

Agenda Report

May 8, 2023

TO: Honorable Mayor and City Council

FROM: Water and Power Department

SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH BIRDI SYSTEMS, INC. FOR FACILITY SURVEILLANCE EQUIPMENT AND SUPPLIES FOR THE WATER AND POWER DEPARTMENT

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required; and
2. Accept the bid dated February 17, 2023 submitted by Birdi Systems, Inc. ("Birdi") in response to the Specifications to "Furnish and Deliver Facility Surveillance Equipment and Supplies" for the Water & Power Department ("PWP"); and authorize the City Manager to enter into a Purchase Order ("PO") Contract with Birdi for three years or an amount not to exceed \$270,000, whichever occurs first, with the option for one additional one-year extension or an amount not to exceed \$90,000, whichever occurs first, at the discretion of the City Manager, for a maximum contract length of four years or a total amount not to exceed \$360,000.

BACKGROUND:

PWP's Power Delivery Division provides electric service to approximately 68,000 customers, and it owns, operates, and maintains critical assets across many facilities that need to be protected and secured. Security at these facilities is also essential for employee safety. PWP staff provides support and repairs as needed to maintain the existing legacy analog and digital security systems at all power distribution facilities. There will be a separate contract initiated by Department of Information Technology ("DOIT") to enhance and upgrade security systems at many city-wide facilities to be consistent with currently accepted industry levels of physical security.

PWP requires a vendor to furnish and deliver surveillance equipment and supplies required for the maintenance and repair of facility surveillance equipment. The objective is to continue providing the needed maintenance by City staff to existing security surveillance, access control, and lighting systems at all power distribution facilities including the City Yards, electrical substations, power dispatch center, and administrative offices. Maintenance will include gate entry protection, video monitoring systems, and electronic keying and entry devices.

The existing security system was installed about twenty years ago. While it has been properly maintained over the years, including the addition of a limited number of improved replacement cameras, technology has advanced significantly since the original installation. The ongoing maintenance and repairs of the security system would secure City assets and resources, safeguard against loss, improve facilities' access management controls, and limit public access to staff and restricted areas.

On February 2, 2023, a Notice Inviting Bids for the Specifications was published in the Pasadena Press and Pasadena Journal. The invitation was also published on OpenGov, which generated notices to all vendors previously registered with the City for this particular commodity class. A total of 21 vendors downloaded the Specification, of which one was local. A total of three bids were received by the bid due date of February 17, 2023, one from a local firm. The responsive bid results are shown below in Table I.

Table I: Competitive Bid Results

Firm Name	Office Location	Bid Price per Year
Birdi Systems, Inc.	Pasadena, California	\$68,078.91
EKC	Brea, California	\$75,723.01
Inter-Pacific, Inc.	Tustin, California	\$80,888.08

Birdi was the lowest responsive and responsible bidder. PWP staff recommends that the City Council authorize the City Manager or his designee to enter into a PO Contract with Birdie for an amount not to exceed \$270,000 or a period of three years, whichever occurs first, with the option for one additional one-year extension or an amount not to exceed \$90,000, whichever occurs first, for a maximum contract amount not to exceed \$360,000.

The unit price bid amounts submitted by Birdi and the overall contract bid amount was based on anticipated usage over the next four years. Based on recent workload assessments, the actual units purchased by PWP will likely be higher than what was proposed by Birdi, therefore a higher contract limit is requested. The contract allows for this but does not guarantee any minimum level of material procurement over the term of the proposed contract.

Since 2018, the City of Pasadena has awarded two contracts and two purchase orders to Birdi for a total not to exceed amount of approximately \$966,777.

The proposed contract complies with the Competitive Bidding and Purchasing Ordinance pursuant to Pasadena Municipal Code Chapter 4.08 and the rules and regulations promulgated thereunder.

COUNCIL POLICY CONSIDERATION:

The proposed PO Contract is consistent with the Public Facilities Element of the General Plan and supports the Council's goal to upgrade security systems at all power distribution facilities that are consistent with currently accepted industry levels of security; and provide a high level of public service, which adds to the quality of life in the City and increases its attractiveness through a more efficient management of resources.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378. The authorization of the proposed contract, which provides for the purchasing of equipment, is a continuing administrative and maintenance activity (i.e., purchasing of supplies) that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.


FISCAL IMPACT:

The total cost of this action will be \$360,000 over four years, which includes the base contract amount of \$270,000 with an optional one-year extension or an amount not to exceed \$90,000. Funding for this action will be addressed by the utilization of existing and future appropriations in the Power Operating Fund 401, Other Contract Services account 811400 (75%); and Power Capital Fund 411, Capital Improvement Program 03248 – Security, Access Control, and Lighting Program at Power Facilities (25%). PWP does not anticipate spending any of the cost during the current fiscal year. The remainder of the cost will be spent over the next four fiscal years. There is no anticipated impact to other operational programs as a result of this action. The PO Contract summary is shown below in Table II.

Table II: Contract Summary


Contract Expenditures	Amount
Base Three-Year Contract Price	\$270,000
One-Year Extension	\$90,000
Total Not to Exceed Amount	\$360,000

Respectfully submitted,

 4/20/2023

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 5/1/23

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