Agenda Report

November 10, 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 FLEET AUTOMOTIVE AND TRUCK REPLACEMENT PARTS IN AN AMOUNT NOT-TO-EXCEED $1,100,000**

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 August 24, 2026, submitted by H&H Auto Parts Wholesale in response to the bid specifications for Fleet Automotive and Truck Replacement Parts, and authorize the City Manager to enter into a five-year contract for a total not-to-exceed amount of $1,100,000, which includes the base contract amount of $1,000,000 and a contingency of $100,000 to provide any necessary change orders; and

3. Authorize the City Manager to approve within contract authority, amendments to the subject contract including durational extensions.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) maintains over 1,100 vehicles and pieces of equipment that support City operations, including light and medium-duty vehicles, construction equipment, and other specialized equipment. BSFMD purchases and stocks a wide variety of aftermarket replacement parts, repair components, and related consumables on an ongoing basis to ensure the City's fleet is maintained effectively and remains available to support departmental operations.

Timely access to aftermarket replacement parts is essential to minimizing vehicle and equipment downtime and allowing Fleet staff to complete maintenance and repairs efficiently. While certain high-volume parts are stocked and readily available to Fleet staff, additional replacement parts are purchased on an as-needed basis depending on vehicle and repair requirements. Due to the variety and age of the City's fleet, BSFMD must also be able to obtain specialty, discontinued, obsolete, and hard-to-find replacement parts when necessary. To support ongoing fleet maintenance and repair operations, BSFMD requires a dependable source for aftermarket automotive and truck replacement parts with the ability to provide parts in a timely manner.

A Notice Inviting Bids for Fleet Automotive and Truck Replacement Parts was posted on OpenGov Procurement on July 28, 2026. The posting generated notices to all vendors who had previously registered with the City for this commodity class. A total of 33 vendors downloaded the specifications. A total of four bids were received by the bid closing date, none of which were local.

Following advertising, bids were electronically received on August 24, 2026, and are as follows:

Bidder	Location	Amount ($)
1. H&H Auto Parts Wholesale	Arleta, CA	$172,320
2. Fire Apparatus Solutions	Rialto, CA	$191,140
3. Betts Truck Parts and Service	Fresno, CA	$32,222 (Disqualified)
4. Genuine Parts Company Inc. DBA Napa Auto Parts	Burbank, CA	$83,567 (Disqualified)

Following the review of the bid submissions, two bidders were determined to be non-responsive and were disqualified for failing to meet the minimum response requirements of the solicitation. Betts Truck Parts and Service failed to provide pricing for all required bid items and the required catalog. Genuine Parts Company Inc. DBA Napa Auto Parts failed to submit the required catalog with their bid submission.

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 $1,100,000. 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 $1.14 million since Fiscal Year 2016.

The bid solicitation was structured using a Market Basket of Goods consisting of 100 of the most frequently purchased automotive and truck replacement parts and their estimated quantities to provide a consistent basis for bid evaluation and establish competitive unit prices. Accordingly, the total bid price is for evaluation purposes and

does not reflect the anticipated annual expenditures or total contract authorization. The resulting unit prices will be used for purchases on an as-needed basis, with annual expenditures estimated at approximately $200,000 and a total base contract amount of $1,000,000 over the five-year term.
The contract will be set up as follows:

Base Bid	$1,000,000
Contingency	$ 100,000
Contract Not-to-Exceed Amount	$1,100,000

A contingency of 10 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 automotive and truck replacement parts, repair components, consumables, and related products actually ordered and received in accordance with the prices submitted in the bid.

COUNCIL POLICY CONSIDERATION:

This 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 and equipment 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 for the as-needed purchase and delivery of automotive and truck replacement parts, repair components, consumables, and related products used in the maintenance and repair of 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 $1,100,000 over five years. The Department will utilize existing budgeted appropriations in the Fleet Maintenance Fund to support the first year of contract costs. Future contract costs will be budgeted as part of the Department's annual operating budget.

The following table represents the contract summary.

Base Bid	$ 1,000,000
Contingency	$ 100,000
Total Fiscal Impact	**$ 1,100,000**

Respectfully submitted,

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