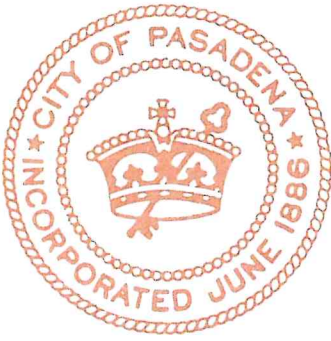




Agenda Report

October 20, 2025

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A FIVE-YEAR CONTRACT WITH ARIZONA MACHINERY LLC DBA STOTZ EQUIPMENT FOR JOHN DEERE ORIGINAL EQUIPMENT MANUFACTURED PARTS, SERVICE AND REPAIR FOR LAWN CARE EQUIPMENT IN AN AMOUNT NOT-TO-EXCEED \$365,261**

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;
2. Award contract to lowest and best bid dated August 12, 2025, submitted by Arizona Machinery LLC dba Stotz Equipment, in response to specifications for John Deere Original Equipment Manufactured Parts, Service and Repair, authorize the City Manager to enter into a five-year contract for an amount not-to-exceed of \$365,261, which includes the base contract amount of \$317,618 and a contingency of \$47,643 to provide for any necessary change orders; and
3. Authorize the City Manager to approve no-cost amendments to the subject contract including necessary change orders.

BACKGROUND:

The Department of Public Works (PW), Building Systems and Fleet Management Division (BSFMD) services approximately 28 pieces of John Deere manufactured lawn care equipment used to maintain the landscaping at all parks and buildings. Fleet Management performs repairs and maintenance services on the lawn equipment on a routine and emergency basis. In order to meet service and repair demands, BSFMD is seeking to contract with an authorized John Deere vendor to perform service and repairs as well as

provide original equipment manufactured parts for City-owned John Deere lawn care equipment.

A Notice Inviting Bids for John Deere Original Equipment Manufactured Parts, Service and Repair for Lawn Care Equipment was posted on OpenGov Procurement on July 14, 2025. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 14 vendors downloaded the specifications, one was local. Four bids were received electronically by the bid opening date, none of which were local.

Bid Results:

Per the bid specification, bidders were asked to provide: pricing for replacement parts to be delivered to the City for use in repairs performed by City staff; hourly rates for labor performed by the vendor on an as-needed basis; and required vendor information forms needed to process the contract with the City's Purchasing Division. In order to be considered, all line items and forms needed to be included as part of the bid.

The bid results are as follows:

Bidders	Location	Amount (\$)	Reason Disqualified
1. Arizona Machinery LLC dba Stotz Equipment	Montclair, CA	\$ 63,524	N/A
2. MJ Service Industries LLC	Yucaipa, CA	Disqualified	Not an Authorized John Deere dealer
3. Powerland	Valley Center, CA	Disqualified	Did not submit all required documents
4. RDO Equipment Co.	Riverside, CA	Disqualified	Did not submit all required documents

The lowest responsive and responsible bidder is Arizona Machinery LLC dba Stotz Equipment. The vendor is active and in good standing with the Secretary of State. Staff recommends this vendor be awarded a five-year contract term in an amount not-to-exceed \$365,261. The proposed contract with Arizona Machinery LLC dba Stotz Equipment fully complies with the Pasadena Municipal Code Chapter 4.08 and Chapter 4.11 for Competitive Bidding and Living Wage Ordinances. The City has previously done business with this vendor, paying invoices totaling over \$400,000 since Fiscal Year 2016 for purchases of replacement parts and repair services for lawn care equipment.

The proposed contract will be established as follows:

Annual Amount x 5 years	\$ 317,618
Contingency Allowance	\$ 47,643
Total:	\$ 365,261

The 15% contingency allowance is to allow for unforeseen parts and service needs during the life of the contract.

COUNCIL POLICY CONSIDERATION:

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

ENVIRONMENTAL IMPACT:

The action proposed herein is not 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 purchase contract is a continuing administrative and maintenance activity (i.e., purchasing of supplies). This action 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.

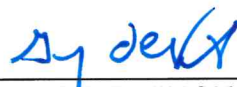
FISCAL IMPACT:

The total cost of the recommended action is estimated to be \$365,261 over five years. The Department will utilize existing budgeted appropriations in the Fleet Maintenance Fund (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.

The following table represents the contract summary:

Base Price for 5-year contract with Arizona Machinery LLC dba Stotz Equipment	\$317,618
Contingency Allowance (15% of Base Price)	\$ 47,643
Contract Not-To-Exceed Amount	\$365,261

Respectfully submitted,



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

Prepared by:



Gabriel Silva
BSFMD Administrator

Approved by:



MIGUEL MÁRQUEZ
City Manager