


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	Coordination: City Attorney's Office; City Manager's Budget Office; and Police Department	Dept. Approval: /s/ Rick Bruneau
Council District(s): Citywide			CMO Approval:  5/28/24

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER WITH SIGNATURE SCIENCE, LLC FOR FORENSIC LABORATORY TESTING SERVICES

RECOMMENDATION:

- Adopt a resolution authorizing the City Manager or her designee to:
- Execute a purchase order with Signature Science, LLC (Austin, TX) for forensic laboratory testing services beginning on or about June 18, 2024 and ending on or about June 17, 2025, for a not-to-exceed amount of \$1,200,000;
 - Approve a contingency of \$250,000 for unanticipated testing needs and related services; and
 - Exercise up to six one-year options to extend the term of the purchase order, with the last option ending on or about June 17, 2031, subject to the appropriation of funds.

BASIS FOR RECOMMENDATION:

In May of 2020, the San José Police Department's Sexual Assault Investigations Unit conducted an audit of all the sexual assault kits in its possession to ensure compliance with California Penal Code Section 680.4 and United States Department of Justice requirements. The San José Police Department sought grant opportunities to address the testing backlog of sexual assault kits and subsequently obtained a grant from the United States Bureau of Justice Assistance under the National Sexual Assault Kit Initiative.

In April 2024, a competitive Request for Bids was released by the Finance Department to procure these services. The Request for Bids provisioned for a one-year initial term and an additional six one-year options for the City to extend the term. Two responsive bids were submitted, and no protests were received. None of the bidders applied for the City's local or small business preference. Staff recommends award to Signature Science, LLC as the lowest priced, responsive, and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(1). Approval of this recommendation ensures the City receives these essential services.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

COST AND FUNDING SOURCE:

Fund #	Appn #	Appn. Name	Total Appn.	Amt. for Recommendation	2023-2024 Adopted Operating Budget Pg.	Last Budget Action (Date, Ord. No)
001	222B	National Sexual Assault Kit Initiative	\$1,420,869	\$1,200,000	903	6/23/23, 30933

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance- Purchasing & Risk Management, at Albie.Udom@sanjoseca.gov.