

Agenda Report

January 23, 2017

TO: Honorable Mayor and City Council

FROM: Pasadena Water and Power Department

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH VANGUARD INSTRUMENTS FOR AN AMOUNT NOT TO EXCEED \$86,208 TO MANUFACTURE AND DELIVER TWO PORTABLE DIGITAL CIRCUIT BREAKER TEST ANALYZERS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to California Environmental Quality Act ("CEQA") review pursuant to State CEQA Guidelines Section 15378(b)(2); and
2. Accept the bid dated October 31, 2016 submitted by Vanguard Instruments in response to Bid Specifications LD-16-06 Furnish and Deliver Portable Digital Circuit Breaker Test Analyzer; reject all other bids; and authorize the City Manager to enter into a purchase order contract with Vanguard Instruments in an amount not to exceed \$86,208. The award includes a base contract amount of \$78,371 plus a contingency of \$7,837 to accommodate any necessary change orders.

BACKGROUND:

A circuit breaker is a protective device designed to automatically open an electrical circuit thus preventing harm and damage to equipment and personnel. Circuit breakers are particularly important and maintenance-intensive components, since they are comprised of many moving parts. In many cases they remain standing still for several years, but in the event of an electrical system malfunction they have to reliably disconnect fault currents within a few milliseconds.

Pasadena Water and Power ("PWP") maintains approximately 300 circuit breakers throughout the City's electrical distribution system. The total number of units are comprised of original equipment and 70 new circuit breakers installed and commissioned within the last ten years. PWP electrical crews regularly inspect and/or test circuit

breakers using Circuit Breaker Test Analyzers to ensure they are functioning properly. Testing is also required during commissioning of new circuit breakers.

On October 18, 2016, Specifications LD-16-06 Furnish and Deliver Portable Digital Circuit Breaker Test Analyzer was advertised in the Pasadena Journal. A Notice Inviting Bids was published on Planetbids as well as on the City's website. Ten prospective bidders downloaded the specification from Planetbids. The following table shows the results of bids opened on November 8, 2016:

	Bidder	Amount (\$)
1	Vanguard Instruments, Ontario CA	\$78,371
2	AVO MultiAmp Copt. dba Megger, Dallas TX	\$92,326

Vanguard Instruments is the lowest responsive and responsible bidder satisfying all specification requirements. The proposal is 13.8 percent below the engineer's estimate of \$100,000. Staff recommends a contract award to Vanguard Instruments for an amount not to exceed \$86,208, which includes the base bid amount plus 10% contingency for any necessary change orders. Staff is not aware of any local Pasadena suppliers of this type of equipment.

Vanguard Instruments does not have any ongoing contracts with the City. The firm has not performed any contract work for the City since 2011.

Equipment manufacturing, equipment delivery and user training is expected to be completed within 200 working days after a Notice to Proceed is issued. The proposed contract complies with Competitive Bidding and Purchasing Ordinance P.M.C. 4.08 and the rules and regulations promulgated thereunder. In addition, the proposed contract fully complies with Prevailing Wage Law (Senate Bill 7) per Resolution 9406 adopted by the City Council on December 15, 2014.

COUNCIL POLICY CONSIDERATION:

The proposed contract supports the Council's goal to improve, maintain and enhance public facilities infrastructure and to implement capital improvements that will maintain and rehabilitate infrastructure.

ENVIRONMENTAL ANALYSIS:

The proposed action is not a project subject to CEQA review pursuant to State CEQA Guidelines Section 15378(b)(2); which provides an exemption for continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy and procedure making.

FISCAL IMPACT:

The cost of this action will be \$86,208. Funding for this action will be addressed by utilizing existing appropriations in the Power System Cable and Transformer Test Equipment Capital Improvement Plan 3021. It is anticipated that all contract costs will be disbursed throughout FY 2017 and FY 2018.

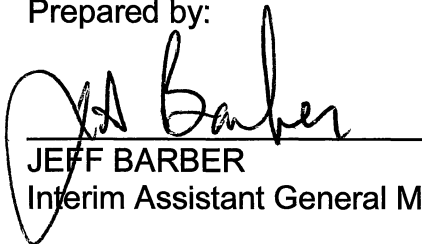
The anticipated impact to other operational programs or capital projects as a result of this action will be none.

Respectfully submitted,



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Water and Power Department

Prepared by:



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Approved by:



STEVE MERMELL
City Manager