Agenda Report

November 10, 2026

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: **AUTHORIZE THE CITY MANAGER TO AMEND CONTRACT NUMBER 32005 WITH GPS INSIGHT, LLC FOR CITYWIDE VEHICLE GPS TRACKING SYSTEM SERVICES TO EXTEND THE TERM FOR TWELVE MONTHS AND INCREASE THE CONTRACT AMOUNT BY $205,692 THEREBY INCREASING THE GRAND TOTAL TO $1,062,744**

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; and

2. Authorize the City Manager to amend Contract No. 32005 with GPS Insight, LLC to extend the contract term by twelve months, from November 30, 2026 through November 29, 2027, and increase the contract amount by $205,692, including a contingency of $34,282, thereby increasing the total not-to-exceed amount from $857,052 to $1,062,744. Competitive bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services; and

3. Grant the proposed amendment an exemption from the Competitive Selection process pursuant to the Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) maintains over 1,100 vehicles and equipment assets that support City operations. BSFMD has increasingly equipped City vehicles with global positioning systems (GPS) as a management tool to help track the activities and locations of City assets. Since 2014, the City has contracted with GPS Insight, LLC for this service. On March 22, 2021, City Council approved Contract No. 32005 with GPS Insight, LLC for a

three-year term with two extension options, for an amount not-to-exceed $857,052. The contract consolidated individual departmental purchase orders under a master contract managed by the Department of Finance.

The contract provided GPS device installation, activation, and web portal access for real-time and historical vehicle tracking, monitoring, and reporting. GPS data, including vehicle location, travel speed, distance, odometer readings, and idle times, assists City departments with fleet management, operational oversight, and traffic accident investigations. These services also support the delivery of public services by providing information regarding the locations and activities of City-owned vehicles and equipment.

On September 2, 2026, BSFMD issued a Request for Proposals (RFP) for a GPS Asset Tracking Solution through OpenGov Procurement, which closed on October 21, 2026. BSFMD is requesting a one-year extension of the current GPS Asset Tracking Solution contract with GPS Insight, LLC. The proposed extension will provide the necessary time to thoroughly evaluate submitted proposals, complete the City Council award process, and finalize contract execution. If the review of all evaluations results in selecting a new vendor, the additional year extension will ensure a smooth and orderly transition of services. Additionally, the proposed extension with GPS Insight, LLC will maintain continuity of current operations and preserve stability for all departments that rely on this service.

COUNCIL POLICY CONSIDERATION:

The recommended action supports the City Council's strategic planning goals to maintain fiscal responsibility and stability and ensure the safe and reliable operation of City vehicles that supports the delivery of essential City services to the community.

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 consists of a contract extension for the installation and monitoring services of GPS on existing City-owned vehicles and 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 $205,692 over twelve months, which includes a 20 percent contingency for unforeseen expenses. The original Council-approved contract amount was $857,052. The proposed amendment will increase the total contract amount to $1,062,744. The Department will utilize existing budgeted appropriations in the Fleet Maintenance Fund to support the 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.

Original Council-Approved Contract	$ 857,052
Proposed Amendment- Base Contract Amount	$ 171,410
Contingency	$ 34,282
Total Fiscal Impact	**$ 1,062,744**

Respectfully submitted,

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

Prepared by:

Gabriel Silva
BSFMD Administrator

Approved by:

MATTHEW E. HAWKESWORTH
Interim City Manager