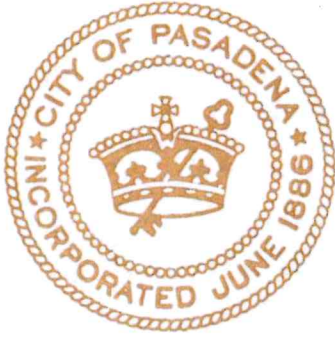




Agenda Report

September 29, 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 AFFORDABLE GENERATOR SERVICES INC FOR STATIONARY AND PORTABLE GENERATOR MAINTENANCE AND REPAIR SERVICES IN AN AMOUNT NOT-TO-EXCEED \$757,845**

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 17, 2026, submitted by Affordable Generator Services, Inc. in response to the bid specifications for Stationary and Portable Generator Maintenance and Repair Services, and authorize the City Manager to enter into a five-year contract for a total not-to-exceed amount of \$757,845, which includes the base contract amount of \$688,950 and a contingency of \$68,895 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) is responsible for managing the maintenance and repair of City-owned stationary and portable generators that provide backup power to City facilities and support essential City operations. The City currently maintains 27 generators, consisting of 17 stationary generators and 10 portable generators, located throughout City facilities including City Hall, fire stations, the Police Department, Public Works facilities, treatment plants, Water and Power facilities, and other City locations.

Generators provide an important source of backup power during planned and unplanned power interruptions. Regular inspection, testing, preventative maintenance, and timely repairs are necessary to ensure this equipment remains operational and ready to provide power when needed. Failure to properly maintain generator systems may result in equipment failure, increased repair costs, and reduced availability of backup power at critical City facilities.

Preventative maintenance services include monthly, quarterly, and annual inspections and maintenance of the City's generators. Services include inspection of engine, cooling, fuel, electrical, battery, charging, and control systems; fluid and filter replacement; operational testing; and identification of deficiencies requiring corrective action. Services also include preventative maintenance and operational testing of automatic transfer switches and annual load bank testing to verify generator performance and identify potential deficiencies.

In addition to the City's generators, BSFMD is also responsible for maintaining engine-related inspection and preventative maintenance of one Clarke fire sprinkler pump located at City Hall. Services include monthly and quarterly inspections of the engine and associated components as well as annual preventative maintenance to ensure the unit remains operational and in a state of readiness.

A Notice Inviting Bids for Stationary and Portable Generator Maintenance and Repair Services was posted on OpenGov Procurement on July 27, 2026. The posting generated notices to all vendors who had previously registered with the City for this commodity class. A total of 26 vendors downloaded the specifications. A total of five bids were received by the bid closing date, none of which were local.

Following advertising, bids were electronically received on August 17, 2026, and are as follows:

<u>Bidder</u>	<u>Location</u>	<u>Amount (\$)</u>
1. Affordable Generator Services, Inc.	Santa Fe Springs, CA	\$ 214,820
2. West Coast Energy Systems, LLC	Corona, CA	\$ 498,332
3. Global Power Group, Inc.	Lakeside, CA	\$ 509,950
4. Odyssey Power Corporation	La Habra, CA	\$ 667,121
5. Bay City Electric Works	Poway, CA	\$1,111,785

It is recommended that Affordable Generator Services, Inc. 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 \$757,845. The proposed contract with Affordable Generator Services, Inc. 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 \$1.26 million since Fiscal Year 2019.

The contract will be set up as follows:

Base Bid	\$688,950
Contingency	\$ 68,895
Contract Not-to-Exceed Amount	\$757,845

A contingency of ten percent is allocated to this contract to allow for unforeseen operational needs during the life of the contract.

The total contract amount represents a not-to-exceed amount based on the City's historical expenditures for generator maintenance and repair services and anticipated operational needs over the five-year contract term. Payment to the contractor shall be made on an as-needed basis for preventative maintenance, inspections, testing, diagnostics, repairs, emergency services, fuel services, generator rentals, replacement parts, and related services actually requested and performed, in accordance with the prices submitted in the bid.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic planning goals to improve, maintain, and enhance public facilities and infrastructure, maintain fiscal responsibility and stability, and ensure the safe and reliable operation of City equipment that supports essential public safety, emergency response, and infrastructure 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 maintenance, inspection, testing, and repair services for existing City-owned stationary and portable generators and related 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 \$757,845 over five years. The Department will utilize existing budgeted appropriations in the Fleet Maintenance Fund and the Building 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. There is no impact to the General Fund.

The following table represents the contract summary.

Base Bid	\$ 688,950
Contingency	\$ 68,895
Total Fiscal Impact	\$ 757,845

Respectfully submitted,



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

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Approved by:



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