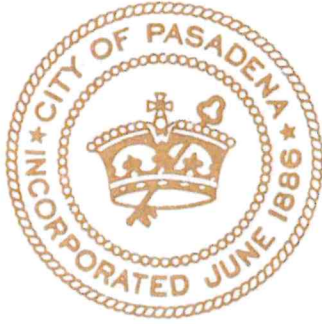




Agenda Report

July 13, 2026

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A FIVE-YEAR CONTRACT WITH RUSH TRUCK CENTERS OF CALIFORNIA INC FOR THE INSPECTION SERVICES AND REPAIRS FOR CNG TRUCKS AND SERVICE VEHICLES IN AN AMOUNT NOT-TO-EXCEED \$872,708

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 January 20, 2026, submitted by Rush Truck Centers of California, Inc. in response to bid specifications for Inspection, Services, and Repairs of CNG (Compressed Natural Gas) Trucks and Service Vehicles, and authorize the City Manager to enter into a five-year contract for a total not-to-exceed amount of \$872,708, which includes the base contract amount of \$831,150 and a contingency of \$41,558 to provide any necessary change orders; and
3. Authorize the City Manager to approve within contract authority, amendments to the subject contract including durational extensions.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) is responsible for maintaining the City's CNG powered refuse trucks and service vehicles. These vehicles are essential to providing solid waste collection, street maintenance, sewer operations, and other critical public services throughout the City. To ensure safe and reliable operation, CNG fuel systems require specialized inspections, certifications, maintenance, and repairs performed by qualified technicians.

The City's CNG-powered fleet contains fuel cylinders, fuel lines, regulators, valves, tank covers, and related components that must be periodically inspected and maintained in accordance with manufacturer recommendations and applicable federal, state, and local regulations. These inspections and certifications are necessary to verify the continued integrity and safe operation of the fuel systems and to identify components requiring repair or replacement. The requested services include periodic CNG fuel cylinder inspections and certifications, post-accident inspections, testing of CNG fuel lines, repair and replacement of CNG system components and repair or replacement of CNG tank covers. These services help ensure regulatory compliance, reduce vehicle downtime, and support the safe operation of City fleet assets.

In addition to routine maintenance and repair services, the City anticipates replacing up to five aging CNG fuel tanks during the five-year contract term. While the timing of these replacements has not yet been determined, establishing a contract that includes both inspection and repair services, as well as the ability to purchase replacement tanks when needed, will allow the City to proactively address equipment lifecycle needs and maintain fleet reliability. Contracting for these services ensures compliance with industry standards and safety requirements while providing the City with access to specialized resources on an as-needed basis.

A Notice Inviting Bids for Inspection, Services, and Repairs for CNG Trucks and Service Vehicles was posted on OpenGov Procurement on December 30, 2025. The posting generated notices to all vendors who had previously registered with the City for this commodity class. A total of 12 vendors downloaded the specifications. A total of two bids were received by the bid closing date, none of which were local. One was disqualified for not submitting all the required documents.

Following advertising, bids were electronically received on January 20, 2026, and are as follows:

<u>Bidder</u>	<u>Location</u>	<u>Amount</u>
1. Rush Truck Centers of California Inc.	Whittier, CA	\$166,230
2. MJ Service Industries LLC	Yucaipa, CA	\$174,294 (Disqualified)

It is recommended that Rush Truck Centers of California Inc. be awarded the contract as they are the lowest, most responsive and responsible bidder. 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 \$872,708. The proposed contract with Rush Truck Centers of California Inc. 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 \$878,042 since Fiscal Year 2016.

The contract will be set up as follows:

Base Bid	\$831,150
<u>Contingency</u>	<u>\$ 41,558</u>
Contract Not-to-Exceed Amount	\$872,708

A contingency of five percent is allocated to this contract to allow for unforeseen operational needs during the life of the contract.

Payment to the contractor shall be made on an as-needed basis for services actually rendered, in accordance with the agreed-upon hourly rate schedule and unit prices submitted in the bid. The total contract amount represents a not-to-exceed amount based on projected operational needs.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic planning goals to maintain fiscal responsibility and stability, improve operational effectiveness and efficiency, and ensure the safe and reliable operation of City fleet assets.

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 proposed action involves the award of a contract for inspection, maintenance, repair, certification, and replacement services associated with existing vehicle fuel systems. This action does not authorize construction, physical improvements, or any direct physical change in the environment, nor does it create 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 \$872,708 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 Bid	\$ 831,150
Contingency	\$ 41,558
Total Fiscal Impact	\$ 872,708

Respectfully submitted,



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

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Approved by:



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