

# Agenda Report

December 17, 2018

**TO:** Honorable Mayor and City Council

**FROM:** Department of Public Works

**SUBJECT: CONTRACT AWARD TO SUNWEST ENGINEERING CONSTRUCTORS, INC., FOR FUEL ISLAND MAINTENANCE AND REPAIR SERVICES FOR AN AMOUNT NOT TO EXCEED \$214,803**

## **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 November 13, 2018, submitted by SunWest Engineering Constructors, Inc.(SunWest) in response to the specifications to furnish labor and materials for fuel island maintenance and repairs, ii) reject all other bids, and iii) authorize the City Manager to enter into such contract for an amount not-to-exceed \$214,803 for a three-year period, inclusive of Consumer Price Index increases, and two one-year options in an amount not-to-exceed \$71,601 annually, subject to the approval of the City Manager, for a maximum contract length of five years and a total contract amount of \$358,005.

## **BACKGROUND:**

The Department of Public Works, Building Systems and Fleet Management Division is responsible for the routine maintenance and emergency repair services for the City's four fueling sites. These fueling sites are located at: the Police Department, Fire Station 33, Civil Defense and City Yard. Due to the specialized and technical nature of this work, it is performed by an outside contractor.

The Department of Public Works prepared specifications in accordance with Section 4.08.070 of the Pasadena Municipal Code. On March 15, 2018, a Notice Inviting Bids for Fuel Island Maintenance and Repair was published in the *Pasadena Journal* and posted on PlanetBids. Five prospective bidders attended the mandatory pre-bid

meeting on March 26, 2018, with four vendors submitting bids by the bid closing date of April 10, 2018. Staff reviewed and evaluated the bid submissions. Southwestern Clean Fuels Corporation was deemed the lowest responsive and responsible bidder.

Following City Council approval on June, 11, 2018, Southwestern Clean Fuels Corporation declined to enter into a contract citing miscalculation of its bid on their part and concluded they would be operating at a loss.

On October 18, 2018, a second Notice Inviting Bids for Fuel Island Maintenance and Repair was published in the *Pasadena Journal* and posted on the city's website. Per the PlanetBids' project participation report, notices were generated to 1,937 vendors of which 110 were local. Twenty-five prospective bidders downloaded the bid documents.

Four prospective bidders attended the mandatory pre-bid meeting held on October 30, 2018. All four vendors submitted bids by the bid closing date of November 13, 2018 as follows:

<b>BIDDER</b>	<b>AMOUNT</b>
1. SunWest Engineering Constructors, Inc., Chino, CA	\$65,092
2. Premier Fueling Services, Inc., La Crescenta, CA	\$67,614
3. Robertson Testing, Inc., Burbank, CA	\$75,999
4. California Hazardous Services, Inc., Santa Ana, CA	\$85,674

The Department of Public Works recommends that SunWest be awarded this contract as they are the lowest responsive and responsible bidder. As proposed, the contract will be for a three-year period and may be extended for two additional one-year renewal options with the approval of the City Manager.

The City has not previously done business with SunWest but they currently provide fuel island maintenance services to Southern California Edison, Verizon Services Organization, Frontier Communications, Metropolitan Water District and the City of Long Beach.

The following table represents an annual contract summary:

Base Bid	\$65,092
Contingency	<u>\$ 6,509</u>
Contract "Not to Exceed" Amount	\$71,601

This proposed contract fully complies with the Competitive Bidding and Living Wage Ordinances.

**COUNCIL POLICY CONSIDERATION:**

This authorization supports the City Council's strategic goal to improve, maintain, and enhance public facilities and infrastructure.

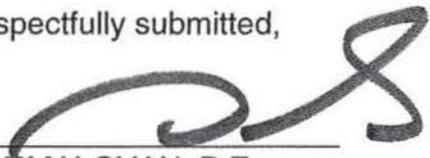
**ENVIRONMENTAL IMPACT:**

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.

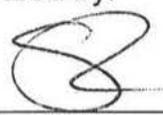
**FISCAL IMPACT:**

The total cost of this action is \$214,803. Funding for this fiscal year will be addressed by utilization of existing budgeted appropriations in the Fleet Maintenance and Repair Fund under budget account 51122058-811400. There is no anticipated impact to other operational programs or capital projects as a result of this action.

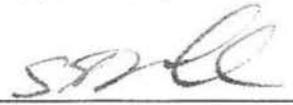
Respectfully submitted,

  
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Director of Public Works

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