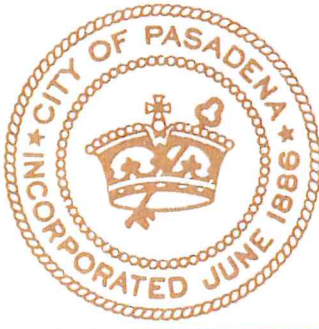




Agenda Report

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 WESTERN PUMP INC FOR AUTHORIZED GASBOY SERVICE AND REPAIR FOR DISPENSERS AND WIRELESS NOZZLES AND ORIGINAL EQUIPMENT MANUFACTURER PARTS IN AN AMOUNT NOT-TO-EXCEED \$514,364**

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 February 2, 2026, submitted by Western Pump, Inc. in response to the bid specifications for Authorized Gasboy Service and Repair for Dispensers, Wireless Nozzles, and Original Equipment Manufacturer Parts, and authorize the City Manager to enter into a five-year contract for a total not-to-exceed amount of \$514,364, which includes the base contract amount of \$489,870 and a contingency of \$24,494 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) operates and maintains the City's fueling infrastructure, including four Gasboy fuel islands that support daily fueling operations for the City's fleet of approximately 1,100 vehicles and equipment units. These fueling systems are utilized by various Pasadena departments to provide uninterrupted access to unleaded fuel, diesel fuel, and compressed natural gas (CNG).

The City's fueling infrastructure includes Gasboy fuel dispensers, wireless nozzle readers, and fuel management equipment that support daily fueling operations for City vehicles and equipment. To ensure the continued operation and reliability of the City's fueling infrastructure, BSFMD requires authorized service, repair, technical support, and Original Equipment Manufacturer (OEM) replacement parts for Gasboy fueling equipment. Due to the specialized nature of fuel dispensing and fuel management systems, the City's current in-house staffing is not equipped or authorized to perform many of the repairs, software updates, calibrations, and warranty-related services required to maintain Gasboy fueling equipment. These systems require manufacturer-specific training, specialized diagnostic equipment, proprietary software, and access to technical resources that are only available through authorized Gasboy service providers.

Authorized Gasboy service providers are trained and approved by the manufacturer to perform repairs, provide software support, complete system calibrations, and furnish OEM replacement parts. The use of OEM parts helps ensure proper fit, compatibility, reliability, and continued operation of the City's fueling infrastructure. In addition, certain repairs and warranty services must be performed by an authorized provider to maintain manufacturer support and warranty coverage. Utilizing a non-authorized vendor could result in improper repairs, loss of manufacturer support, voided warranties, extended equipment downtime, and increased repair costs. Because the City's fuel islands serve as the primary fueling source for City fleet operations, prolonged outages could negatively impact the City's ability to fuel and operate vehicles and equipment used by various City departments. For these reasons, BSFMD requires the services of an authorized Gasboy provider for specialized repairs, warranty work, software support, and OEM replacement parts.

A Notice Inviting Bids for Authorized Gasboy Service and Repair for Dispensers, Wireless Nozzles, and OEM Parts was posted on OpenGov Procurement on January 16, 2026. The posting generated notices to all vendors who had previously registered with the City for this commodity class. A total of eight vendors downloaded the specifications. A total of one bid was received by the bid closing date, none of which were local.

Following advertising, bids were electronically received on February 2, 2026, and are as follows:

<u>Bidder</u>	<u>Location</u>	<u>Amount (\$)</u>
1. Western Pump, Inc.	Poway, CA	\$97,974

It is recommended that Western Pump, 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 \$514,364. The proposed contract with

Western Pump, 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 \$215,000 since Fiscal Year 2022.

The contract will be set up as follows:

Base Bid	\$489,870
<u>Contingency</u>	<u>\$ 24,494</u>
Contract Not-to-Exceed Amount	\$514,364

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 authorized service, repair, technical support, and OEM replacement parts actually requested and received, in accordance with the 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 and enhance City infrastructure and municipal assets, improve operational efficiency, and ensure the continued operation of critical fueling infrastructure necessary to support City services.

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 maintenance, repair, technical support, and supply of replacement parts for existing fuel dispensing and fuel management equipment. 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 \$514,364 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	\$ 489,870
Contingency	\$ 24,494
Total Fiscal Impact	\$ 514,364

Respectfully submitted,



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

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