



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Dispensing with Competitive Bidding and issuing a Purchase Order Contract for Police Helicopter Parts with Heli-Mart, Inc.

1. Resolution to dispense with competitive bidding and authorize the Deputy Director of Finance to issue a purchase order contract with Heli-Mart Inc. for a term of 3 years in an amount not-to-exceed \$500,000.

COUNCIL ACTION

Item Type: Action Item

Approved for September 10, 2024 **calendar**

EXECUTIVE SUMMARY

In 2020, the City of Glendale awarded Heli-Mart Inc. a 4-year contract following a competitive bid process. Since that time, Heli-Mart has been a reliable resource for the supply of parts for the City's police helicopter fleet. The Police Department is respectfully requesting to continue utilizing this vendor for the supply of aircraft parts and enter a three-year purchase order contract to begin December 1, 2024.

RECOMMENDATION

Approve the Resolution to dispense with competitive bidding and authorize the Deputy Director of Finance to issue a purchase order contract with Heli-Mart Inc., a parts vendor for the police helicopter fleet, for three years in an amount not-to-exceed \$500,000.

ANALYSIS

On November 9, 2020, a Request for Quotation for MD-500 Helicopter Repair Parts for a four year period was issued by the City’s purchasing division. On November 22, 2020, Heli-Mart Inc. submitted a response and was issued a four year contract for the term of December 1, 2020 through November 30, 2024. Throughout the term of the agreement, Heli-Mart Inc., located in Irvine, CA, has proven to be a highly professional, reliable, and local source for parts specific to our model of aircraft.

In order to avoid any disruption in service and to ensure the air support unit continues to have quality, reliable parts available to it, the department is respectfully requesting to continue utilizing Heli-Mart Inc. as a parts vendor and to issue a three-year purchase order contract.

STAKEHOLDERS/OUTREACH

N/A

FISCAL IMPACT

The Heli-Mart Inc. 3-year agreement will cost \$500,000, in which the first-year cost of \$348,000 was approved as part of the FY2024-25 budget. No new appropriation is being requested at this time. The City Council approved funding is outlined below.

Existing Appropriation		
Amount	Account String	Funding Source
\$348,000	GL: 44350-6020-GPD-7004-P0000 PL: N/A	Joint Air Support Fund

The funding for the outer years of the agreement will be included during the annual budget process.

ENVIRONMENTAL REVIEW (CEQA/NEPA)

The action being considered does not constitute a “project” within the meaning of the CEQA pursuant to CEQA Guidelines Section 15378(a) as it has no potential for resulting in either a direct physical change in the environment or a reasonable foreseeable indirect physical change in the environment.

CAMPAIGN DISCLOSURE

See Exhibit A

ALTERNATIVES TO STAFF RECOMMENDATION

Alternative 1: The City Council may deny the request of the Glendale Police Department to continue use of Heli-Mart Inc. as a parts vendor in support of the police helicopter fleet. If the request is denied continuity of parts supply would be lost, likely resulting in disruption to the air support operation.

Alternative 2: The City Council may consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Submitted by:

Manny Cid, Police Chief

Prepared by:

Jeff Albrecht, Police Sergeant

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

Exhibit A – Campaign Disclosure