

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 CONTRACT WITH SMARTRISE ELEVATOR SERVICE INC FOR THE PASADENA POLICE DEPARTMENT ELEVATORS MODERNIZATION PROJECT FOR AN AMOUNT NOT TO EXCEED \$533,192

RECOMMENDATION:

It is recommended that the City Council:

1. Find the contract proposed herein to be categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Title 14, Chapter 3, Article 19, Section 15301, Class 1 – Existing Facilities, and that there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances;
2. Award contract to the lowest and best bid dated May 21, 2026 submitted by SmartRise Elevator Service, Inc. in response to the bid specifications for the Police Department Elevators Modernization project, and authorize the City Manager to enter into a contract for a total not-to-exceed amount of \$533,192, which includes the base contract amount of \$444,292 and a contingency of \$88,900 to provide for unforeseen change orders; and
3. Authorize the City Manager to approve within contract authority, amendments to the subject contract including durational extensions.

BACKGROUND:

In fiscal year (FY) 2018, the City retained a consultant to conduct a comprehensive facilities assessment to identify immediate maintenance needs and long-term capital improvement priorities at City-owned facilities. The assessment, completed in October 2018, identified the hydraulic elevator systems at the Pasadena Police Department Headquarters, located at 207 North Garfield Avenue, as requiring modernization due to aging equipment, deteriorated components, increasing maintenance needs, and reliability concerns.

The proposed project includes modernization of two hydraulic elevators, replacement of outdated mechanical, electrical, and control system components, associated code compliance upgrades, and integration with existing building life-safety systems. Due to the operational requirements of the occupied Police Department facility, the project has been designed to maintain one elevator in service at all times during construction.

The Department of Public Works prepared specifications for the Police Department Elevators Modernization project. Bids were requested and received in accordance with Section 4.08.060 of the Pasadena Municipal Code. On April 9, 2026, a Notice Inviting Bids for Pasadena Police Department Elevators Modernization was published in 22 trade journals, as well as posted on OpenGov Procurement. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 29 vendors downloaded the specifications. A total of two bids were received by the bid opening date, none were local.

Following advertising, bids were electronically received on May 21, 2026, and are as follows:

<u>Bidder</u>	<u>Amount (\$)</u>
1. SmartRise Elevator Service, Inc., Santa Fe Springs	\$ 444,292
2. AZTech Elevator Company, Los Angeles	\$ 675,000
Engineer's Estimate	\$ 750,000

The lowest and best bid received is approximately 41 percent lower than the Engineer's Estimate.

It is recommended that SmartRise Elevator Service, Inc. be awarded the contract for this project as they are the lowest and best bidder. The proposed contract with SmartRise Elevator Service Inc fully complies with the Competitive Bidding and Living Wage Ordinances and with the Prevailing Wage Law (Senate Bill 7) per Resolution 9406 adopted by the City Council on December 14, 2014. The contractor has indicated that the awarding of this contract will result in no new hires to the present workforce. In accordance with Local Preference provisions of the contract, the contractor is encouraged to recruit Pasadena residents initially and to give them preference, if all other factors are equal, for any new positions generated from this contract.

SmartRise Elevator Service, Inc. has previously performed work for the City for elevator modernization in six City-owned parking garages in the amount of \$1,864,151. Staff has confirmed the contractor's license, and their Department of Industrial Relations status is in good standing. The contractor received favorable reference checks from other agencies.

The proposed contract will be set up as follows:

Base Bid	\$ 444,292
<u>Contingency</u>	<u>\$ 88,900</u>
Contract Not-to-Exceed Amount	\$ 533,192

A contingency of 20 percent is allocated to this contract given possible unforeseen conditions that may be encountered in performance of the contracted work including, but not limited to, unforeseen field conditions, coordination with existing building systems, required modifications necessary to maintain continuous elevator operations within the occupied Police Department facility, long lead equipment procurement issues, and field-design adjustments required during construction. Public Works staff will review all change order requests submitted during construction and request authority for the City Engineer to approve change orders, as necessary, within the contingency amount authorized by the City Manager.

It is anticipated the construction will be completed in Summer 2027.

COUNCIL POLICY CONSIDERATION:

This contract is consistent with the City Council’s goal to improve, maintain, and enhance public facilities and infrastructure throughout the City.

ENVIRONMENTAL ANALYSIS:

The contract award has been determined to be categorically exempt under the California Environmental Quality Act (CEQA) Guidelines in accordance with Title 14, Chapter 3, Article 19, Section 15301, Class 1, Existing Facilities. Class 1 consists of minor alterations of existing public facilities involving negligible or no expansion of use. There are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances.

FISCAL IMPACT:

The cost of this contract including contingency is \$533,192 and the total cost of this action will be \$599,842. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Building Maintenance FY 2026 - 2030 (71931)* CIP project. It is anticipated that all costs will be expended in FY 2027 and FY 2028. The project will be funded entirely through Building Preventative Maintenance Funds; therefore, there is no impact to the General Fund.

The following table represents a project summary.

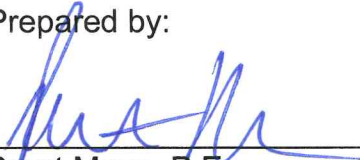
Base Bid	\$	444,292
Contingency	\$	88,900
Construction Administration and Inspection	\$	66,650
Total Fiscal Impact	\$	599,842

Respectfully submitted,



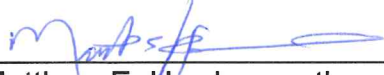
GREG DE VINCK, P.E.
Director of Public Works

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