

# 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 SUNWEST ENGINEERING CONSTRUCTORS, INC. FOR FUEL ISLAND COMPLIANCE, MAINTENANCE, AND REPAIR FOR AN AMOUNT NOT-TO-EXCEED \$458,850**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the action proposed herein is categorically exempt from environmental review pursuant to Title 14, Chapter 3, Article 19, Section 15301 - Existing Facilities, and there are no features that distinguish the project from others in the exempt classes, and therefore, there are no unusual circumstances;
2. Award contract to lowest and best bid dated June 28, 2024 submitted by SunWest Engineering Constructors, Inc. (SunWest), in response to specifications for Fuel Island Compliance, Maintenance, and Repair, and authorize the City Manager to enter into a contract for an amount not-to-exceed \$458,850, which includes the base contract amount of \$399,000 and a contingency of \$59,850 for up to five years or whichever occurs first; 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 is responsible for the routine maintenance and repair services of the City's four fueling stations that are located at the Police Department, Fire Station 33, Civil Defense Center, and City Yard. Due to the specialized nature of this work, the Department bids and hires an outside contractor to perform required services. The prior contract was with SunWest and expired on April 1, 2024. We currently have interim PO 1250089 in place pending the approval of a new Fuel Island Compliance, Maintenance, and Repair contract.

A Notice Inviting Bids for Fuel Island Compliance, Maintenance, and Repair 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 18 vendors downloaded the specifications, none of which were local. Two 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 fueling stations. The basis of award is based on the lowest bid amount for estimated annual services.

The bid results are as follows:

<b>Bidder</b>	<b>Amount (\$)</b>
1. SunWest Engineering Constructors, Inc., Chino, CA	\$ 79,800
2. Fleming Environmental Inc., Fullerton, CA	\$148,125

Staff's annual estimate amount based on historic records for fuel island compliance, maintenance, and repair services of the City's fuel island is \$68,045.

It is recommended SunWest Engineering Constructors, Inc. be awarded the contract as they are the lowest and best bidder. The proposed contract with SunWest fully complies with the Competitive Bidding process as specified by Pasadena Municipal Code Section 4.08.045. Staff recommends this vendor be awarded a contract for a total not-to-exceed amount of \$458,850 for up to five years or whichever occurs first.

The City has previously done business with SunWest, totaling \$400,004 for fuel island maintenance services since Fiscal Year 2019.

The proposed contract will be established as follows:

Annual Bid x 5 years	\$399,000
Contingency Allowance	<u>\$ 59,850</u>
<b>Total</b>	<b>\$458,850</b>

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:**

This action is categorically exempt from CEQA in accordance with State CEQA Guidelines under Title 14, Chapter 3, Article 19, Section 15301, Existing Facilities (Class 1). Class 1 consists of "the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use." The proposed project is limited to the routine maintenance and emergency repair services for the City's four (4) fueling stations. No expansion of use would occur as a result of the project. There are no features that distinguish the project from others in the exempt classes, and therefore, there are no unusual circumstances.

**FISCAL IMPACT:**

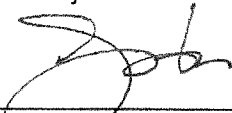
The total cost of the recommended action is \$458,850 over five years. The Department will utilize existing budgeted appropriations in the Fleet Maintenance Fund (511) to support the first year of contract costs. Future contract costs will be budgeted as part of the Department's annual operating budget. There is no impact to the General Fund.

Respectfully submitted,



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KRIS MARKARIAN, P.E.  
Acting Director of Public Works

Prepared by:



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Approved by:



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MIGUEL MARQUEZ  
City Manager