

Agenda Report

March 25, 2019

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: PURCHASE ORDER CONTRACT TO PRECISION AERIAL SERVICES, INCORPORATED TO FURNISH LABOR AND MATERIALS FOR PREVENTIVE MAINTENANCE; PARTS AND REPAIRS ON BOOM/CRANE TRUCKS FOR AN AMOUNT NOT TO EXCEED \$90,000

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 February 13, 2019, submitted by Precision Aerial Services, Incorporated (Precision Aerial) in response to the specifications to furnish labor and materials for preventive maintenance, parts and repairs on boom/crane trucks and ii) authorize issuance of purchase order contract for an amount not-to-exceed \$90,000 for a one-year period, and two additional one-year options in an amount not-to-exceed \$90,000 annually, subject to the approval of the City Manager, for a maximum purchase order contract length of three years and a total purchase order contract amount of \$270,000.

BACKGROUND:

The Department of Public Works' Building Systems and Fleet Management Division (BSFMD) repairs and maintains over 1,100 City vehicles and equipment. Part of BSFMD's responsibilities include repair and maintenance of 27 boom/crane trucks (trucks). BSFMD uses a contractor to furnish labor and materials for the routine inspection, preventive maintenance and repair services for all of these trucks. These trucks are used for elevating City workers to reach high areas to trim trees, and to work on street lights, traffic signals, service power transformers, electric poles, and other high areas within the community and on City-owned buildings.

These trucks are built to meet the specifications of user departments and have hundreds of moving parts and hydraulic controls. These parts are cycled hundreds of times per year and as a result hydraulics hoses, valves, and controls wear out and require frequent and ongoing maintenance and repair.

These trucks go through a rigorous annual safety inspection to ensure the equipment is in good working order and safe for operation. During these inspections, issues arise and need to be resolved in a timely manner. Having a vendor in place to put this equipment back in service is crucial.

On January 25, 2019, a Notice Inviting Bids to Furnish Labor and Materials for Preventive Maintenance; Parts and Repairs on Boom/Crane trucks was posted on PlanetBids, which generated notices to 974 vendors. The notice was also published in the *Pasadena Journal*. A total of 12 prospective bidders downloaded the bid document from PlanetBids, none were local.

Following advertising, only one bid was received on February 13, 2019 as follows:

BIDDER	AMOUNT
1. Precision Aerial Services, Inc. Rialto, CA	\$157,950

The bid amount consists of the labor cost based on the projected hours to cover extensive repair scenarios for these trucks. The requested purchase order dollar amount is based on anticipated repairs, historical spending and budget constraints.

Staff recommends that Precision Aerial be awarded the purchase order contract for this work for an initial one-year period in an amount not-to-exceed \$90,000. As Precision Aerial has been the City's boom/crane repair vendor since 2017 and due to the critical nature of the services these trucks provide for Public Works and Water & Power Departments, staff recommends approval of this vendor despite having only received one bid.

As proposed, the purchase order contract may be extended for two additional one-year renewal options for an amount not-to-exceed \$90,000 annually with the approval of the City Manager. This proposed purchase order contract with Precision Aerial fully complies with the Competitive Bidding and Living Wage Ordinances. Records show that the City has issued purchase orders with Precision Aerial totaling \$50,718 since 2017.

The following table represents an annual purchase order contract summary:

Annual Purchase Order Contract Amount	\$81,818
Contingency	\$ 8,182
Annual Purchase Order Contract "Not to Exceed" Amount	\$90,000

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.

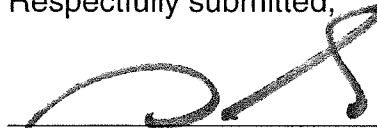
ENVIRONMENTAL ANALYSIS:

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 \$90,000 annually for a maximum of three years. Funding for this fiscal year will be addressed by utilization of existing budgeted appropriations in the Building Maintenance Fund under budget account 51122058-811400. There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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STEVE MERMELL
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