

Agenda Report

May 11, 2026

TO: Honorable Mayor and City Council

FROM: Water and Power Department

SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH MATT-CHLOR INC. TO PROVIDE CHLORINE EQUIPMENT PARTS, SERVICE, AND REPAIRS FOR FIVE YEARS FOR AN AMOUNT NOT-TO-EXCEED \$465,751**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" subject to the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code Section 21065 and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3) and 15378(b)(2);
2. Award contract to lowest and best bid dated August 15, 2025, submitted by Matt-Chlor, Inc. ("Matt-Chlor") in response to the project plans and specifications for Chlorine Equipment Parts, Service, and Repairs, authorize the City Manager to enter into a five-year contract for an amount not-to-exceed \$465,751, which includes the base contract amount of \$423,410 and a contingency of \$42,341 to provide for any necessary change orders; and
3. Authorize the City Manager to approve no-cost amendments to the subject contracts including durational extensions.

BACKGROUND:

Pasadena Water and Power ("PWP") utilizes chlorinators to regulate and dispense chlorine into PWP's water storage reservoirs and system wells. Chlorine leak detectors are installed to identify potential chlorine gas leaks, triggering alarms that alert PWP's Supervisory Control and Data Acquisition ("SCADA") system and on-call operators. Per California Accidental Release Prevention ("CalARP") regulations, chlorine safety and dispensing equipment must be serviced or replaced every two years to ensure continued compliance, reliability, and safety. When failure of any of these critical facilities occurs,

timely repair is essential. This contract provides replacement parts such as gaskets, nozzles, and chlorine gas leak sensors, and the ability to service the chlorination equipment.

On July 24, 2025, a Notice Inviting Bids to provide Chlorine Equipment, Parts, and Repairs was published on OpenGov, which generated notices to all vendors who have previously registered with the City of Pasadena (“City”) for this commodity class. This project was competitively bid. A total of 4,270 vendors received the notice, and 19 vendors downloaded the formal bid specifications, none of which were local. No bids were submitted by the due date of August 7, 2025.

On August 19, 2025, a Request for Information (“RFI”) was published on OpenGov seeking information regarding the availability of chlorine parts, services, and repairs, as zero bids were received for the initial solicitation published on July 24, 2025. A total of three vendors responded to this RFI indicating they would be willing to respond to another formal competitive bid released by the City for the goods or services described in the RFI.

On October 2, 2025, a Notice Inviting Bids to provide Chlorine Equipment, Parts, and Repairs was published on OpenGov, which generated notices to all vendors who have previously registered with the City for this commodity class. This project was competitively bid. A total of 4,055 vendors received the notice, and 18 vendors downloaded the formal bid specifications, none of which were local. A total of one bid was submitted by the bid due date of November 13, 2025.

The responsive bid results were as follows:

Bidder	Annual Amount (\$)
Matt-Chlor, Inc., El Monte, CA	\$84,682

As the lowest responsive bidder, it is recommended that Matt-Chlor, Inc. be awarded the contract. The proposed contract fully complies with the Competitive Bidding and Purchasing Ordinance, Pasadena Municipal Code, Chapter 4.08. The bid pricing submitted by Matt-Chlor is in line with current industry pricing for the purchase of chlorine equipment parts, service, and repairs.

Since 2016, the City has awarded Matt-Chlor, Inc. nine contracts. Currently, there are two contracts active with PWP.

COUNCIL POLICY CONSIDERATION:

The proposed contract is consistent with the Public Facilities Element of the General Plan and supports the City Council's goal to improve, maintain, and enhance public facilities and infrastructure; to provide high level of public service which adds to the quality of life in the City and increases its attractiveness through more efficient management of resources.

ENVIRONMENTAL ANALYSIS:

CEQA excludes, from environmental review, actions that are not “projects” as defined by CEQA Section 21065 and CEQA Guidelines Section 15378(b)(2) and pursuant to CEQA Guidelines Section 15060(c)(2) and 15060(c)(3). Sections 21065 and 15378(a) 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(b)(2) excludes from the definition of “project” continuing administrative or maintenance activities, such as purchasing of supplies. The action proposed herein is to authorize the City Manager to enter into a contract with Matt-Chlor, Inc. for the purchasing of supplies and the maintenance of the existing chlorination facilities. In addition, the purchasing of supplies does not involve any commitment to any specific project. Rather, such projects would be subject to discretionary consideration, accompanied by appropriate CEQA review, at the time they are proposed for approval and/or implementation. Therefore, the proposed action 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 contract, including contingencies, is \$465,751 over five years. Funding for this action will be addressed by the utilization of the *Water Distribution Mains* (01080) CIP budget. It is anticipated approximately \$85,000 will be spent in FY 2027 with the remainder expended by FY 2031. There is no impact to the General Fund.

The following table represents a project summary:

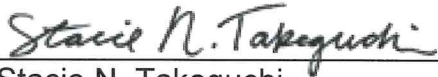
Matt-Chlor, Inc.	
Base Bid	\$423,410
Contract Contingency	\$42,341
Total Fiscal Impact	\$465,751

Respectfully submitted,



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