



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Probation  
**Department No.:** 022  
**For Agenda Of:** December 07, 2021  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Director(s) Tanja Heitman, Chief Probation Officer 805-882-3700  
Contact Info: Damon Fletcher, Admin Deputy Director, 805-882-3654

**SUBJECT:** Authorize the Payment of \$56,632 to Entenmann-Rovin Co.

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Purchasing  
As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Ratify the purchase and authorize the payment of \$56,632 to Entenmann-Rovin Co., for the purchase of four hundred and twenty-nine (429) peace officer badges and holders without conducting a competitive bid; and
- b) Determine pursuant to CEQA Guidelines § 15378(b)(4) that the above fiscal activity is not a project subject to the California Environmental Quality Act.

**Summary Text:**

The Probation Department has had a blanket purchase order with Entenmann-Rovin Co., for the purchase of peace officer badges and holders since 1995. In Fiscal Year 2020-21, the Department underwent a project to replace all of the existing badges and holders which resulted in the ordering and receiving of four hundred and twenty-nine (429) badges and holders at a total cost of \$56,632. Through an internal error the Department did not confirm that the contract was sufficient to pay for the badges prior to ordering and due to bidding requirements the Department couldn't submit a change order to increase the contract amount. Through no fault of their own, the vendor has manufactured and delivered the badges to the Probation Department. The Department is requesting that the Board of Supervisors authorize payment of \$56,632 to Entenmann-Rovin Co., for the badges and holders without conducting a competitive bid.

**Background:**

The Probation Department has not ordered a complete set of badges in over 25 years and maintains a contract with Entenmann-Rovin Co., to replace individual badges on an as needed basis due to loss or damage. As a result of individual replacements, and over the course of decades, there are variations in size, text and physical characteristics of the individual badges issued to Department staff. In addition, a majority of the badges are decades old and in need of replacement. The Professional Standards Unit (PSU) undertook a project to prepare for the standardization, numbering, and replacement of all of the badges maintained for issuance to peace officer staff. Due to the existing contract and long experience working with Entenmann-Rovin Co., PSU worked with the vendor on design and submitted an order for the badges and holders on May 21, 2021. The badges and holders were received on July 21, 2021 and the invoice was submitted to the Probation Fiscal Unit for payment.

Upon receipt of the invoice and preparation of the single payment claim form, it was discovered that the invoice exceeded the existing blanket purchase order contract maximum. The Fiscal Unit attempted to submit a change order to increase the contract amount and was notified by the Purchasing Department that due to the cost of the items the Probation Department should have conducted a competitive bid to select a vendor before procuring the items. The Probation Department worked with the Purchasing Department and County Counsel to come up with a remedy and as the items have already been ordered, manufactured, and received it was determined the Probation Department would need to request that the Board of Supervisors ratify the purchase and authorize the payment without conducting a competitive bid.

**Fiscal and Facilities Impacts:**

Budgeted: Yes.

This purchase was anticipated and funds for the purchase are included in the Probation Department's FY2021-22 adopted budget. Approval of the payment in the amount of \$56,632 to Entenmann-Rovin Co., will not increase the Probation Department's General Fund Contribution.

**Staffing Impacts:**

None.

**Special Instructions:**

Please forward a certified, stamped Minute Order approving these actions to:

- Phung Loman, County Purchasing Agent, General Services; and
- Christina Sibley, Fiscal Manager, Probation Department

**Attachments:**

None

**Authored by:**

Eduardo Lozada, Accountant III

**cc:**

Christina Sibley, Fiscal Manager