

Agenda Report

June 19, 2017

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: PURCHASE ORDER CONTRACT AWARD TO BODYWORKS EQUIPMENT INC. FOR PURCHASE OF HEIL AUTOMOTIVE PARTS FOR REFUSE COLLECTION VEHICLES FOR A NOT-TO-EXCEED AMOUNT OF \$360,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt from 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 an effect on the environment; and
2. Accept the bid dated May 8, 2017 submitted by Bodyworks Equipment, Inc. in response to specifications for Heil Original Equipment Manufactured Parts and authorize the issuance of a purchase order contract with Bodyworks Equipment Inc. in an amount not to exceed \$360,000 over a three-year period with the option for two additional one-year terms in the annual amount of \$120,000, at the discretion of the City Manager, for a maximum total contract length of five years.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) repairs and maintains the City's fleet. The City operates and maintains a fleet of refuse collection vehicles, 18 of which are equipped with a Heil brand body. In order to perform the necessary repairs and maintenance, BSFMD stocks original Heil manufactured parts. On April 20, 2017, a Notice Inviting Bids for the purchase of Heil original equipment manufactured parts was published in the *Pasadena Journal* and posted on the City's website, which generated notices to 249 vendors. Nine vendors downloaded the bid documents and none were located in Pasadena.

Two vendors submitted bids by the bid closing date of May 9, 2017. The bid results are as follows:

Bidder		Amount (\$)
1. Bodyworks Equipment, Inc.	Monrovia, CA	\$341,388.87
2. ID Industries	Ontario, CA	Non-responsive

Bid proposals were evaluated by BSFMD staff and one bid was deemed responsive. Bodyworks Equipment, Inc. was found to be the lowest responsive and responsible bidder. The City has done business with Bodyworks in the past, issuing purchase orders totaling over \$2,100,000 since 1997 for refuse packer parts and repairs.

Based on prior years' actual expenditures for Heil parts, staff estimates it will need an annual purchase order contract authorization of \$120,000. The Department of Public Works recommends that the City Council authorize a purchase order contract with Bodyworks Equipment, Inc. for the purchase of Heil parts, for a three year period in an amount not-to-exceed \$360,000. The contract may be extended for two additional one-year terms not-to-exceed \$120,000 annually, with the approval of the City Manager and without further City Council approval, provided that the contract pricing terms remain the same.

COUNCIL POLICY CONSIDERATION:

Approval of this contract award addresses the City Council's goals of maintaining fiscal responsibility and stability and ensuring public safety.

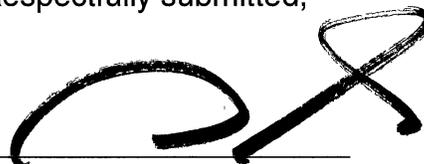
ENVIRONMENTAL IMPACT:

This purchase complies with all South Coast Air Quality Management District (SCAQMD) rules and regulations.

FISCAL IMPACT:

The total cost of this action is \$360,000. Funding for this fiscal year will be addressed by utilization of existing budgeted appropriations in the Fleet Maintenance operating budget account 810100-50322058.

Respectfully submitted,



ARA MALOYAN, P.E.
Director of Public Works

Prepared by:



Ted Schuster
Management Analyst III

Approved by:



STEVE MERMELL
City Manager