



City Council Staff Report

DATE: September 4, 2013 CONSENT AGENDA
SUBJECT: DISPOSAL AND RECYCLING OF BALLISTIC VESTS AND HELMETS
VIA STATE AUTHORIZED PROGRAM
FROM: David H. Ready, City Manager
BY: Police Department

SUMMARY

The Police Department SWAT team currently holds an inventory of 27 ballistic vests and 22 helmets that have expired and have been replaced with new equipment. The Department wishes to divest itself of the surplus items in a safe and environmentally friendly manner. Due to the nature of the equipment and material, staff recommends utilizing California State Contract 1-10-84-07 for Armor Disposal and Recycling at no cost to the agency and have the items destroyed and the ballistic material recycled for road surfaces by the State's authorized contractor Safariland, LLC.

RECOMMENDATION:


1. Waive the Public Auction requirement in Section 7.07.020 (3) of the Municipal Code for Disposition of Surplus Property and authorize the destruction and recycle of 27 Ballistic Vests and 22 Helmets by SafariLand, LLC pursuant to the terms and conditions of California State Contract 1-10-84-07.
2. Authorize the City Manager to execute all necessary documents.

STAFF ANALYSIS:

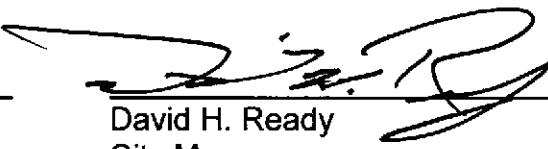
The Police Department SWAT team currently holds an inventory of 27 ballistic vests and 22 helmets that have expired and have been replaced with new equipment. The vests and helmets were originally purchased between 1998 and 2006 at a cost of approximately \$65,000. The Department wishes to divest itself of the surplus items in a safe and environmentally friendly manner. As this equipment is not appropriate for public auction procedures, staff is recommending that the City take advantage of California State Contract 1-10-84-07 for law enforcement agencies to dispose of ballistic vests and helmets at no cost to the agency, utilizing the State's authorized contractor, Safariland LLC, and their sub-contractor Fiber Brokers International. Under this agreement the items are destroyed and the ballistic material is recycled for road surfaces.

FISCAL IMPACT:

There is no impact to the City Budget. The Police Department will deliver the surplus equipment to the contractor.



Alberto Franz III
Police Chief



David H. Ready
City Manager

Attachment:

- Disposal Request Form
- Armor Disposal and Recycling Program UserGuide

For Contractor Use Only
RMA No.: _____
Received Date: _____

DISPOSAL REQUEST FORM

For use by State departments requesting the destruction of expired body armor (panels and carriers) through the Statewide Contract 1-10-84-07 Armor Disposal & Recycling Program.


Departments are instructed to read the Armor Disposal & Recycling Program User Guide, complete applicable sections below, and submit Disposal Request Form directly to the Program coordinator. Incomplete forms may be returned for more information. The Armor Disposal & Recycling Program User Guide is available at: <http://www.bidsync.com/DPX?ac=agencycontview&contid=40182>.

Department:	Palm Springs Police Department		
Division/Section:	SWAT		
Address:	200 S. Civic Dr. Palm Springs Ca 92262		
Requestor Name:	Sgt. Matt Beard	Email Address:	Matt.Beard@palmspringsca.gov
Telephone No.:	760-778-8406	Facsimile No.:	760-323-8176

Total Number of Vests:	27	Total Number of Boxes to be Shipped:	
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Pick-Up Address: <i>(if different from above)</i>			
Contact Name:			
Telephone No.:		Email Address:	
Total Weight of Shipment: <i>(number of vests x 7.0)</i>		Loading Dock:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hours of Operation:			
Comments/Special Instructions:			
22 Ballistic helmets			

By signing this form, your department authorizes Safariland LLC (contractor) and Fiber Brokers International (armor destruction subcontractor) to destroy armor identified above in accordance with State of California Contract 1-10-84-07.

Name/Title (typed):	Captain Dennis Graham		
Signature:		Date:	7/16/13

Submit completed Forms to:

SAFARILAND
ATTN: RENEE DICINI
E-MAIL: renee.dicini@safariland.com
FAX: 909-923-7400

ARMOR DISPOSAL AND RECYCLING PROGRAM USER GUIDE

A. PURPOSE

The State's contract 1-10-84-07 with Safariland, LLC (contractor) provides an Armor Disposal and Recycling Program to State of California departments and participating local governmental agencies. The purpose of this program is to provide for the destruction and recycling of expired body armor.

The Armor Disposal and Recycling Program User Guide outlines agency procedures and rules for participation in this program.

B. USAGE/RULES

- Participation:
The use of this program is mandatory for all State of California departments.

The Armor Disposal and Recycling Program is also available to local governmental agencies participating in the State of California Body Armor Statewide Contract 1-10-84-07.
- Armor Requirements:
The Armor Disposal and Recycling Program is for body armor that has reached the end of its useful life (expired) during the term of this contract.
- Armor Minimums:
There is no minimum number of expired vests required to participate in this program. However, agencies are encouraged to fill boxes and/or pallets to capacity whenever possible.
- Cost:
Armor disposal and recycling service is offered at no cost to users.

C. PROGRAM COORDINATOR (PC)

The contractor has assigned a Program Coordinator (PC) to act as the contractor's single point of contact for the Armor Disposal and Recycling Program:

Program Coordinator Information	
Contractor Name:	Safariland, LLC
Contact Name:	Reneé Di Cini
Telephone:	(909) 673-1264
Facsimile:	(909) 923-7400
Email:	Renee.dicini@baesystems.com

ARMOR DISPOSAL AND RECYCLING PROGRAM
User Guide

D. PROCEDURES

Requests shall be processed according to the number of vests to be destroyed as follows:

Step	Vest Count	
	100 Vests or greater	Under 100 vests
Disposal Initiation:	Agencies shall submit a completed <u>Disposal Request Form</u> via fax or e-mail to the Armor Disposal and Recycling Program Coordinator (PC).	Agencies shall submit a completed <u>Disposal Request Form</u> via fax or e-mail to the Armor Disposal and Recycling Program Coordinator (PC).
Confirmation:	Upon receipt of the form, the PC will provide the requesting department contact with a written acknowledgement, via fax or email, within five (5) working days. The acknowledgement will contain: <ul style="list-style-type: none"> • Return Material Authorization (RMA) number • Scheduled Pick-Up Date 	Upon receipt of the form, the PC will provide the requesting department contact with a written acknowledgement, via fax or email, within five (5) working days. The acknowledgement will contain: <ul style="list-style-type: none"> • Return Material Authorization (RMA) number • Authorization to ship
Process:	Armor will be picked up from the agency's facility by the contractor's destruction partner (Fiber Brokers International) or designated carrier. Pick-up shall be within 30 calendar days of date of acknowledgement.	Agencies shall ship armor to the following address for destruction: Safariland Disposal and Recycling Program 1385 Calle Avanzado San Clemente, CA. 92673
Packaging:	<ul style="list-style-type: none"> • Vests must be in sealed boxes. • Boxes are to be palletized for pick-up. • RMA number must be listed on all pallets. • Number pallets sequentially (RMA#-1, RMA#-2, etc.) for multiple units. 	<ul style="list-style-type: none"> • Vests boxed at agency's discretion (quantity per box, size of box, etc.) • RMA number must be listed on all boxes. • Number boxes sequentially (RMA#-1, RMA#-2, etc.) for multiple units.
Shipping Costs:	The contractor will be responsible for all shipment/pick-up costs.	The requesting agency will be responsible for shipment costs.
Destruction Certification:	Agency shall receive a Certificate of Destruction within 30 calendar days of the date of disposal. Note: State Departments should retain destruction certificates in accordance with their departments' retention schedules.	Agency shall receive a Certificate of Destruction within 30 calendar days of the date of disposal. Note: State Departments should retain destruction certificates in accordance with their departments' retention schedules.

Important Note: Failure to abide by the procedures outlined above may result in the shipment being returned at the requesting agency's expense.

ARMOR DISPOSAL AND RECYCLING PROGRAM
User Guide

E. WASTE DIVERSION REPORTING

Armor disposal service includes recycling of body armor. State departments may choose to account for the amount of body armor recycled as part of their mandatory waste diversion reporting requirements. State departments are encouraged to contact their waste diversion coordinators for more information. Related links are available below:

CalRecycle: <http://www.calrecycle.ca.gov/StateAgency/Requirements/default.htm>

State Waste Diversion: <http://www.calrecycle.ca.gov/StateAgency/Requirements/default.htm>

Waste Diversion Coordinators: <http://www.calrecycle.ca.gov/StateAgency/Contacts.htm>

F. DGS/PD CONTRACT ADMINISTRATOR

Agencies shall inform the Department of General Services Procurement Division (DGS/PD) State Contract Administrator of any program difficulties encountered during the life of the program.

DGS/PD State Contract Administrator	
Contract Administrator:	Julie Matthews
Telephone:	(916) 375-5918
Facsimile:	(916) 375-4613
Email:	julie.matthews@dgs.ca.gov

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