

Agenda Report

February 2, 2026

TO: Honorable Mayor and City Council

FROM: Department of Water and Power

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH INCHARGE ENERGY FOR CITY-OWNED ELECTRIC VEHICLE CHARGER PREVENTIVE MAINTENANCE AND REPAIR SERVICES FOR UP TO SIX YEARS FOR A GRAND TOTAL AMOUNT NOT-TO-EXCEED \$2,866,130

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the project is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Article 19, Class 1, Section 15301, Existing Facilities, and that there are no features that distinguish the project from others in the exempt class and, therefore, there are no unusual circumstances; and
2. Award contract to lowest and best bid dated October 6, 2025, submitted by InCharge Energy ("InCharge") in response to the project plans and specifications for City-owned Electric Vehicle ("EV") Charger Preventive Maintenance and Repair Services, and authorize the City Manager to enter into a contract with InCharge for up to six years for a grand total amount not to exceed \$2,866,130, which includes the option for three additional one-year extensions for an amount not-to-exceed \$1,474,171, at the discretion of the City Manager.

BACKGROUND:

Pasadena Water and Power ("PWP") owns and operates an extensive electric vehicle ("EV") charging network as part of the City's commitment to environmental sustainability, clean transportation, and improved air quality. This network currently consists of approximately 295 charging stations, comprised of 246 Level 2 chargers and 49 Direct Current Fast Chargers ("DCFC"). Serving the public, municipal fleet, and emergency responders alike, this infrastructure is being expanded to meet increasing demand.

To ensure the reliability, safety, and continuous availability of this critical infrastructure, PWP requires specialized contract services for the comprehensive maintenance, repair, and operational support of the EV charging network. The services required under this contract include:

- Scheduled preventive maintenance and inspections to follow manufacturer guidelines and City-defined service intervals, including visual inspections, functional checks, cleaning, and diagnostic testing.
- Corrective maintenance and troubleshooting to resolve all malfunctions, physical damage, and communication failures.
- Routine inspection and maintenance of dedicated electrical switchgear (distribution panels, load centers, disconnect switches) that support the EV charging infrastructure.

On September 4, 2025, a Notice Inviting Bids for the Specifications for Citywide EV Charger Preventive Maintenance, Operations, and Repair Services was published on the City's electronic procurement platform, OpenGov. The notice was automatically distributed to all vendors registered under the applicable commodity codes. The solicitation resulted in 51 vendors downloading the specifications. A total of five bids were received by the due date of October 6, 2025, four of which were responsive, with no bids received from a local firm. The responsive bid results are summarized below in Table I.

Table I: Responsive Bids

Bidder Name	Office Location	Bid Amount
InCharge Energy	Los Angeles, CA	\$434,330.00
Aurora Power Services	Westlake Village, CA	\$448,660.00
Baker Electric & Renewables Inc	Escondido, CA	\$558,147.80
Saboo Inc	Brentwood, CA	\$1,045,072.50

InCharge was the lowest and best bidder with the required relevant experience. The vendor will provide on-site maintenance and support for City-owned EV charging infrastructure. A dedicated Electric Vehicle Infrastructure Training Program ("EVITP")-certified technician will perform all preventative and corrective repairs, scheduled inspections, and performance testing. InCharge currently maintains EV infrastructure for numerous California public agencies through existing contracts. City staff also confirmed satisfactory performance through the references provided. Staff recommends that the City Council authorize the City Manager to enter into a contract with InCharge for up to six years for a grand total amount not-to-exceed \$2,866,130, which includes the base contract amount of \$1,391,959 for three years, and the option for three additional one-year extensions, or an amount not to exceed \$1,474,171, at the discretion of the City Manager.

The proposed contract complies with the Competitive Bidding and Purchasing Ordinance pursuant to Pasadena Municipal Code Chapter 4.08. One prior contract with InCharge has been awarded for a total amount not to exceed \$235,100.

COUNCIL POLICY CONSIDERATION:

The proposed contract is consistent with the City Council's goals to maintain fiscal responsibility and stability, and PWP's strategic initiatives to enhance customer satisfaction and confidence, improve efficiency and business continuity, and maintain PWP's fiscal health and stability.

ENVIRONMENTAL ANALYSIS:

This project is categorically exempt from CEQA pursuant to State CEQA Guideline Article 19, Class 1, Section 15301, Existing Facilities. The Class 1 categorical exemption 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 contract allows for the continued maintenance, repair, and operation of existing EV charging infrastructure. This action does not involve substantial physical construction activities or an expansion of the existing use. There are no features that distinguish the project from others in the exempt class and, therefore, there are no unusual circumstances.

FISCAL IMPACT:

The cost of the recommended action is \$2,866,130 over six years, if the three optional one-year extensions are exercised. Details by Fiscal Year are as follows:

Fiscal Year	Amount
2026 (2 nd half)	\$144,777
2027	\$451,703
2028	\$469,771
2029	\$488,562
2030	\$508,105
2031	\$528,429
2032 (1 st Half)	\$274,783


The Department will utilize existing appropriations in the Power Operating Fund (401) 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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