooms within the department to identify a location that can be remodeled to address storage and charging needs. If an alternate office and/or room was identified, it would also require remodeling and the purchase of new lockers. This option would also be cost prohibitive.

**FISCAL REVIEW:**

The purchase of outside duty lockers was not budgeted for FY 14/15. The attached Budget Adjustment #15-002 in the amount of \$82,761.36 authorizes the appropriation of Narcotic Asset Forfeiture Fund undesignated funds to purchase duty lockers.

The Narcotic Asset Forfeiture Fund has a sufficient fund balance available for allowable purchases, such as outside duty lockers.

**LEGAL REVIEW:**

Legal has reviewed the documents and approved them as to form.

**CONCLUSION:**

Staff recommends the City Council authorize the CEO to sign the purchase agreement and approve the budget adjustment for the proposed outside duty lockers.

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BRYAN GLASS  
Lieutenant

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TOM GAZSI  
Chief of Police

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STEVE DUNIVENT  
Director of Finance

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TOM DUARTE  
City Attorney

DISTRIBUTION: Chief Executive Officer  
Chief of Police  
City Attorney  
Director of Finance  
City Clerk

ATTACHMENTS: 1. [Olpin Group, Inc. response to RFP No. 1165](#)  
2. [Purchase Requisition with Olpin Professional](#)  
3. [Service Agreement with Olpin Budget](#)  
4. [Adjustment #15-002](#)



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**CITY OF COSTA MESA  
DEPARTMENT OF FINANCE  
INTEROFFICE MEMORANDUM**

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**TO: CITY CLERK**

**CC: BRYAN GLASS, LIEUTENANT, STEVE DUNIVENT, FINANCE  
DIRECTOR**

**FROM: KIM WILSON, PURCHASING SUPERVISOR**

**DATE: JULY 15, 2014**

**SUBJECT: REPLACEMENT OF THE PRICE PROPOSAL SHEET IN THE REPLACEMENT AND  
INSTALLATION OF OUTDOOR DUTY LOCKERS IN THE CITY COUNCIL AGENDA REPORT**

A review of Olpin Group's Price Proposal Sheets revealed a discrepancy in the cost to replace and install Outdoor Duty Lockers for the City's Police Department. The discrepancy was related to column headers which were flipped on the two pricing forms. The first pricing sheet was submitted for "flat top" lockers, per the original request in the RFP. However Olpin went a step further and added a column to include prices for both 18 gauge steel lockers, priced at \$67,547.10 and the 16 gauge steel lockers, priced at \$81,492.36 respectively.

The second pricing sheet which was issued as part of an amendment to the RFP requested prices for both the 16 and 18 gauge steel as well as Flat top and Slope top options. On the original price proposal sheet, Olpin listed the 18 gauge steel price first and the 16 gauge prices followed. However, the second pricing sheet listed the 16 gauge steel first and then the 18 gauge. Herein lies the discrepancy.

Olpin clearly transposed their proposal costs on the second pricing sheet, placing the cost in the same order they'd placed them on the first pricing sheet, which in this case did not list the different gauges in the same order. In short, the 16 Gauge Steel prices were listed under the 18 Gauge Steel and vice versa.

A call to Olpin resolved the discrepancy and a price proposal sheet correcting it was sent to replace the original (see attached).

The Council Agenda Report itself would remain as is, because staff preference is for the 16 gauge steel which is a better quality than the 18 gauge. The only change would be to replace page 13 of the Council Report with the corrected price proposal sheet.

**FLAT TOP**

	16 Gauge Steel	18 Gauge Steel
Price for complete project (excluding Sales Tax)	\$ 76,227.00	\$ 63,314.70
Sales Tax (current rate is 8%)	\$ 5,265.36	\$ 4,232.40
Total Price for complete project	\$ 81,492.36	\$ 67,547.10

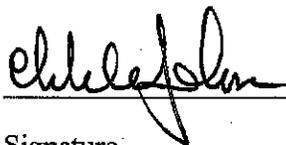
**SLOPE TOP**

	16 Gauge Steel	18 Gauge Steel
Price for complete project (excluding Sales Tax)	\$ 77,402.00	\$ 64,245.00
Sales Tax (current rate is 8%)	\$ 5,359.36	\$ 4,306.80
Total Price for complete project	\$ 82,761.36	\$ 68,551.80

ADD ANY ADDITIONAL COST PROPOSAL SHEETS HERE

*All other provisions of the invitation of this proposal shall remain in their entirety.*

*Vendors hereby acknowledge receipt and understanding of the above Amendment.  
Complete and submit this Amendment with your proposal.*

  
\_\_\_\_\_  
Signature

Date

OLPIN Group.  
\_\_\_\_\_  
Company Name

CFO  
\_\_\_\_\_  
Typed Name and Title

Typed Name and Title

3520 E Enterprise Dr  
\_\_\_\_\_  
Address

Anaheim CA 92807  
\_\_\_\_\_  
Address

**OUTDOOR DUTY LOCKERS**  
**RFP No. 1165 RESULTS**

<b>COMPANY</b>	<b>SCORE</b>	<b>PRICE</b>
Olpin Group	1495	\$ 82,761.36
Engineered Storage	1385	\$ 94,813.63
DLG Contractors	955	\$ 81,780.00

**OUTDOOR DUTY LOCKERS**  
PROPOSAL EVALUATION COMMENTS

	DLG Contractors, Inc.	Engineered Storage Systems, Inc.	Oplin Group
1	<p><b>QUALIFICATIONS:</b> This criteria was not addressed and/or demonstrated in proposal.</p> <p><b>APPROACH:</b> Vendor provided a general response to the RFP. The proposal was vague and did not demonstrate an in-depth understanding of and strong interest in being awarded the project. No mention of request to dispose of old lockers and the specifics of the lockers being requested. Main focus was on turnaround time once lockers were ordered.</p> <p><b>PRICE:</b> Flat Top: 16 gauge - \$78,614, 18 gauge - \$68,724 Slope Top: 16 gauge - \$81,780, 18 gauge - \$71,340 Proposal does not indicate if work table is included</p> <p><b>INNOVATION:</b> Vendor's suggestion was for the City to accept a locker not meeting the specifications outlined in the RFP.</p> <p><b>ADD'L COMMENTS:</b> Vendor's proposal was vague and had general responses to the RFP. The only detailed information provided was the price proposal and turnaround time for lockers.</p>	<p><b>QUALIFICATIONS:</b> 36 years of experience serving LE community in Southern California; customers – Ventura, Riverside, &amp; LA County Sheriff Depts.; provided references</p> <p><b>APPROACH:</b> Vendor specifically addressed scope of services, e.g., removal/disposal of existing lockers, installation, &amp; new locker specifications; providing Tiffin Metal Product lockers; locker diagram and layout provided;</p> <p><b>PRICE:</b> Price: \$68,908 18 to 16 gauge steel: + \$23,702 (\$68,908 or \$89,902) Slope tops: + \$2,205 (\$71,112 or \$94,814) Proposal does not indicate if work table is included</p> <p><b>INNOVATION:</b> Addressed electrical aspect of project and cleanup after installation; providing customer support on care &amp; cleaning guidance after project completed</p> <p><b>ADD'L COMMENTS:</b> Vendor knowledgeable and familiar with the project.</p>	<p><b>QUALIFICATIONS:</b> Over 8 years of experience; private &amp; public agencies; experienced staff; customers – Riverside County Sheriff (facility), military units, USC, VA Med Ctr. Police LB, &amp; various private companies (Experian, Qualcomm, &amp; Herbalife); provided banking information and references as indicated in RFP</p> <p><b>APPROACH:</b> Vendor demonstrated a thorough understanding of the project and provided recommendations, i.e., 18 gauge vs. 16 gauge steel, in the specifications of the lockers; work table included in scope of services</p> <p><b>PRICE:</b> Price: \$67,547 or \$81,492 (flat top) Price: \$68,552 or \$82,761 (slope top) Proposal includes requested work table</p> <p><b>INNOVATION:</b> Providing recommendations to improve project outcome, i.e., recommending 18 gauge steel over 16 gauge steel because of actual exposure of surfaces;</p> <p><b>ADD'L COMMENTS:</b> Vendor knowledgeable and familiar with the project.</p>
2	<p><b>QUALIFICATIONS:</b> Met with Police Department staff.</p> <p><b>APPROACH:</b> Detailed response to RFP</p> <p><b>ADD'L COMMENTS:</b> Listed many other similar installations, but did not have references from law enforcement agencies</p>	<p><b>QUALIFICATIONS:</b> Local vendor, prior experience with law enforcement applications (Los Angeles, Ventura).</p> <p><b>APPROACH:</b> Detailed response to RFP</p>	<p><b>ADD'L COMMENTS:</b> Overall lacked detail in response. Did not demonstrate adequate understanding of project</p>
3	<p><b>QUALIFICATIONS:</b> Proposal is vague and lacks information. Evaluator unable to determine if vendor has the ability or experience necessary to complete the listed project. The vendor provided no references, diagrams, or any other supportive information.</p> <p><b>APPROACH:</b> Due to lack of information provided by the vendor, I can only assume they have an understanding of the scope of the services as is evident in the mirroring of information provided by the city. However, the vendor fails to expound. I also have concerns with the timeliness of the installation. A Project Schedule was not provided and the working relationship with the manufacturer is unclear.</p> <p><b>PRICE:</b> Price is competitive.</p> <p><b>INNOVATION:</b> The vendor suggested utilizing a pre-fabricated locker, which was not to the specification requested, in order to expedite the installation. This suggestion does not improve the project. If anything, it is an unacceptable alternative which requires the City to compromise.</p>	<p><b>QUALIFICATIONS:</b> Proposal is very informative. Vendor provided information on key personnel and a descriptive explanation of their installation methodology. Vendor provided two law enforcement related references for similar projects and has several decades of experience with law enforcement applications. Well prepared proposal.</p> <p><b>APPROACH:</b> Detailed schedule not provided, however, installation methodology appears to be consistent with what is expected with this type of project. 30 day follow up is a nice customer service courtesy. Vendor provided an adequate amount of information to demonstrate an understanding of the scope of services to be provided.</p> <p><b>PRICE:</b> Price is competitive for lockers, which meet the City's provided specifications. Company contracts with Tiffin Metal Products, which has specialized law enforcement line of products.</p> <p><b>INNOVATION:</b> Not addressed □</p>	<p><b>QUALIFICATIONS:</b> Proposal is very informative, covering the company's financial stability and impressive work history. Vendor provided information on all key personnel and described each member's responsibility as it relates to the project. Vendor has substantial experience with the fabrication and installation of lockers in both law enforcement and military applications. Very thorough and well prepared proposal.</p> <p><b>APPROACH:</b> Vendor provided a detailed project schedule. Key personnel were identified with their individual roles during the project for accountability. Vendor clearly understands the scope of services to be provided.</p> <p><b>PRICE:</b> Price is competitive and is slightly lower than other proposals. Vendor also utilizes Tiffin Metal Products.</p> <p><b>INNOVATION:</b> Vendor suggested some deviations from the RFP, however, the suggestions were based on knowledge and experience in the industry and reflected a cost savings for the City. The Vendor's transparency and thoroughness in the preparation of this proposal leaves the evaluator with a sense of confidence that the vendor will provide and install a quality product.</p>
4	<p><b>QUALIFICATIONS:</b> Proposal does not state if they are making the lockers from scratch and/or if they are buying the locker from a manufacturer and then installing the lockers. Nothing provided.</p> <p><b>APPROACH:</b> "In the event this project is awarded to DLG Contractors, Inc. we will provide the City with detailed drawings with plan views and catalog cut sheets and product data describing in detail the proposed products." ---This is the time to provide the Scope of Services....not after we grant the contract.</p> <p><b>PRICE:</b> Seems within the normal range.</p> <p><b>INNOVATION:</b> I saw nothing creative nor innovative</p> <p><b>ADD'L COMMENTS:</b> Proposal seems almost as if the vendor is going to outsource the job if fact it awarded to this vendor. The only thing the vendor seems to be specific with is the cost of the project.</p>	<p><b>QUALIFICATIONS:</b> Reference provided by the vendor and the vendor has experience in this type of work.</p> <p><b>APPROACH:</b> Tiffin metal lockers to be constructed.</p> <p><b>PRICE:</b> Price Proposal will be evaluated on the bases of the Total Estimated Annual Price submitted in Appendix D.</p> <p><b>INNOVATION:</b> Tiffin paperwork says 5 – year warranty yet ESS says 2- year warranty.</p> <p><b>ADD'L COMMENTS:</b> Tiffin Lockers</p>	<p><b>QUALIFICATIONS:</b> They are out of Yorba Linda. Spread sheet and website available</p> <p><b>APPROACH:</b> Vendor points out the smaller gauge steel is the best option and why. They also point out the inside dimensions vs. outside dimensions.</p> <p><b>PRICE:</b> Consistent with other vendors.</p> <p><b>INNOVATION:</b> Use of smaller gauge steel and specifications on table.</p> <p><b>ADD'L COMMENTS:</b> Tiffin Lockers are used which is the same as ESS vendor however Oplin seems to provide a much better visual idea of what they are going to provide.</p>

**OUTDOOR DUTY LOCKERS  
Proposal Scores**

		1	2	3	4	Totals		
<b>25</b>		<b>Qualifications of Entity and Key Personnel</b>					<b>500</b>	
DLG Contractors		0	4	1	0	5	125	
Engineered Storage		4	5	4	3	16	400	
Olpin Group		4	3	5	4	16	400	
<b>10</b>		<b>Approach to Providing the Requested Services</b>					<b>200</b>	
DLG Contractors		2	4	2	1	9	90	
Engineered Storage		4	5	3	3	15	150	
Olpin Group		5	3	5	4	17	170	
<b>50</b>		<b>Price Proposal</b>					<b>1,000</b>	
DLG Contractors		3	4	3	3	13	650	
Engineered Storage		3	4	4	3	14	700	
Olpin Group		4	3	4	3	14	700	
<b>15</b>		<b>Innovative and/or Creative Approaches</b>					<b>300</b>	
DLG Contractors		1	3	1	1	6	90	
Engineered Storage		3	3	0	3	9	135	
Olpin Group		4	3	4	4	15	225	

Proposers	Totals	Rank
DLG Contractors	<b>955.00</b>	3
Engineered Storage	<b>1385.00</b>	2
Olpin Group	<b>1495.00</b>	1

**NOTES:** Of the (3) three proposals submitted for the removal and replacement of Outdoor Duty Lockers for the Police Department, the (4) four member evaluation panel ranked Olpin Group as the best option. Olpin Group received a combined score of 1,495 points, 110 points more than Engineered Storage who received a combined score of 1,385 and 540 points more than DLG Contractors.