



Agenda Report

October 1, 2018

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: PURCHASE ORDER CONTRACT TO MCKENDRY DOOR SALES, INCORPORATED FOR INSPECTING, MAINTAINING, AND REPAIRING MECHANIZED ROLL-UP DOORS AND ROLLING GATES FOR AN AMOUNT NOT TO EXCEED \$432,327

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have a significant effect on the environment; and
2. i)) Accept the bid dated July 17, 2018, submitted by McKendry Doors Sales, Incorporated (McKendry) in response to the specifications to furnish labor and materials for inspecting, maintaining, and repairing mechanized roll-up doors and rolling gates and ii) authorize the City Manager to enter into such purchase order contract for an amount not-to-exceed \$432,327 for a three-year period, inclusive of Consumer Price Index increases, and two additional one-year options in an amount not-to-exceed \$144,109 annually, subject to the approval of the City Manager, for a maximum purchase order contract length of five years and a total purchase order contract amount of \$720,545.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division is responsible for maintaining City buildings. Part of the maintenance responsibilities include repair and maintenance of roll-up doors and rolling gates. BSFMD uses a contractor to furnish labor and materials for the routine inspection, preventative maintenance and repair services of the 118 roll-up doors and rolling gates at various City buildings including fire stations, police heliport, city yard, community centers and parks.

On June 28, 2018, a Notice Inviting Bids for Inspecting, Maintaining, and Repairing Mechanized Roll-up Doors and Rolling Gates was published in the *Pasadena Journal* and posted on the City's website, which generated notices to 236 vendors. A total of 18 prospective bidders downloaded the bid document. A mandatory pre-bid conference was held on July 9, 2018 attended by three vendors.

Following advertising, only one bid was received on July 17, 2018 as follows:

Bidder	Amount (\$)
1. McKendry Door Sales, Inc., Santa Fe Springs	\$137,970

Staff recommends that McKendry be awarded the purchase order contract for this work, for a three-year period, as they are the lowest responsive and responsible bidder. Additionally, due to the critical nature of Police and Fire Department gates and apparatus doors, staff recommends approval of this vendor despite having only received one bid. The urgent nature of Police and Fire gates and apparatus door repairs are critical due to their 24-hour operations.

As proposed, the purchase order contract may be extended for two additional one-year renewal options with the approval of the City Manager. This proposed purchase order contract with McKendry fully complies with the Competitive Bidding and Living Wage Ordinances. Records show that the City has not done business with McKendry in the past.

The following table represents an annual purchase order contract summary:

Base Bid	\$120,091
Contingency	\$ 24,018
Purchase Order Contract "Not to Exceed" Amount	\$144,109

COUNCIL POLICY CONSIDERATION:

This project addresses City Council's goals to maintain fiscal responsibility and stability; improve, maintain and enhance public facilities and infrastructure; and ensure public safety.

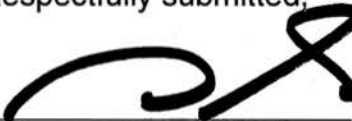
ENVIRONMENTAL ANALYSIS:

This action is exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have a significant effect on the environment.

FISCAL IMPACT:

The total cost of this action is \$432,327. Funding for this fiscal year will be addressed by utilization of existing budgeted appropriations in the Building Maintenance Fund under budget account 811400-50222051. There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,



ARA MALOYAN, P.E.
Director of Public Works

Prepared by:



Grace Wu
Management Analyst

Approved by:



STEVE MERMELL
City Manager