

**COUNCIL ACTION FORM**

**SUBJECT: PURCHASE OF EVIDENCE LOCKERS AND WEAPONS STORAGE**

**BACKGROUND:**

As part of the City Hall renovation project, the Police Department has been working to identify and purchase lockers that are specifically designed to manage the short term storage of evidence. Working with the Lead Evidence Technician, we identified lockers manufacture by Spacesaver that met the specific needs of the department. These are pass through lockers which means that evidence is loaded into the locker by the police officer from the front, and then retrieved by the Evidence Technician in a secure room from the back of the locker. While in the locker, the evidence is inaccessible from the front. This is important to the chain of custody requirements in a court-bound case.

Although these types of lockers are manufactured by other companies, the Spacesaver lockers were specifically identified as most closely meeting the needs of the department. The purchase will be a series of 5 lockers, each having different configurations. The layout of the lockers offer flexibility with varying sizes which meet the variety of evidence that is collected. In addition, the overall size will fit well into the space designated within the department. Other items, including the quality of construction, the quality and type of locking mechanisms including redundant security features, has led the department to the conclusion that this equipment is best suited for our needs. Two of the smaller locker spaces will be refrigerated to provide a new and needed function for preserving evidence.

The request also includes the purchase of Spacesaver shelving for the storage of weapons and related equipment. This purchase is separate from the purchase of the evidence lockers but happens to be the same manufacturer. The shelving will not be located in the same area and does not need to be coordinated with the evidence lockers. The timing has brought us to the point where the purchase of the shelving will coincide with the purchase of the evidence lockers. The cost of the shelving could be purchased without additional approvals, but the timing leads us to include this in the locker order and ask for permission for that purchase as well.

**The department intends to fund this purchase through a Department of Justice Edward Byrne Memorial Justice Assistance Grant. This grant will expire on February 28, 2013. With the many delays in the City Hall Renovation project, the purchase of the pass through lockers has been delayed as well. There is an urgency to procure the evidence lockers, include the necessary details in the construction drawings as well as spend the remaining balance of the grant before it expires. For that reason, the department is requesting permission to purchase \$31,039.64 in equipment in the following manner.**

**This equipment is being offered through General Service Administration (GSA) contract pricing. Our Purchasing policy allows the utilization of GSA contract pricing but limits the expenditure to \$25,000. The department is requesting that the dollar limit be waived and allow the purchase of the pass through evidence lockers and weapons storage utilizing GSA contract pricing to expedite the purchase and ensure the delivery prior the expiration of the grant and not delay the design of construction project.** The cost of the pass thru evidence lockers will be \$29,004.74 and the weapons shelving will be \$2,034.90 for a total cost of \$31,039.64.

GSA contracts are established by the Federal government to use and many are made available to political subdivisions. As part of the contracts the vendor agrees to provide the Federal government the **lowest cost available**, this will allow the City to purchase the equipment at a **best possible discount available**. We believe that it is in the best interest of the City to move forward with this purchase based on GSA pricing.

#### **ALTERNATIVES:**

1. Approve the request to waive the Purchasing policy threshold of \$25,000 and utilize GSA contract pricing for the purchase of the pass thru evidence lockers and weapons storage.
2. Direct staff to bid the equipment per the Purchasing policies.

#### **MANAGER'S RECOMMENDED ACTION:**

Because of the urgency to procure the evidence lockers and weapons storage shelving before the federal grant expires, it is the recommendation of the City Manager that the City Council adopt Alternative No.1. This alternative will approve the Police Department's request to waive the applicable purchasing policy threshold of \$25,000 and utilize GSA contract pricing for the purchase of the pass thru evidence lockers and weapons storage shelving.