



# Agenda Report

December 6, 2021

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Public Works  
**SUBJECT: AUTHORIZE A PURCHASE ORDER CONTRACT WITH REXEL USA, INC. TO FURNISH LAMPS, FIXTURES, BALLASTS AND OTHER LIGHTING ACCESSORIES FOR THE CITY IN A GRAND TOTAL AMOUNT NOT-TO-EXCEED \$370,000, FOR UP TO FIVE YEARS**

## **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 an effect on the environment; and
2. a) Accept the bid dated October 21, 2021, submitted by Rexel USA, Inc. (Rexel) to furnish lamps, fixtures, ballasts and other lighting accessories for the City; b) reject all other bids; and c) authorize a purchase order contract with Rexel for an amount not to exceed \$222,000, over a three-year period, with the option for two additional one-year extensions, in the annual amount of \$74,000, at the discretion of the City Manager, for a maximum total contract length of five years and a grand total contract amount of \$370,000.

## **BACKGROUND:**

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) purchases supplies for ongoing and as needed maintenance, installations, replacement, and repair services of all lighting systems at various City facilities.

On September 28, 2021, a Notice Inviting Bids for Lamps, Fixtures, Ballasts and Other Lighting Accessories for the City was posted on PlanetBids as well as published in the local paper. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. Pasadena local vendors were also sent additional notification via email and phone prior to the bid closing date. The following local vendors were notified: City Electric Supply, Courtesy Electric Wholesale, Lamps Plus, Pasadena Lighting Inc., Prime Electric Wholesale Distributors.

Staff also referenced a list of local vendors in the City's business license database as well as online web searches in an attempt to reach potential local vendors that may provide these products; only one of the local vendors chose to bid on this project.

A total of 43 vendors downloaded the specifications of which one was local. Twelve bids were received by the October 21, 2021 bid opening date including one local bidder.

**BID RESULT:**

Per bid specification, bidders were asked to provide cost of specific types and brands of lighting supplies and materials that will ensure overall compatibility and uniformity of certain lighting systems and that cannot be easily substituted without compromising the existing electrical structure, appropriate levels of brightness and illumination, consistency of the acceptable lumens and wattage, and overall aesthetics of the facility. These are critical considerations for efficient maintenance, re-lamping, repairs, or replacement services of the multiple lighting systems throughout the City especially in office areas and at essential public spaces within the facilities.

Bids received by the bid opening date of October 12, 2021 includes two non-responsive bidders. The ten responsive bidders as follows:

Bidder		Bid Amount (\$)
1. Rexel USA, Inc.	Fullerton, CA	\$ 18,766
2. One Source Distributors	Garden Grove, CA	\$ 20,176
3. West-Lite Supply Co.	Cerritos, CA	\$ 20,256
4. Vision Electric Wholesale	Alhambra, CA	\$ 20,529
5. Prime Electric Distributors	Pasadena, CA	\$ 20,880
6. Optima Energy Inc.	Artesia, CA	\$ 21,275
7. CED	Azusa, CA	\$ 21,989
8. Pacific Lighting Management Inc.	Santa Ana, CA	\$ 22,943
9. Noble Supply	Rockland, MA	\$ 30,580
10. Baran Electric	Sacramento, CA	\$ 61,041
Procurement Manager's Estimate		<u>\$ 20,000</u>

The procurement manager's estimated cost includes only the specific items and brands listed on the bid table for bid comparison purposes only. Based on the quantities of different lamps, fixtures, ballasts and other lighting accessories needed for staff to perform ongoing and as needed lighting services at various facilities, the annual amount is estimated at \$74,000.

Rexel, located in Fullerton, CA, is one of the largest global distributor of electric parts and supplies with nine locations in Los Angeles County. The City has done business with Rexel since 2020 with aggregate expenditures of \$24,872 for traffic signal poles purchased by another division.

Since Rexel is the lowest responsive and responsible bidder, staff recommends that this vendor be awarded a three year contract term with an option for two one-year extension periods, renewable at the discretion of the City Manager.

The contract will be set out as follows:

	Year 1 to 3	Year 4 Optional 1 <sup>st</sup> Extension	Year 5 Optional 2 <sup>nd</sup> Extension
Base Bid	\$222,000	\$ 74,000	\$ 74,000
		<b>TOTAL</b>	<b>\$ 370,000</b>

**COUNCIL POLICY CONSIDERATION:**

This contract supports the City Council's goals to maintain fiscal responsibility and stability; to maintain and enhance public facilities and infrastructure; and to ensure public safety.

**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 cost of this purchase order contract is \$222,000 and the total cost of this action is \$370,000. Funding will be addressed by the utilization of existing budgeted appropriations from the Fleet Maintenance and Repair Fund budget account (50222051-810100). There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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