



Agenda Report

November 18, 2024

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH ODYSSEY POWER CORPORATION FOR INSPECTION, MAINTENANCE, AND REPAIR SERVICES OF THE CITY'S UNINTERRUPTIBLE POWER SUPPLY (UPS) SYSTEM FOR AN AMOUNT NOT-TO-EXCEED \$394,140**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is covered by the "Common Sense" exemption set forth in the State CEQA Guidelines Section 15061(b)(3) as CEQA only applies to projects that may have a significant effect on the environment;
2. Award contract to lowest and best bid dated June 25, 2024 by Odyssey Power Corporation (Odyssey) in response to specifications for Inspection, Maintenance, and Repair Services of the City's Uninterruptible Power Supply (UPS) System, and authorize the City Manager to enter into a contract for a total amount not-to-exceed \$394,140, which includes a base contract amount of \$342,730 and a contingency of \$51,410 for up to five years; and
3. Authorize the City Manager to approve no-cost amendments to the subject contract including durational extensions.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) requires qualified vendors to provide maintenance and repairs of the City's Uninterruptible Power Supply (UPS) systems. UPS systems are essential back-up power devices designed to provide uninterrupted power to essential electrical components during power surges, loss of primary power source, or any power shutdown. BSFMD maintains four of these systems located at City Hall, City Yard, and two at the Police Department.

Contract Award to Odyssey Power Corporation for UPS Services

November 18, 2024

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A Notice Inviting Bids for Inspection, Maintenance, and Repair Services of the City's Uninterruptible Power Supply System was posted on OpenGov Procurement and published in the local newspaper on June 13, 2024. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 24 vendors downloaded the specifications, none of which were local. Three bids were received electronically by the bid opening date.

Bid Results:

Per the bid specification, bidders were asked to provide hourly labor rates for onsite services including after hours and emergency callouts. Bidders were also asked to provide pricing for a list of typical parts for repair and maintenance of UPS systems. The basis of award is contingent on competitive bid, in which the lowest bidder for annual estimated services is awarded the contract.

The bids were received on June 25, 2024 and are as follows:

Bidder		Amount(\$)
1. Odyssey Power Corporation	Orange, CA	\$68,546.00
2. Total Online Protection, LLC	Temecula, CA	\$72,858.43
3. Camali Corporation	Lake Forest, CA	Non-Responsive

The bid received by Camali Corporation was withdrawn by the bidder and the bid was subsequently disqualified. Staff's annual estimate based on historic records for inspection, maintenance, and repair services of the City's UPS is \$68,010.

It is recommended that Odyssey Power Corporation be awarded the contract as they are the lowest and best bidder. The proposed contract with Odyssey fully complies with the Competitive Bidding process as specified by Pasadena Municipal Code Section 4.08.045 and the Living Wage Ordinances. Staff recommends this vendor be awarded a contract for a total not-to-exceed amount of \$394,140 for up to five years or whichever occurs first.

The proposed contract will be established as follows:

Annual Bid x 5 years	\$342,730
Contingency Allowance	<u>\$ 51,410</u>
Contract Not-to-Exceed Amount	\$394,140

A 15% contingency is allocated to the contract to provide for unforeseen parts and service needs during the life of the contract.

COUNCIL POLICY CONSIDERATION:

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

ENVIRONMENTAL IMPACT:

The proposed action has been determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3), the "Common Sense" exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The proposed contract would make supplementary labor available for maintenance and repairs on uninterruptible power supply systems and therefore have no adverse impact on the environment.

FISCAL IMPACT:

The total cost of the recommended action is \$394,140 over five years. The Department will utilize existing budgeted appropriations in the Building Maintenance Fund (Fund 502) to support the first year of contract costs. Future contract costs will be budgeted as part of the Department's annual operating budget. There is no impact to the General Fund.

Respectfully submitted,



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Acting Director of Public Works

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Public Works Administrator BSFMD

Approved by:



MIGUEL MÁRQUEZ
City Manager