



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 25-229

**Meeting Date:** 4/1/2025

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**TITLE:**

**AUTHORIZE PURCHASE ORDER WITH LN CURTIS AND SONS FOR SMALL DOLLAR COMMODITY PURCHASES THAT CUMULATIVELY EXCEED \$100,000 FOR PURCHASE OF PERSONAL PROTECTIVE EQUIPMENT AND FIREFIGHTER EQUIPMENT**

**DEPARTMENT:** FIRE & RESCUE

**PRESENTED BY:** JASON PYLE, ASSISTANT FIRE CHIEF AND CATHLEEN SERRANO, PURCHASING MANAGER

**CONTACT INFORMATION:** (714) 754-5155

**RECOMMENDATION:**

Staff recommends the City Council:

Authorize the City Manager to execute a purchase order with LN Curtis and Sons within the department's FY 2024-25 approved operating budget for various small dollar commodity purchases not to exceed \$125,000.

**BACKGROUND:**

The Fire and Rescue Department (CMFR) purchases Personal Protective Equipment (PPE) and Fire Fighting Equipment (FFE) supplies and equipment from a variety of vendors throughout the region who serve as the main suppliers of the tools and equipment specific to the fire service. The Department has utilized LN Curtis and Sons as one of the City's consistent vendors for the acquisition of PPE and FFE for numerous years. The PPE and FFE are specific to services the Fire & Rescue Department provides.

The Department purchases a portion of its PPE and FFE with LN Curtis utilizing the League of Oregon Cities Contract number PS20060 (Attachment 1). The Department's uniforms, turnouts and personal protective equipment are essential to the level of services the Department provides. In addition, these items ensure that firefighter personnel have the proper gear and equipment necessary to execute their duties.

**ANALYSIS:**

Through Section 2-165 of the Costa Mesa Municipal Code, the City retains the option to purchase goods, supplies and services through cooperative agreements to receive competitive pricing. Utilizing cooperative agreements meets the requirements set forth in the City's Purchasing Policy and the requirements set by the State of California and in regard to state, regional, and national cooperative procurement agreements.

While the individual purchases fall below \$100,000 and are purchased from a cooperative agreement (Attachment 1), they can sometimes cumulatively exceed \$100,000 over the span of one year. Individually, these purchases are in compliance with City purchasing policies; however, the cumulative amount for items purchased through the vendor annually requires City Council approval.

This fiscal year, the City opened a new recruitment which led to the hiring of eight new firefighter recruits. With the hiring of each recruit, there is a need for the outfitting and purchase of new turnouts and respective PPE for each probationary firefighter. Consequently, additional purchasing authority is necessary.

LN Curtis and Sons is one of a few vendors in the area that offer the specific items needed to fully outfit the eight firefighter recruits. The decision to select the preferred vendor is based on the simple criteria of the items needed, time frame to receive items, supply and demand, compliance with NFPA safety standards, warranty, and support, to name a few. Given the criteria listed and LN Curtis and Sons' offering all items needed within the desired time, compliance with NFPA safety standards, warranty and support, coupled with the ability to purchase from the cooperative agreement, makes LN Curtis the preferred vendor choice. The increase in the purchase order will allow the Department to meet its needs in providing the essential equipment for the eight new firefighter recruits.

CMFR purchases a significant amount of PPE and FFE utilizing the League of Oregon Cities Cooperative Agreement, Contract number PS20060 (attachment 1) awarded to LN Curtis and Sons.

#### **ALTERNATIVES:**

The City Council could choose to reject the proposed request for a PO with LN Curtis and Sons exceeding \$100,000 to purchase fire turnouts, boots, PPE, and equipment. Consequently, this action would negatively impact the quick turnaround needs for fire uniforms and equipment and disrupt daily operations and services provided by the department.

#### **FISCAL REVIEW:**

Funding is available in the Fire and Rescue Department's Fiscal Year 2024-25 Operating Budget in the General Fund (Fund 101).

#### **LEGAL REVIEW:**

This item is administrative in nature.

#### **CITY COUNCIL GOALS AND PRIORITIES:**

Strengthen the public's safety and improve the quality of life and Recruit and retain high-quality staff.

#### **CONCLUSION:**

Staff recommends the City Council:

Authorize the City Manager to execute a purchase order with LN Curtis and Sons within the department's FY 2024-25 approved operating budget for various small dollar commodity purchases not to exceed \$125,000.