

# Agenda Report

June 22, 2026

**TO:** Honorable Mayor and City Council

**FROM:** Water and Power Department

**SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SANTA MARGARITA FORD FOR THE PURCHASE OF FOUR TRUCKS WITH CUSTOM UPFITTING FOR AN AMOUNT NOT TO EXCEED \$784,328**

## **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 Public Resources Code Section 21065 of CEQA, and within the meaning of State CEQA Guidelines Section 15378(b); and
2. Award a contract to the lowest and best bid dated February 27, 2026, submitted by Santa Margarita Ford in response to the specifications for Four Heavy Duty Trucks with Custom Upfitting, and authorize the City Manager to enter into a contract for an amount not-to-exceed \$784,328, which includes the base contract amount of \$713,025 and a contingency amount of \$71,303 to provide for any necessary change orders.

## **BACKGROUND:**

Pasadena Water and Power Department ("PWP") is responsible for maintenance, construction, and emergency response functions necessary to support the City's electric transmission and distribution systems. These functions are essential to maintaining electric system reliability, resilience, and public safety. Power Delivery field crews rely on specialized vehicles to transport personnel, heavy equipment, tools, and materials needed to perform this work safely and efficiently.

The Fiscal Year 2026 Capital Improvement Program ("CIP") includes funding for the replacement of four work trucks that support various operations of the Power Delivery Division. These vehicles are critical to daily field activities; however, the existing units

have become less reliable and more costly to maintain. Replacement of these trucks is necessary to maintain safe, efficient, and dependable field operations and to ensure timely response to power system emergencies. The recommended vehicles for replacement are shown below in Table I.

**Table I: Recommended Vehicles for Replacement**

Vehicle ID	Model Year	Mileage
1860	2003	56,000
2410	2015	42,000
2411	2015	43,000
2412	2015	48,000

The vehicles included in this purchase are Ford F-550-based companion trucks, which are generally classified as Class 5 medium-duty vehicles. In the context of Power Delivery field operations, these vehicles may be described as heavy-duty because they are larger and more capable than standard light-duty pickup trucks and are used to transport personnel, tools, equipment, and materials for utility field work. However, they are not Class 7 or Class 8 heavy-duty vehicles. Vehicle classification is relevant because zero-emission availability varies significantly by vehicle class, body style, chassis configuration, and intended use.

PWP reviewed available Zero-Emission Vehicle (“ZEV”) options for the companion truck replacements included in this purchase. Staff identified that certain Class 5 electric vehicles are available in the market, including vehicles designed primarily for delivery-style or box-truck applications. However, staff has not identified a commercially available ZEV equivalent to the Ford F-550 chassis that is suitable for the flatbed utility-style upfitting required for these companion trucks. Accordingly, staff recommends proceeding with the purchase of gasoline-powered Class 5 medium-duty companion trucks to support Power Delivery field operations.

On February 13, 2026, a Notice Inviting Bids for the Specifications for Four Heavy Duty Trucks with Custom Upfitting was published on the City’s electronic procurement platform, OpenGov. The notice was automatically distributed to all vendors registered with the City under the applicable commodity codes for related services. A total of 29 vendors downloaded the Specifications, none of which were local. A total of five responsive bids were received by the bid due date of March 5, 2026, with no bids received from a local firm. The bid results are summarized below in Table II.

**Table II: Bid Summary**

Bidder	Location	Annual Bid Amount
Santa Margarita Ford	Rancho Santa Margarita, CA	\$713,025.00

Contract Award to Santa Margarita Ford for Four Trucks with Custom Upfitting

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Ford of Downtown LA	Los Angeles, CA	\$722,603.34
Transwest Truck Center	Fontana, CA	\$734,854.19
Downtown Ford Sales	Sacramento, CA	\$744,973.29
South Bay Ford Lincoln	Hawthorne, CA	\$876,795.37

Santa Margarita Ford was the lowest and best bidder. PWP staff recommends the City Council authorize the City Manager to enter into a contract with Santa Margarita Ford for a grand total amount not-to-exceed \$784,328, which includes the base contract amount of \$713,025 and a contingency amount of \$71,303 to provide for any necessary change orders.

The recommended not-to-exceed amount is based on the lowest responsive bid received. Actual payment(s) will be made only for goods satisfactorily furnished in accordance with the contract. A ten percent (10%) contingency is included in the requested contract amount to address any potential supply chain disruptions and accommodate minor final design or specification adjustments. In addition, manufacturer production schedules and order windows may result in order placement or delivery extending beyond initially anticipated timelines which can impact pricing.

The proposed contract complies with the Competitive Bidding and Purchasing Ordinance pursuant to Pasadena Municipal Code Chapter 4.08 and the rules and regulations promulgated thereunder.

The City has previously issued two purchase orders to Santa Margarita Ford for a total amount of approximately \$230,000.

**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:**

CEQA excludes, from environmental review, actions that are not “projects” as defined by Public Resources Code Section 21065 and within the meaning of CEQA Guidelines Section 15378(b). Sections 21065 and 15378(b) define a project as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Section 15378 excludes from the definition of “project” continuing administrative or maintenance activities, such as purchases for supplies and services. The actions proposed herein, authorizing the City

Manager to enter into a contract for the purchase of trucks, is an administrative activity, and therefore is not a “project” as defined by CEQA. Since the action is not a project subject to CEQA, no environmental document is required.

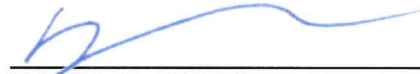
**FISCAL IMPACT:**

The total cost of this action including contingency is \$784,328. Funding for this action will be addressed by the utilization of existing funds in the Purchase of Vehicles and Equipment – Power (03500) CIP budget. It is anticipated that all the costs will be expended in fiscal year 2027. There is no impact to the General Fund. The following table represents a contract summary.

**Table III: Contract Summary**

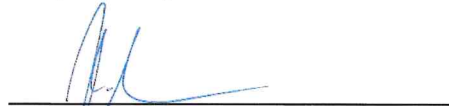
Base Contract	\$ 713,025.00
Contingency (10%)	\$ 71,303.00
<b>Total Fiscal Impact</b>	<b>\$ 784,328.00</b>

Respectfully submitted,



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