



# City of Santa Clara

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## Agenda Report

21-793

Agenda Date: 7/13/2021

### REPORT TO STADIUM AUTHORITY BOARD

#### SUBJECT

Action on Agreement with Disaster Response Solutions, Inc. for a Mass Casualty Incident Trailer

#### BOARD PILLAR

Deliver and Enhance High Quality Efficient Services and Infrastructure

#### BACKGROUND

On October 8, 2019, the Stadium Authority Board (Board) approved Ordinance No. 2005 amending Chapter 17.30 of the City Code (Stadium Authority Procurement Policy), which rescinded delegation to the Executive Director to enter into agreements without prior Board approval. As of the effective date of the Ordinance (November 8, 2019), all Stadium Authority agreements for services, supplies, materials, and equipment require the approval of the Stadium Authority Board.

The Santa Clara Fire Department (“SCFD”) provides emergency medical and fire suppression/prevention services within Santa Clara. Levi’s Stadium is one of the primary target hazards located within the jurisdiction. In preparation for potential incidents, SCFD maintains a cache of equipment ready for deployment. As large events are set to resume at Levi’s Stadium soon, SCFD is looking to expand this cache of equipment with a Mass Casualty Incident (MCI) trailer.

The MCI trailer will be an Operational Area asset used to support critical incidents throughout the region, including earthquakes, wildfires, and other disasters. It can be mobilized quickly to provide life-sustaining treatment for approximately 500 patients while awaiting transportation to field treatment centers or hospitals. The trailer will be a valuable asset due to the population and target hazards in the region. As with all Stadium Authority equipment, the Department will track its usage to ensure proper invoicing and accounting.

Stadium Authority staff follows the competitive procurement requirements outlined under Chapter 2.105 of the City of Santa Clara City Code. As the purchase was anticipated to exceed \$100,000, staff conducted a formal bid process.

#### DISCUSSION

Pursuant to City Code Section 2.105.330, a formal Request for Proposal (RFP) was the solicitation method for this procurement, with the award recommendation based on “best value”. The factors considered in the award were firm experience, project approach (for the build), product features, and cost.

In March 2021, a competitive Request for Proposal (RFP) was advertised on the Stadium Authority’s bid notification system for the purchase of an MCI trailer. Two proposals were received from Disaster Response Solutions, Inc., and EMS Innovations. Proposals were independently evaluated by four

representatives from the Fire Department against the criteria set forth in the RFP as follows: experience, project approach, features, and cost.

Disaster Response Solutions, Inc. (DRS) is recommended for award of contract as having submitted the best-value proposal. DRS demonstrated that they have experience configuring MCI trailers that are very similar to the features and complexity of SCFD's requirements. In addition, DRS submitted a very thorough and comprehensive project plan for the build, and their client list includes both private and public sector organizations. References checked with ConocoPhillips and Williams County Emergency Management were very positive.

The agreement with Disaster Response Solutions for purchase of the MCI trailer is for a fixed price of \$99,250 inclusive of all taxes, delivery charges and warranty. Payment is 100% payable upon delivery and City's acceptance of the trailer. The contractual delivery date is six months after execution of the contract.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

### **FISCAL IMPACT**

The FY 2021/22 Stadium Authority CapEx Budget includes \$126,000 for the MCI trailer, which will cover the agreement's not-to-exceed amount of \$99,250 and a contingency amount of \$9,925, if needed.

### **COORDINATION**

This report has been coordinated with the Treasurer's, Stadium Authority Counsel's Office, and Executive Director's Offices.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <mailto:clerk@santaclaraca.gov> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

1. Authorize the Executive Director to negotiate and execute an agreement with Disaster Response Solutions, Inc. for a Mass Casualty Incident trailer for a term of one year for an amount not-to-exceed \$99,250; and
2. Authorize the Executive Director to execute amendments for a not-to-exceed contingency amount of 10% or \$9,925 to cover unexpected costs, such as minor configuration changes, subject to the appropriation of funds.

Reviewed by: Ruben Torres, Fire Chief, Santa Clara Fire Department

Approved by: Deanna J. Santana, Executive Director

**ATTACHMENTS**

1. Draft Agreement with Disaster Response Solutions