

Agenda Report

November 23, 2015

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZE ISSUANCE OF A ONE-YEAR PURCHASE ORDER WITH EWING IRRIGATION PRODUCTS FOR THE PURCHASE OF IRRIGATION SUPPLIES FOR A NOT-TO-EXCEED AMOUNT OF \$85,000 ANNUALLY AND FOUR ADDITIONAL ONE-YEAR PURCHASE ORDERS

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 15601 (b) (3), the General Rule that CEQA only applies to projects that may have an effect on the environment;
2. Accept the bid dated November 3, 2015, submitted by Ewing Irrigation Products in response to the Notice of Inviting Bids to Furnish Miscellaneous Irrigation Supplies; and
3. Authorize the issuance of a one-year purchase order with Ewing Irrigation Products, in an amount not to exceed \$85,000 annually with an option for four additional, one-year purchase orders, at the discretion of the City Manager, for a maximum contract length of five years, for the purchase of irrigation supplies.

BACKGROUND:

The Department of Public Works, Parks and Natural Resources Division, spends approximately \$85,000 annually in irrigation supplies for irrigation maintenance improvements in parks, medians and libraries, drought related irrigation retrofitting, beautification projects, and emergency irrigation repairs. The Division recently completed a two-year agreement with John Deere in the amount of \$60,000 annually, and also during this period issued smaller purchase orders to JHM Supply and Ewing Irrigation Products to meet unanticipated operational needs.

The Department of Public Works prepared bid specifications for the purchase of irrigation supplies. In accordance with Section 4.08.070 of the Pasadena Municipal Code, bids have been requested and received. The Notice Inviting Bids was advertised in the

Pasadena Journal on October 22, 2015. In addition, the City's Purchasing Division notified over 30 Pasadena-based vendors that registered in the Planet Bid system. These local vendors represented the following fields: plumbing equipment, fixtures, and supplies; irrigation, drainage, flood control, plumbing maintenance and repair; landscape design and maintenance; and equipment maintenance and repair services for lawn and plumbing.

Following advertising, bids were received on November 3, 2015, and are as follows:

<u>Bidder</u>	<u>Amount (\$)</u>
1. Ewing Irrigation Products., El Monte	42,696.65
2. SiteOne Landscape Supply, Cleveland, OH	45,648.16
3. JHM Supply, San Gabriel	45,995.28

The Department of Public Works recommends that the City Council authorize the issuance of a one-year purchase order to Ewing Irrigation Products for the purchase of irrigation supplies. Over the past five years, the Parks and Natural Resources Division has issued purchase orders to Ewing Irrigation Products totaling approximately \$15,000.

This purchase order contract award may be extended for a period of up to four additional one-year periods, totaling an amount not to exceed \$425,000 through the maximum contract length of five years, subject to the approval of the City Manager.

COUNCIL POLICY CONSIDERATION:

This purchase order award supports the City Council's strategic goal to maintain fiscal responsibility and stability.

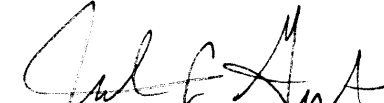
ENVIRONMENTAL ANALYSIS:

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 an effect on the environment.

FISCAL IMPACT:

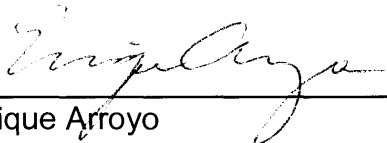
The total cost of the first year purchase order is \$85,000. Funding exists with the budgeted appropriations from the Park Maintenance Operating Budget (budget 810100-10122041). It is anticipated that \$85,000 will be spent in fiscal year 2016. There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,



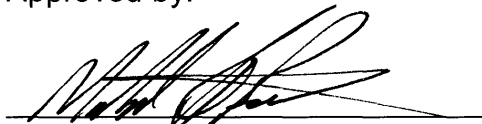
JULIE A. GUTIERREZ
Interim Director of Public Works

Prepared by:



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Approved by:



MICHAEL J. BECK
City Manager