



Agenda Report

July 14, 2025

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE WILLIS CORPORATION, DBA VENTURA COUNTY OVERHEAD DOOR TO FURNISH, DELIVER AND INSTALL ROLLUP DOORS FOR AN AMOUNT NOT-TO-EXCEED \$278,964**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines (California Code of Regulations, Title 14, Chapter 3) Article 19, Section 15301, Class 1 – Existing Facilities and Section 15302, Class 2 – Replacement or Reconstruction, and that there are no features that distinguish this project from others in the exempt classes and, therefore, there are no unusual circumstances; and
2. Authorize the City Manager to enter into a contract, as the result of the competitive bidding process as specified by Section 4.08.045 of the Pasadena Municipal Code, with The Willis Corporation, DBA Ventura County Overhead Door to provide labor, materials and equipment for rollup door installations and upgrades for an amount not-to-exceed \$278,964 which includes the base contract amount of \$265,680 and a contingency of \$13,284 to provide for any necessary change orders.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) is responsible for automated door and gate repairs at several locations throughout the city. Rollup doors at five locations have reached the end of their lifecycle and need to be replaced to maintain current building and safety standards. The locations are: Fire Station 33; Water and Power Meter Testing Shop; Water and

Power Warehouse; Public Works Fleet Safety Shop; and the Public Works Fleet Maintenance Garage.

On March 26, 2025, a Notice Inviting Bids for the Installation and Repairs of Rollup Doors was posted on OpenGov Procurement and published in the local newspapers. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 35 vendors downloaded the specification, none of which were local. Seven vendors attended the mandatory pre-bid meeting, held on April 8, 2025.

Bid Results:

Following the bid submission deadline of May 5, 2025, four bids were submitted, none of which were local. The bid results are as follows:

Bidder		Amount (\$)
1. The Willis Corporation, DBA Ventura County Overhead Door	Ventura, CA	\$265,680
2. GMAT Inc., DBA Inland Overhead Door	Colton, CA	\$339,343
3. McKendry Door Sales Inc.	Santa Fe Springs, CA	\$517,776
4. eRoom Inc.	Venice, CA	\$654,406

The Willis Corporation, DBA Ventura County Overhead Door (VCOD) is the lowest and best bidder and meets all requirements and specifications outlined in the bid specification. The proposed contract with VCOD complies with the competitive bidding process as specified by Pasadena Municipal Code Section 4.08.045.

Staff recommends VCOD who is a new vendor for the City be awarded an on-call contract to furnish, deliver and install rollup doors and associated operators, perform rollup door upgrades on existing rollup doors, and open a doorway for two new rollup doors. This contract shall include the supply of materials and labor.

The contract will be set up as follows:

Base Bid	\$265,680
Contingency	<u>\$ 13,284</u>
Contract Not-to-Exceed Amount	\$278,964

A contingency of five percent is allocated to this contract to allow for unforeseen materials and service needs.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic planning goals to improve, maintain, and enhance public facilities and infrastructure, and ensure public safety.

ENVIRONMENTAL IMPACT:

The proposed action has been determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301, Class 1 – Existing Facilities and Section 15302, Class 2 – Replacement or Reconstruction. Class 1 includes 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 use. Class 2 consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced. The proposed project consists of replacing five rollup doors on existing buildings. There would be no expansion of use or capacity at any of the involved buildings. There are no features that distinguish this project from others in the exempt classes and, therefore, there are no unusual circumstances.

FISCAL IMPACT:

The total cost of this contract is \$278,964. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Building Maintenance FY 2026 – 2030 (71931) CIP project. There is no impact to the General Fund.

Respectfully submitted,



GREG DE VINCK, P.E.
Director of Public Works

Prepared by:



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Approved by:



MIGUEL MARQUEZ
City Manager