

# Agenda Report

August 6, 2012

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Public Works  
**SUBJECT:** **AWARD OF PURCHASE ORDER CONTRACT TO EXPRESS SIGN & NEON FOR THE FABRICATION OF SIGNS AND POLES FOR PASADENA WAYFINDING SYSTEM FOR AN AMOUNT NOT TO EXCEED \$353,000**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find the project proposed herein to be categorically exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(B)(3) (General Rule); and
2. Accept the bid dated July 24, 2012, submitted by Express Sign & Neon in response to the Specifications for the Fabrication of Signs and Poles for the Pasadena Wayfinding System, reject all other bids received, and authorize the City Manager to issue a purchase order contract as is required for an amount not to exceed \$353,000.

**BACKGROUND:**

This project consists of the fabrication of signs and poles for the Pasadena Wayfinding System project which is included in the adopted Capital Improvement Program. The Pasadena Wayfinding System will implement a wayfinding system to enhance the image of business district areas and enhance the image of Pasadena citywide. The system will create a sense of community, improve access, and identify districts. More than 300 signs will direct visitors to parking and major destinations. Pedestrian signs will enhance connectivity to public transit, and retail and cultural destinations. The signs will also promote economic vitality by providing a more convenient way of directing visitors to local shopping areas.

The Department of Public Works prepared specifications for this project and bids have been received. The project was advertised in the *Pasadena Journal* on July 5, 2012. In addition, the Notice Inviting Bids was published on one website. Bid packets were obtained by 25 contractors, 5 of whom submitted bids for the project.

Following advertising, bids were received on July 24, 2012, and are as follows:

<u>Bidder</u>	<u>Amount</u>
1. Express Sign & Neon, Los Angeles, CA	\$ 321,231.19
2. Ampersand Contract Signing Group, Los Angeles, CA	\$ 434,470.00
3. Jon Richards Company, Mira Loma, CA	\$ 462,384.26
4. Bunting Graphics, Inc., Verona, PA	\$ 562,397.24
5. Zumar Industries, Inc., Santa Fe Springs, CA	\$ 591,099.75

It is recommended that Express Sign & Neon be issued a purchase order contract for this project as they are the lowest responsive and responsible bidder and that the other bids be rejected. The proposed contract with Express Sign & Neon fully complies with the Competitive Bidding Ordinance.

The contract will be set up as follows:

Base Bid	\$ 321,231.19
Contingency Allowance (~10%)	\$ 31,768.81
Contract "Not to Exceed" Amount	\$ 353,000.00

The first group, consisting of vehicular of signs and poles, are scheduled to be delivered 30 working days after the issuance of the purchase order contract in accordance with the project specifications. The pedestrian signs and poles are scheduled to be delivered within 50 working days of the issuance of the purchase order contract. Based on this schedule, it is anticipated that the vehicular signs and poles will be received by the City in October 2012 to allow City crews to begin installation to begin prior to the holidays.

**COUNCIL POLICY CONSIDERATION:**

The project supports the City Council Strategic Goals to support and promote the quality of life and the local economy.

**ENVIRONMENTAL ANALYSIS:**

The City's Environmental Administrator has determined the project to be categorically exempt under CEQA in accordance with Section 15061 (b)(3), General Rule. The General rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. A Notice of Exemption for the project was filed with the Los Angeles County Clerk in July 2012.

**FISCAL IMPACT:**

The cost of this purchase order contract will be \$353,000. Funding for this action will be addressed by utilization of existing budgeted Pasadena Economic Development Funds appropriated in the Pasadena Wayfinding System CIP project (Budget Account 75044).

It is anticipated that the costs will be spent during FY 2013.

The following table represents a contract summary.

Base Bid	\$ 321,231.19
Contingency Allowance	\$ 31,768.81
Contract Total	\$ 353,000.00

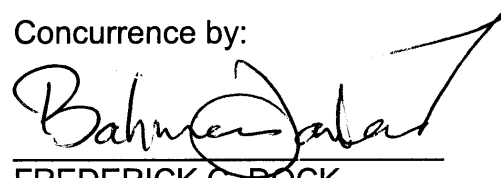
Respectfully submitted,

  
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SIOBHAN FOSTER  
Director of Public Works

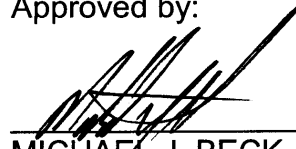
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