



Agenda Report

June 22, 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 H&H AUTO PARTS WHOLESALE FOR THE AS-NEEDED PURCHASE OF VEHICLE OUTFITTING ACCESSORIES IN AN AMOUNT NOT-TO-EXCEED \$303,402

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 May 7, 2026, submitted by H&H Auto Parts in response to specifications for As-Needed Purchase of Vehicle Outfitting Accessories and Related Parts, and authorize the City Manager to enter into a five-year contract for an amount not-to-exceed of \$303,402, which includes the base contract amount of \$275,820 and a contingency of \$27,582 to provide any necessary change orders; and
3. Authorize the City Manager to approve no-cost amendments to the subject contract including durational extensions.

BACKGROUND:

The City of Pasadena utilizes a wide range of fleet vehicles and equipment to support field operations, maintenance activities, inspections, transportation services, and other essential municipal functions. The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) is responsible for ensuring these vehicles and equipment are properly equipped and operationally ready for service. To support safe and reliable fleet operations, the City routinely purchases vehicle outfitting accessories and replacement components needed to properly equip and maintain City vehicles.

These items may include, but are not limited to: running boards, ladder racks, step bars, bumpers, and other related vehicle accessories.

These accessories support daily operations by improving vehicle accessibility, operator safety, and overall functionality for City personnel. Certain accessories, such as ladder racks, steps bars, and running boards, are necessary to support safe access to equipment and tools utilized during field operations. Other components, including lighting, switches, and replacement accessories, are routinely replaced due to damage, wear and tear, or operational needs. As new vehicles go into service, outfitting accessories and related equipment will be required to ensure vehicles are properly configured to meet operational and departmental needs. Establishing a reliable source for vehicle outfitting accessories is necessary to support timely vehicle preparation and operational readiness.

A Notice Inviting Bids for As-Needed Purchase of Vehicle Outfitting Accessories and Related Parts was posted on OpenGov Procurement on April 23, 2026. The posting generated notices to all vendors who had previously registered with the City for this commodity class. A total of 23 vendors downloaded the specifications. A total of three bids were received by the bid closing date, none of which were local. One was determined to be non-responsive for not providing pricing for all required bid items.

Following advertising, bids were electronically received on May 7, 2026, and are as follows:

<u>Bidder</u>	<u>Location</u>	<u>Amount</u>
1. H&H Auto Parts Wholesale	Arleta, CA	\$55,164
2. Blue Angel International LLC	Berkeley, CA	\$91,020

It is recommended that H&H Auto Parts Wholesale 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 \$303,402. The proposed contract with H&H Auto Parts Wholesale 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 \$1 million since Fiscal Year 2016.

The contract will be set up as follows:

Base Bid	\$275,820
<u>Contingency</u>	<u>\$ 27,582</u>
Contract Not-to-Exceed Amount	\$303,402

A contingency of ten 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 parts actually ordered 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 improve mobility and accessibility throughout the City of Pasadena, enhance operational safety for field personnel and the public, 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 proposed action involves the award of a contract for the purchase and delivery of vehicle outfitting accessories, which constitutes an administrative and operational activity. 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 \$303,402 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	\$ 275,820
Contingency	\$ 27,582
Total Fiscal Impact	\$ 303,402

Respectfully submitted,



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Director of Public Works

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Approved by:



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