

# Agenda Report

May 6, 2024

**TO:** Honorable Mayor and City Council  
**FROM:** Water and Power Department  
**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH BEST CONTRACTING SERVICES, INC. FOR AS-NEEDED ROOF REPAIR SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$1,200,000 FOR THE WATER AND POWER DEPARTMENT**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15301 (Class 1: Existing Facilities) and that there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances; and
2. Accept the bid dated January 3, 2024, submitted by Best Contracting Services, Inc. in response to the specifications for "As-Needed Roof Repair Services" for the Water and Power Department ("PWP"); and authorize the City Manager to enter into a contract with Best Contracting Services, Inc. for an amount not-to-exceed \$800,000 or for a period of three years, whichever occurs first; with two optional one-year extensions or an amount not-to-exceed \$200,000 each, whichever occurs first, at the discretion of the City Manager, for a maximum contract length of five years or a maximum amount not-to-exceed \$1,200,000.

## **BACKGROUND:**

PWP operates a variety of facilities, including power distribution substations, water treatment facilities, water reservoirs, and booster stations. This infrastructure is integral to PWP's commitment to reliably supplying electricity and water to businesses and residents in Pasadena. As part of responsible asset management, these buildings necessitate maintenance and repair, including roof repairs or replacements.

This contract scope of services entails the inspection, repair, and replacement of the PWP building roofs. By establishing an as-needed roof repairs contract with a proficient

roofing vendor, PWP aims to proactively enhance the integrity of the building infrastructure and safeguard department resources.

On November 30, 2023, a Notice Inviting Bids for Specifications for the As-Needed Roof Repair Services was published in the Pasadena Press and Pasadena Journal. The invitation was also published on OpenGov, which generated notices to all vendors previously registered with the City for this particular commodity class. A total of 12 vendors downloaded the specification, none of which were local. A total of three bids were received by the bid due date, none from local firms. The responsive bid results are shown below in Table I.

**Table I: Bid Results**

<b>Firm Name</b>	<b>Office Location</b>	<b>Total Bid Price</b>
Best Contracting Services, Inc.	Gardena, CA	\$37,200.50
Rainy Day Roofing, Inc.	Rancho Cucamonga, CA	\$58,468.00
AME Builders, Inc	Pomona, CA	\$62,450.00

Best Contracting Services, Inc. ("BCS") was the lowest responsive and responsible bidder for this specification. Therefore, staff recommends that the City Council authorize the City Manager to enter into a contract with BCS for an amount not-to-exceed \$800,000 for a period of three years, whichever occurs first, with two optional one-year extensions or an amount not-to-exceed \$200,000 each, whichever occurs first, for a maximum contract amount not-to-exceed \$1,200,000.

The recommended total not-to-exceed amount is derived from the vendor's bid unit pricing and PWP's anticipated needs. The actual payments will be based on the vendor's satisfactory performance. PWP has identified several structures as high-priority for roof repair or replacement. Many of these buildings are more than 50 years old and still have their original roofs. Included on this list are the Santa Anita power substation control building (Power), the Oak Knoll substation switchgear roofing (Power), the Monk Hill Treatment Plant (Water), the Jones Booster Station (Water), and others.

Since 2018, the City of Pasadena has awarded two contracts and six purchase orders to BCS for a total amount of approximately \$400,000.

The proposed contract complies with the Competitive Bidding and Purchasing Ordinance pursuant to Pasadena Municipal Code Chapter 4.08 and the rules and regulations promulgated thereunder.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract is consistent with the City Council's Strategic Planning Goals to: (i) Improve, maintain, and enhance public facilities and infrastructure; and, (ii) Ensure public safety.

**ENVIRONMENTAL ANALYSIS:**

The project is categorically exempt from CEQA pursuant to State CEQA Guidelines Section 15301 (Class 1: Existing Facilities). The Class 1 categorical exemption covers the repair, maintenance, or minor alteration of existing public or private structures, involving negligible or no expansion of use. The proposed contract would provide for roof repairs of existing public facilities, but not expand the use of the facilities. There are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances.

**FISCAL IMPACT:**

The total cost of this action will be \$1,200,000 over five years, which includes the base contract amount of \$800,000 and two optional one-year extensions or an amount not-to-exceed \$200,000 each. Funding for this action will be addressed using both capital appropriations for replacement projects and operating appropriations for repair and maintenance projects in both the Water Fund and the Power Fund. The Power Capital Fund 411 includes appropriations from the Capital Improvement Program ("CIP") Project 03279 - Power Substation Weatherizing Enhancements; and the Water Capital Fund 412 includes CIP 01073 – Booster Improvements, CIP 01074 – Well Improvements, and CIP 01093 – Reservoir Improvements. The Power Operating Fund 401 and Water Operating Fund 402 include appropriations from Other Contract Services Account 811400. It is anticipated that no funds will be spent during fiscal year 2024. The amount will be spent over the next five fiscal years. There is no anticipated impact to other operational programs as a result of this action. See Table II below for a contract summary.

**Table II: Contract Summary**

<b>Contract Expenditures</b>	<b>Amount</b>
Base Three-Year Contract Price	\$800,000
Two One-Year Extensions	\$400,000
<b>Total Not-to-Exceed Contract Amount</b>	<b>\$1,200,000</b>

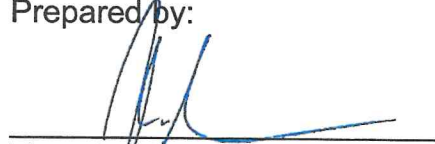
Respectfully submitted,



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DAVID M. REYES  
Acting General Manager  
Water and Power Department


Prepared by:



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Varoojan Avedian  
Acting Assistant General Manager  
Water and Power Department

Approved by:



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MIGUEL MÁRQUEZ  
City Manager